2010-2011 Academic Calendar

**Fall 2010**
- August 26, (Thu) First Year Student Check In
- August 30, (Mon) First Day Class/Registration Day
- September 3, (Mon) Last Day of Classes
- September 3, (Fri) Last Day Add without instructor permission
- September 10, (Fri) Last Day Drop/Add without a "W" and Registration
- September 5, (Sun) Degree Awarding Date
- September 6, (Mon) Labor Day - Classes held
- September 17, (Fri) Last Day to select OR cancel Pass/Fail
- September 9, (Thu) Rosh Hashanah
- September 18, (Sat) Yom Kippur
- September 28-29 (Wed/Thu), October 5-7 (Tue-Thu) Four o'clock quizzes
- October 11-12, (Mon/Tue) Pacing Break
- October 20, (Wed) Mid Term Grades Due
- November 3-4 (Wed/Thu), November 9-11 (Tue-Thu) Four o'clock quizzes
- November 1, (Mon) Deadline to apply for January degree
- November 8-19, (Mon-Fri) Registration for Spring
- November 16, (Tue) Last day for January Doctoral candidates to deliver approved dissertation drafts to dean
- November 16, (Tue) Last day to drop a class with a "W"
- November 24-26, (Wed-Fri) Thanksgiving Break
- December 3, (Fri) Last day for hourly exams
- December 10, (Fri) Last Day of Classes
- December 10, (Fri) Last day to drop a class or withdraw with WP/WF grades
- December 10, (Fri) Last day for January masters candidates to submit unbound thesis copies to the Registrar's Office
- December 10, (Fri) Last day for January doctoral candidates to complete all degree requirements
- December 11, (Sat) Review/Consultation/Study Period – Tuesday classes
- December 13, (Mon) Review/Consultation/Study Period - Monday classes
- December 14, (Tue) Final Exams Begin
- December 22, (Wed) Final Exams End

**Spring 2011**
- January 16, (Sun) Degree Awarded Date
- January 17, (Mon) First Day of Class/Registration Day
- January 21, (Fri) Last Day for Web Registration
- January 21, (Fri) Last Day Add without instructor permission
- January 28, (Fri) Last Day Drop/Add without a "W" and Registration
- February 4, (Fri) Last Day to select OR cancel Pass/Fail
- February 16/17, (Wed/Thu) February 22-24, (Tue-Thu) Four o'clock quizzes
- March 1, (Mon) Last Day to apply for University Day degree
- March 14, (Mon) Mid Term Grades Due
- March 7-11 (Mon-Fri) Spring Break
- March 14, (Mon) Classes Resume
- March 30-31 (Wed/Thu), April 5-7 (Tue-Thu) Four o'clock quizzes
- April 19, (Tue) Passover - classes held on weekdays
- April 22, (Fri) Good Friday - classes held
- April 8, (Fri) Last Day to drop a class with a "W"
- April 8, (Fri) Last day for May doctoral candidates to deliver approved dissertation drafts to dean
- April 11-22, (Mon-Fri) Summer/Fall Registration
- April 22, (Fri) Last day for hourly exams
- April 29, (Fri) Last day for May doctoral candidates to complete all degree requirements
- April 29, (Fri) Last day for May masters candidates to submit unbound thesis copies to the Registrar's Office
- April 29, (Fri) Last Day of Classes
- April 29, (Fri) Last day to drop a class or withdraw with WP/WF grades
- April 30, (Sat) Review/Consultation/Study Period - Tuesday classes
- May 2, (Mon) Review/Consultation/Study Period - Monday classes
- May 3, (Tue) Final Exams Begin
- May 11, (Wed) Final Exams End
- May 23, (Mon) University Day Commencement

**Summer 2011**
- July 1, (Fri), Deadline to apply for September degree
- July 29, (Fri) Last day for September Doctoral candidates to deliver approved dissertation drafts to dean
- August 12, (Fri) Last day for September masters candidates to submit unbound thesis copies to the Registrar's Office.
- August 12, (Fri) Last day for September doctoral candidates to complete all degree requirements to Research & Graduate Programs Office (280 Maginnes Hall)
This Graduate Student Handbook is prepared and issued by the Dean’s office to serve as a reference for graduate students and those involved in graduate education in the College of Arts and Sciences at Lehigh University. The original source of the policies and procedures detailed herein is the Lehigh University *Faculty Rules and Procedures*. The Office of Financial Aid provides information pertinent to Federal and State Financial Aid. The University and the College reserve the right to change at any time the rules governing admission, tuition and fees, courses, the granting of degrees, or other regulations affecting graduate students.

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

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

For more information on graduate studies in the College of Arts and Sciences please go to our web pages at: [http://www.cas.lehigh.edu/grad](http://www.cas.lehigh.edu/grad).
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Additional information regarding the items listed below can be found in the **Graduate Student Life Guidebook** (http://www.lehigh.edu/~ingrador/pdfs/guidebook/grad_student_guidebook.pdf)

**GRADUATE STUDENT CONTACTS**
- Graduate Student Life Office
- The Graduate Student Council
- Graduate Program Coordinators
- Graduate Alumni Committee

**INTERNATIONAL STUDENTS AND SCHOLARS**
- Office of International Students & Scholars (OISS)
- International Multimedia Resource Center (IMRC)
- English as a Second Language

**ACADEMIC SERVICES**
- Library Facilities
- Media Resources and Services
- Computing Resources and Services

**STUDENT SERVICES**
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- University Counseling Service
- Legal Services

**LIVING AND SAFETY SERVICES**
- Residential Services
- Religious Activities
- Student Identification Cards
- Motor Vehicle Registration
- University Police
College of Arts and Sciences
Anne Meltzer, Dean

Graduate Programs Office Staff
Michael Stavola, Associate Dean
Mary Ann Haller, Manager of Graduate Programs
Heather Sohara, Administrative Clerk

Department and Program Staff
American Studies
Edward Whitley, Director
Elaine Nelson, Graduate Coordinator

Biological Sciences
Murray Itkowitz, Chair
Jennifer Swann, Faculty Graduate Coordinator
JoAnn Deppert, Graduate Coordinator

Chemistry
Robert Flowers, Chair
Rebecca Miller, Faculty Graduate Coordinator
JoAnn DeSalvatore, Graduate Coordinator

Earth & Environmental Sciences
Frank Pazzaglia, Chair
Zicheng Yu, Faculty Graduate Coordinator
Nancy L. Roman, Graduate Coordinator

Environmental Initiative
John Gillroy, Director
Elaine Nelson, Graduate Coordinator

English
Scott Gordon, Chair
Dawn Keetley, Faculty Graduate Coordinator
Donna Reiss, Graduate Coordinator

History
Stephen H. Cutcliffe, Chair
Roger Simon, Faculty Graduate Coordinator
Janet T. Walters, Graduate Coordinator

Mathematics
Wei-Min Huang, Chair
Terrence J. Napier, Faculty Graduate Coordinator
Donald Davis, Graduate Student Advisor
Mary Ann Dent, Graduate Coordinator

mjsa  758-4282
mh0h  758-4280
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edw204  758-3321
ean4  758-3350
jms5  758-5484
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Physics
  Volkmann Dierolf, Chair
  Ivan Biaggio, Faculty Graduate Coordinator  ivb2  758-4916
  John Huenekekes, Graduate Student Advisor  jph7  758-3926
  Lois A. Groff, Graduate Coordinator  lg00  758-3931

Political Science
  Richard K. Matthews, Chair
  Laura Olson, Faculty Graduate Coordinator  lko1  758-3346
  Veronica Jurasits, Graduate Coordinator  vtj2  758-3340

Psychology
  Ageliki Nicolopoulou, Chair
  Gordon Moskowski, Faculty Graduate Coordinator – Fall  gbm4  758-5122
  Michael Gill, Faculty Graduate Coordinator – Spring  mjg6  758-6577
  Teri Loew, Graduate Coordinator  tml6  758-3630

Sociology/Anthropology
  Judith Lasker, Chair
  James McIntosh, Faculty Graduate Coordinator  ijm1  758-3809
  Erica Nastasi, Graduate Coordinator  en03  758-3810

College of Arts & Sciences Interdisciplinary Office
  Sherry Buss, Administrative Director  slb9  758-5546

Office of International Education Staff
  Gisela M. Nansteel, Immigration Coordinator  gmn0  758-4859
I. Graduate Programs

Academic Departments with Graduate Programs

Graduate degrees are offered by the following academic departments:
Biological Sciences – M.S., Ph.D.
Chemistry – M.S., Ph.D.
Earth and Environmental Sciences – M.S., Ph.D.
English – M.A., Ph.D.
History – M.A., Ph.D.
Mathematics – M.S., Ph.D.
Physics – M.S., Ph.D.
Political Science – M.A.
Psychology – M.S., Ph.D.
Sociology – M.A.

Interdisciplinary Graduate Study and Research

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

American Studies – M.A.
Clinical Chemistry – M.S.
Environmental Policy & Design – M.A.
Photonics – M.S.
Polymer Science and Engineering – M.S., Ph.D.

For more information and a person to contact, consult the online Lehigh University Catalog.

Certificate Programs

**Department of Chemistry**
- Analytical Principles of Pharmaceutical Science
- BioOrganic Principles of Pharmaceutical Science
- Regulatory Affairs in a Technical Environment

**Department of Psychology**
- Stereotypes, Prejudice, Discrimination and Intergroup Relations
- Cognitive Science

**Environmental Initiative**
- Environmental Law and Policy

**Women’s Studies**
- Women’s Studies Graduate Certificate
II. Policy and Procedures

Admissions

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

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

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

Lehigh University seeks talented faculty, staff, and students from diverse backgrounds. Lehigh University does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status in any area, including: student admissions; scholarship or loan awards; athletic, co-curricular, recreational, or social programs; academic programs, policies, or activities; and employment and employment development. Questions and complaints about this policy should be directed to: The Provost or the Vice President for Finance and Administration, Alumni Memorial Building, Lehigh University, Bethlehem, PA 18015.

Regular Graduate Students

Only regular graduate students are candidates for advanced degrees. Applications for admission must be filed according to posted deadlines (see Application for Admission) and before the start of graduate registration. The materials required for admission as a regular graduate student are consistent across the College, although each department determines its own admissions standards once the minimum CAS requirements are met (see p. 4). A complete application consists of:

1) completed application form;
2) official transcripts for all post-secondary education;
3) official record of Graduate Record Examination (GRE) score and subject test scores, where required;
4) two letters of recommendation;
Prospective students whose native language is not English are also required to submit the TOEFL (Test of English as a Foreign Language). A minimum score of 550 on the old or 213 on the new TOEFL is required for admission to the college although some departments have higher requirements. If you have taken the iBT TOEFL, you must contact your department or the ESL Department at Lehigh for the minimum required scores. This TOEFL requirement may be waived if the international applicant has obtained a degree from an English-only university in an English-speaking country.

Only complete applications will be considered for regular admission.

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

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

Satisfying at least one of these five conditions is necessary but may not be sufficient for admission as a regular graduate student.

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

Associate Graduate Students

Prospective graduate students who do not qualify for regular student status may be offered associate student status. Applications for admission submitted during the late admission period between the end of the regular admission period and the first day of classes can only be granted associate status. Applicants for associate status need to submit only unofficial transcripts. Letters of recommendation are not required at the time of application. However, the Registrar requires an official final transcript before grades may be released.

Individuals who are admitted to associate student status during the late admission period but who are qualified for regular student status may petition for the latter after the start of classes, provided all documents have been received and are in order. There is no late application fee.
Other associate graduate students must meet the following conditions before they may petition for regular status: completion of the first nine credit hours of courses numbered 300 or higher with at most one grade of below B-. Students receiving a grade lower than C- will be dropped from the program. Students should note that individual departments may impose more rigorous probationary standards.

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

Associate graduate students are not eligible for financial aid.

Non-Degree Seeking Students

In addition to degree programs, there are two non-degree options as well: (1) Regular non-degree and (2) Non-degree for external certification. Regular non-degree admission is for students that wish to take up to 12 credits of graduate coursework without seeking a degree. Non-degree for external certification students are admitted to pursue coursework for the purpose of obtaining certification through an external accrediting agency. They complete the coursework for the appropriate certification, with the number of credits being dictated by the external accrediting agency. Given this external control of credit requirements, the number of credits will vary and will typically exceed the 12-credit limit for regular non-degree students. A student admitted as non-degree for external certification may subsequently be admitted to a degree program, but needs to do so through a petition that includes all components required for admissions consideration by that degree program.

International students are required to demonstrate English language skills equal to those required of degree-seeking students. All international applicants whose native language is not English must take the TOEFL (Test of English as a Foreign Language). A minimum score of 550 on the old or 213 on the new TOEFL is required for admission to the college although some departments have higher requirements. If you have taken the new iBT TOEFL, you must contact your department or the ESL Department at Lehigh for the new required scores. This TOEFL requirement may be waived if the international applicant has obtained a degree from an English-only university in an English-speaking country.

Admission decisions for non-degree students are made by the faculty coordinator of the appropriate department or other responsible official designated by him/her for this purpose. The signature of the designated official on the application and registration forms confers admission to the non-degree graduate student status. Informal transcripts will be accepted for initial admission, but formal transcripts must be on record before the student can receive any transcript or grade report from the university or enroll for additional courses.
Students in a non-degree status are not eligible for financial aid.

Lehigh University Undergraduates

A Lehigh undergraduate with a 3.0 cumulative grade point average who has achieved Junior standing may take any 400-level course for which he or she is qualified. The qualifications are defined by the department and are certified by the course instructor and department chairperson through petition to the Standing of Graduate Students. For additional information on constraints on undergraduates taking graduate level courses please see Section III Curricular Flexibility. Undergraduates at Lehigh who are within a few hours of meeting the requirements for a baccalaureate degree may, with the special approval of the graduate and research committee, enroll for 12 credit hours of study for graduate credit (6 in the P.C. Rossin College of Engineering and Applied Science). Lehigh undergraduates may apply course credits taken in the undergraduate program toward a graduate degree under the following conditions: (a) the course credits are not submitted as part of the requirement for an undergraduate degree; and (b) courses for possible graduate credit are approved in advance by the course instructor, department chairperson, and the dean of the college. The student must receive a grade of B- or better.

Readmission

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

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

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

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

For more information on Graduate Orientation please go to: www.lehigh.edu/~ingrador/

Registration

Schedule Limitations

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

Full-time Status

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

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

Registration

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

New graduate student registration is held the week before classes officially start. On-line registration procedures can be found on the Lehigh web page. New domestic graduate students receive LINs and PINs to establish their Lehigh email account. If you have not received this mailer by orientation, please come to the Research and Graduate Programs Office at 9 W. Packer Avenue, Room 280, Maginnes Hall. New international students must come to the Research and Graduate Programs Office to receive their LINs and PINs. Students for whom tuition is some form of Lehigh’s employee benefits should go to the Office of Human Resources. Research Assistants whose tuition is paid for by research projects are to have their tuition award forms forwarded by their departments to the Office of Research and Sponsored Programs for approval. Other graduate students must pay their tuition bills either in person or by mail at the Bursar’s Office. Receipts will be issued upon request.

Auditing Courses

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

In no case shall a student who has attended a course as an auditor be given an anticipatory examination for credit or register for the same course in the future. A student completing a course in this manner will have the course and the notation AU indicated on the permanent record. A student rostered on an audit basis may be withdrawn from the course with a grade of W for poor attendance.
Late Registration Penalties

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

Graduate Student Petitions

The right of petition is open to all students at all times. The Graduate Student Program Petition form must be prepared completely and signed by the student’s advisor, department faculty graduate coordinator, department chairperson, and associate dean of graduate studies. The form is then submitted to the Registrar for final action. Following is a partial list of situations that require approval through a graduate petition:

- Change of status from an associate (or non-degree) to a regular graduate student
- Readmission as a graduate student following an absence of five consecutive years
- Lehigh University graduate student wishing to transfer to another department for pursuit of a graduate degree
- Removal of an incomplete (N) grade after one calendar year has elapsed
- Changing members of the doctoral committee
- Extension of time to complete master’s or doctoral degree requirements
- Changing thesis credits to dissertation credits after the maximum six hours of thesis credit has been satisfied
- Undergraduate student wishing to enroll in a graduate level course

A petition is a request for a change or exception to be made to University policy and procedure, and therefore is evaluated on an individual basis.

Additional Services Provided by the Registrar

In addition to maintaining student academic files, the Registrar also handles requests for transcripts. Written and walk-in requests to have transcripts mailed to schools and prospective employers are honored. Final grades are also mailed to students approximately two weeks after the end of the final exam period, provided all student credentials are in order.
Graduation

Application for Degree

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

Candidates for degrees to be conferred on University Day in May must file an application for degree with the registrar by March 1. Candidates for degrees to be conferred in January must file by November 1. Candidates for degrees to be conferred in September must file by July 1. Late application for a degree will incur a penalty fee of $40.

Clearance

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

1) students must be certain that they have completed all coursework for any incomplete grades that they have received;

2) theses and dissertations must be cleared by the appropriate authority. Theses are cleared by the Registrar’s office, while dissertations are cleared by the Research and Graduate Programs Office;

3) financial obligations must have been met. Tuition, fees, bookstore charges, library fines, and motor vehicle fines must all be paid before getting clearance for graduation;

4) all library books must be returned;

5) students must turn in their student identification cards at the I.D. card office

6) the interdepartmental clearance sheet must be completed. This form requires the signature of the student’s department chairperson, the Bursar, and Facilities Services before it is submitted to the Registrar at least three days before graduation.
Tuition and Expenses

Tuition and Fees for 2010-2011

Per credit hour

- **Tuition**: $1185
- **Audit**: $1185

Per semester

- **Maintenance of Candidacy (Masters & Doctoral)**: $1185

Tuition Payment

Graduate students must register for courses during the registration period and pay tuition during the week before classes begin. Please contact the Bursar’s Office at 610-758-3160 for deferred-payment plans.

Tuition Refunds

A student in good standing who formally withdraws (within the first eight weeks of a semester) or reduces his or her course enrollment below twelve credit hours will be eligible for a tuition refund. The refund schedule for student withdrawals and course adjustments is as follows:

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

For each day after the sixth day of class, a 1% decrease will occur until October 31 (fall semester). Please contact the Bursar’s Office for the spring schedule.

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

Other fees

- **Application fee (for graduate admission)**: $75
- **Late registration**: $100
- **Late application for degree**: $40
- **Late payment (after announced date)**: $200
- **Returned check fine**: $35
- **Identification card replacement**: $15
- **Thesis distribution**: $55
- **Dissertation distribution**: $90
III. Financial Aid

Academic Awards

Continuing students who request fellowships, RAs, TAs, and GAs beginning in the fall semester must file a request with their academic department no later than January 15. Generally, a special committee formed by department faculty makes recommendations for the recipients of these awards based on merit. Students are not required to submit a financial statement.

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

Financial aid is ordinarily available only for regular, full-time graduate students. Teaching assistantships (TA’s), research assistantships (RA’s), graduate assistantships (GA’s), fellowships, and scholarships are academic awards made by individual academic departments or by the Dean’s Office. Several graduate assistantships unrelated to particular study areas exist. (Information can be obtained from the appropriate administrative offices.) Loans and work-study are distributed by the Office of Financial Aid located at 218 W. Packer Avenue. Associate and non-degree graduate students are not eligible for financial aid.

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

Scholarships and Fellowships

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

Fellowships of type 2, as outlined above, consist of a stipend as well as a year of tuition credit hours of up to 10 credits per semester. These fellowships are awarded on a competitive basis. Fellowships of type 3, as outlined above, are awarded by individual departments. Each year the Dean’s office receives an allocation of tuition credit for scholarships. These credits are distributed to departments to use at their own discretion.

¹ Students who are on maintenance of candidacy will be awarded only the appropriate number of credit hours.
Teaching Assistants and Graduate Assistants

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

1) each TA/GA must be a *regular* full-time Lehigh graduate student. This status normally requires registration for at least 9 credit hours per semester;

2) a TA/GA is a half-time position, and each TA/GA provides services to Lehigh University of up to 20 hours per week. Quarter-time and eighth-time TA/GA appointments are possible for full-time graduate students. Stipends and tuition remission are appropriately reduced for these positions;

3) each TA/GA must be paid a specific stipend which is set for the academic year by the Dean’s office after consultation with the Director of Budget;

4) qualified TAs/Gas receive tuition remission for, at most, 10 credit hours in a regular semester. No TA/GA may register for more than 10 credit hours. A student who is a TA/GA during both semesters of the preceding academic year is entitled to a maximum of three hours of thesis, research, or dissertation registration (not course credit) in the following summer without payment of tuition;

5) each TA/GA is appointed by a process which begins with a formal letter of appointment issued by the appropriate department chairperson. The appointment letter specifies standard university conditions, including stipend level, time of arrival, length of service, and satisfactory academic progress and performance of duties. Each department chairperson submits written notification of TA/GA appointments to the Dean;

6) tuition remission for qualified TAs/Gas is authorized by the Dean as part of the registration process.

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

1) a GPA of 3.0 or better in the undergraduate major field of study;
2) a GPA of 3.5 in the senior year major field of study;

3) rank in the 85th percentile or higher on the GRE or other standardized test;

4) a GPA of 3.5 in at least 12 hours of graduate work in the major field.

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

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

In addition to a minimum passing TOEFL score, Teaching Assistants whose native language is not English must have on record with the ESL Program a SPEAK score of 230+ (TSE 55+) in order to work with Lehigh undergraduates in academic settings (i.e., classrooms, recitations, labs, office hours, etc.). Those whose SPEAK score is 200-225 (or TSE 50) may also be appointed as Tas, but they are required to attend ESL courses at Lehigh until their SPEAK score is at least 230 or until they no longer have a TA position. A SPEAK score of 195 (or TSE 45) or below eliminates an international graduate student from being appointed as a TA.

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

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

Additional Graduate Assistantships

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

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

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

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

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

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

1) definitions of duties of research assistants and project assistants;

2) stipend ranges;

3) tuition and registration.

Other Financial Aid

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

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

**Federal Stafford Student Loans:** The Federal Stafford Student Loans are long-term, low-interest loans made to a student by private lending institutions such as banks, savings and loan associations or credit unions. The certification of eligibility for these loans is done through the Office of Financial Aid.

**Subsidized Federal Stafford Loan:** The Federal government will pay the interest on this loan while the student is in school. The student must demonstrate “financial need” to qualify for the interest subsidy benefits. “Need” is the cost of education, minus other financial aid, and the expected family contribution. The expected family contribution is determined by filing a Free Application for Federal Student Aid.

**Unsubsidized Federal Stafford Loan:** No expected family contribution is used to determine need for Unsubsidized Stafford Loans; however the student is responsible for the interest on this type of loan from the date it is disbursed. The Federal government does not pay the interest on the student’s behalf. This type of loan is limited to the cost of education minus other financial aid. If students wish to borrow an amount in addition to their subsidized eligibility, they should check both types of loan on their Stafford loan application and promissory note.

**Federal Stafford Loan Application Procedures:** All applicants must file a *Free Application for Federal Student Aid (FAFSA)* for the appropriate year. This application can be obtained in the Office of Financial Aid. A Lehigh University graduate financial aid application together with a signed copy of the most current tax return must also be submitted to the Office of Financial Aid. Financial aid transcripts from all other colleges or universities are required.

**Federal College Work-Study (FWS):** Need based; *Free Application for Federal Student Aid*, University application, student’s IRS 1040, Financial Aid Transcript (FAT). *These awards are subject to the availability of funds.* Job listings and pay-scale information are available in the Office of Financial Aid.
IV. Degree Requirements

Academic Standards

Grades

Course grades and their weightings are as follows:

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

Minimum Academic Standards

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

Dropping a Course

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

University Withdrawal

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

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

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

Absent from the Final Exam

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

The grade Z is used to indicate both absence from the final examination and incompletion of one or more course requirements. The instructor calculates the parenthetical grade using an F (or 0 score) for the final examination and either an F (or 0 score) or a substitute method of calculation for the incomplete work. The Z grade may be removed by the procedures described above for removal of the X grade. Graduate students have a calendar year to complete course work following an Z grade unless an earlier completion deadline is specified by the instructor. Z grades that are not removed remain on the record of graduate students. All petitions for exceptions are sent to the Registrar’s Office. Parenthetical grades are not required for thesis or research courses.
Master’s Degree Requirements

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

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

1) complete the form Program for Master’s Degree listing the courses proposed to satisfy the degree requirements. This program must have the approval of the chairperson of the student’s major department. The form must be submitted to the Graduate Program Office and approved by the Registrar. Submission should be as soon as possible after 18 credit hours toward the degree have been completed. Approval of the program by the Registrar signifies that the student has formally been admitted to candidacy for the degree;

2) the “minimum” program for the Master’s degree includes: a) not less than 30 credit hours of graduate work; b) not less than 24 hours of 300- and 400-level course work of which at least 18 hours are from the 400 level; c) not less than 18 hours in the major field; d) not less than 15 hours of 400-level courses in the major field.

3) the 18 hours required in the major field are ordinarily taken in one department. Specific exceptions to this rule are mentioned in the departmental statements at the head of course listings. The remaining hours of a “minimum” program, or any part of them, may also be taken in the major department; or they may be taken in any other field in which courses for graduate credit are offered, as the needs or interests of the student may indicate, subject to the approval of the chairperson of the major department. In all cases the work for the Master’s degree is taken under at least two instructors;

4) a graduate student may include in his or her program courses numbered 200 or higher outside the major field and courses numbered 300 or higher in the major field. A graduate student registered in 200- or 300-level courses may be assigned additional work at the discretion of the instructor;

5) no course in which the grade earned is less than C- is credited toward the degree;
6) all work to be credited toward a Master’s degree must be in courses approved by Lehigh University. A student who receives more than four grades below B- in courses numbered 200 or higher becomes ineligible to qualify for the Master’s degree or to register for any other 400-level courses.

**Thesis and Comprehensive Examination:** Candidates may be required to submit a thesis or a report based on a research course of at least three credit hours, or to pass a comprehensive examination given by the major department. The department will specify which of these requirements apply and may require both. If required, the thesis or report shall not count for more than six credit hours, and thesis registration is limited to a maximum of six credit hours. If the thesis or research project involves human or animal subjects, University procedures must be followed (see *Protection of Human Subjects in Research* and *Humane Care and Treatment of Laboratory Animals*, Appendix). One unbound copy of the thesis, approved by the thesis adviser and the department chair, must be delivered to the registrar’s office at least three weeks before the degree is conferred. An electronic processing fee must be paid to the bursar, and the bursar’s receipt presented with the completed thesis. See Thesis Guidelines (p.25-33) for approved format and timeline. A non-thesis option exists for certain programs in the Colleges. Students should check with their departments regarding that option.

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

A checklist of procedures and deadlines is provided below:

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

2) filing of *Master’s Degree Program* with the Research and Graduate Programs Office. Submit as soon as 18 semester hours are complete (before last semester coursework is complete);

3) apply for degree in Registrar’s Office before date specified in catalog. **Reapplication for degree is required if student misses expected graduation date.** The Registrar’s Office has the Application for Degree form;

4) online submission of thesis, if required by major department, and signature sheet. Thesis containing an abstract and a Bursar’s receipt is due at least three (3) weeks before graduation. (See current course catalog or current graduate website for specific dates);

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\(^1\) A reasonable delay is defined as 90 days. In exceptional cases the delay may be longer, but in no event will Lehigh allow the delay to exceed one year.
5) obtain clearance form and cap-and-gown information from the Registrar’s Office. Obtain the appropriate signatures and return to Registrar. The Cap and Gown Form is returned to the Lehigh University Bookstore;

6) registration is required in the semester in which the degree is to be conferred. If there are any questions, contact the Research and Graduate Programs Office, College of Arts and Sciences, Maginnes Hall, (610) 758-4280.

Transfer Credits

With the approval of the registrar, department chair(s) offering commensurate courses and the student’s department chair, the following number of credits may be transferred to Lehigh Master’s degree program.

1. Up to nine credits for programs of 36 credits or less
2. Up to twelve credits for programs of 37 to 48 credits
3. Up to fifteen credits for programs of 49 to 60 credits

To be eligible for credit towards a Lehigh Master’s program (Master’s program must be submitted and approved before transfer credit is assigned), all transferred courses must:

1. Have been taken at the graduate level
2. Have been completed within four years of first enrollment into a Lehigh graduate program
3. If from a U.S. institution, that institution must be accredited by one of the six regional accrediting associations: Middle States Association of College and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, and Western Association of Colleges and Schools.

Certain colleges or degree programs may have more restrictive policies with regard to the number of transferable credits or eligibility of courses.

The transfer credit approval form must be submitted to the Registrar with course descriptions and an official transcript, as well as a departmental recommendation(s). Students may also be asked for a statement from their former institution stating that the course has not been used toward a prior degree.

Transfer of credit from other institutions is the responsibility of the registrar. Any graduate students planning to take work at other institutions in the United States or elsewhere should initially check with the registrar on policies and procedures. Full-time students may not be
concurrently enrolled at any other institution without prior permission. Transfer of grades from other institutions, is not possible.

• Pass/Fail courses are not acceptable for transfer.
• Transfer credit CANNOT be used towards a doctoral degree.
• Courses must be taken with graduate student status, course taken with a limited/non degree seeking post baccalaureate status are not eligible.
• Courses must be designated at the graduate level and not have been used toward any prior degree.
• Advanced undergraduate courses are not eligible for graduate degree credit.
• Only grades of “B” or higher will transfer (“B-“or below will not transfer).
• Students may receive credit at Lehigh equivalent to that which was granted as indicated on the host institution’s transcript up to the number of credits for the equivalent course at Lehigh. Courses taken on the quarter system with have credit granted on a 3 to 2 ratio

Procedures:

The Approval of Transfer Credit form is available in the Registrar’s Office and on the current graduate website.

Only those courses listed and approved on this form will transfer. Any student taking courses different from those listed, or not seeking prior approval, risk having the course not be eligible for transfer credit.

Secure the recommendation of the appropriate department chairperson at Lehigh for each course listed and return this form to the Office of the Registrar. Approval of the department is a recommendation and the final authority is the Registrar.

After the course is completed, you must have an OFFICIAL transcript sent to: Office of the Registrar, Lehigh University, 27 Memorial Drive West, Bethlehem, PA 18015.
Doctor of Philosophy Degree Requirements

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

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

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

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

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

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

Full-time students working toward the doctorate normally register for a minimum of 9 credit hours per semester. If the minimum degree registration requirement is attained before formal admission to candidacy, continued registration of at least 3 credits per semester is necessary. Full-time student status must be certified on the Graduate Registration Form by the Research and Graduate Programs Office.

After admission to doctoral candidacy, a student must maintain candidacy by registering in both the fall and spring semesters. After completion of the minimum registration requirement, plus any additional requirements of the student’s department or program, registration is
permitted for “Maintenance of Candidacy.” The tuition charge is for 1 credit hour. Full-time status again must be certified on the Graduate Registration Form.

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

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

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

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

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

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

At the time of admission to candidacy, a doctoral committee is appointed by the graduate and research committee to direct the work of the candidate.
Admission to Candidacy: It is good practice for a doctoral student to apply for candidacy no later than a year after completion of the Master’s degree or its equivalent and after passing qualifying examinations if they are required by the major department. The prospective Ph.D. candidate must submit to the doctoral committee a written program proposal that includes a discussion of proposed dissertation research. The program should be planned to lead to a general mastery of the major field and to a significant grasp of any minor field(s) that may be added. Upon receiving approval of the proposal, the candidate submits the proposal, signed by the committee members, to the Research and Graduate Programs Office for action by the Graduate and Research Committee. The office will advise the student in writing of the committee’s decision.

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

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

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

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

Upon approval of the advising professor, the dissertation draft is submitted to the Research and Graduate Programs Office for inspection at least six weeks before the degree is to be conferred. (Exact dates are published on the Registrar’s and Arts & Sciences Graduate websites). See Dissertation Guidelines (p.34-42) for approved format and timeline. Please contact MaryAnn Haller in the Research and Graduate Programs Office at 610-758-4280 or mh0h@lehigh.edu to schedule your draft appointment.
V. Thesis Guidelines

COLLEGE OF ARTS AND SCIENCES
GUIDELINES FOR THE PREPARATION OF
MASTER’S THESIS

Master’s Thesis Checklist for Graduation

1. Application for Degree (submitted to the Registrar’s Office)
2. Completed, approved Master’s Program Form
3. Approved Thesis submitted online by deadlines posted on the Registrar’s website: http://www.lehigh.edu/~inrgs
4. $55 online submission fee, paid to the Bursar’s Office
5. Final paperwork to be delivered by deadline to the Registrar’s Office
   a. Title Page
   b. Abstract
   c. Original Signed Signature Sheet
   d. Thesis Processing Receipt (paid at Bursar’s Office)

6. Thesis uploaded to: http://www.etdadmin.com/lehigh/ 24 hrs prior to delivery of Final paperwork to Registrar’s office

INSTRUCTIONS, PROCEDURES, AND DEADLINES

Program for Master’s Degree:

1. Formulation of a tentative program of course work in consultation with your advisor.

2. Filing of Master’s Degree Program with Graduate Programs Office. Submit as soon as 15 semester hour grades are completed. Master’s Program form can be found in your department, the Registrar’s Office or online at www.cas.lehigh.edu/grad/current.

3. Application for degree can be found in your department, Registrar’s Office or online at www.cas.lehigh.edu/grad/current. Apply before date specified online at the Registrar’s website (http://www.lehigh.edu/~inrgs/main.shtml). Reapplication for degree is required if student misses expected graduation date.
4. Approved thesis submitted online to (http://www.etdadmin.com/lehigh/). Title Page, signature sheet signed by your advisor and chairperson of department submitted to the Registrar’s office by deadline posted on the Registrar’s website.

5. Completed Interdepartmental Clearance form submitted to the Registrar’s office (no later than 1 week prior to graduation). Form can be found in the department, Registrar’s Office or Graduate Programs Office (280 Maginnes Hall)

6. Cap and Gown information can be obtained through the University Bookstore (610-758-3375)

7. Registration is required in the semester in which the degree is to be conferred

8. THE MATERIAL OF THE COMPLETE THESIS MUST BE ARRANGED AND NUMBERED AS FOLLOWS:
   a. the Title Page (which is page i but is not numbered)
   b. Copyright Page (page ii)
   c. Unsigned Approval Page (which is page iii)
   d. Acknowledgments (if any) (continue with Roman numerals)
   e. the Table of Contents (continue with Roman numerals)
   f. List of Tables (if any) (continue with Roman numerals)
   g. List of Figures (if any) (continue with Roman numerals)
   h. List of Illustrations (if any) (continue with Roman numerals)

   NOTE: Roman numeral pagination ends here.
   i. An Abstract of 150 words maximum (Arabic numeral 1)

   NOTE: Arabic numeral pagination starts with the abstract at page 1 and is continued in consecutive order to the last page of the dissertation.
   j. The main text of the dissertation including footnotes, tables and figures
   k. Bibliography or List of References
   l. any Appendices
   m. The “Vita” or brief Biography (last page)

2. Extensive appendices, computer programs, audio, video, etc, should be attached under the supplemental data section of the online submission.

3. The pages of the entire thesis, including illustrations, tables, graphs, appendices, bibliography, must be numbered. It is important that every page (except the title page, as noted above) be numbered.

4. Several referencing styles can be used in listing books, articles, reports, unpublished materials, and public documents, etc. in your bibliography. Please consult with your advisor on the appropriate style used in your department. It is important that you maintain consistency with one style throughout your thesis. The following list of manuals are excellent guides to which to refer for referencing styles:


**Thesis must conform to the following Proquest/UMI Guidelines**

**Abstract**
As a section of your dissertation or thesis, your abstract (if you include one; check with your institutions requirements) must meet the specifications provided below for your manuscript. Please supply an additional copy of your abstract in English, if the primary language of your dissertation or thesis is NOT English.

We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. However, we continue to publish print indices that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indices require word limit of 150 words for master's theses. Additionally, our print indices allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. **The abstract as you submit it will NOT be altered in your published manuscript.**

**Manuscript Specifications**
Regardless of how you submit your dissertation or thesis, it will eventually be produced in digital, microform and or microfiche, and probably print media. Your library may have a standing order for reduced (6" x 9") size bound copies. Achieving a legible copy of acceptable quality in all of these formats and sizes requires a conservative approach to paper size and quality, fonts, font sizes, spacing, images and graphics. Your institution may provide you with specifications for some or all of these details, in addition to specifications for required sections, organization, pagination, and others. In cases of variation, **your institution's specifications supercede ours.** Please adhere to either/both your institutional specifications and those that follow here to ensure the highest quality reproduction of your work.

**To prevent the release of digital signatures, do NOT include the signature page in your submitted manuscript.**
MAKE SURE all your fonts are embedded fonts. See the end of this guide for instructions on embedding fonts. Manuscripts without embedded fonts can cause ALL punctuation and formatting to disappear when the document is printed from the digital file, and causes delays in our publishing process.

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1. **File Format: Manuscript:** Adobe PDF required. NO compression; NO password protection; NO digital signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.

2. **Multimedia files and formats:** Acceptable with external or internal links.

3. **Images:** GIF (.gif); JPEG (.jpeg); TIFF (.tif)

4. **Video:** Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mgp)

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6. **Margins:** Left: 1 ½"; Right: 1"; Top and Bottom: 1". Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least ¾" from edge of page.

7. **Fonts:** Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.

8. **Line spacing:** Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.

9. **Color:** Native digital manuscripts will appear in color when viewed electronically. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and
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1. On the **Tools** menu, click **Options**, and then click the **Save** tab.

2. Select the **Embed TrueType fonts** check box.

3. Save the document.

Alternatively, if you have Acrobat Professional available to you, you can follow the excellent instructions provided by the Graduate Thesis Office at Iowa State University:

1. Open your document in Microsoft Word.

2. Click on the Adobe PDF tab at top. Select "Change Conversion Settings."

3. Click on Advanced Settings.

4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the "Never Embed" box. Then click "OK."

5. If prompted to save these new settings, save them as "Embed all fonts."

6. Now the Change Conversion Settings window should show "embed all fonts" in the Conversion Settings drop down list and it should be selected. Click "OK" again.

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9. Click on the "Fonts" tab. Carefully check all of your fonts. They should all show "(Embedded Subset)" after the font name.

10. If you see "(Embedded Subset)" after all fonts, you have succeeded.
Some recommended TrueType fonts and point sizes

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SAMPLE TITLE PAGE FOR ONLINE THESIS SUBMISSION (remove and replace items in parentheses with your information)

(Title of Thesis)

by

(Your Name)

A Thesis

Presented to the Graduate and Research Committee

of Lehigh University

in Candidacy for the Degree of

Master of Arts (or Science)

in

(Name of Department)

Lehigh University

(Date)
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Copyright
(Your Name)

ii
SAMPLE THESIS SIGNATURE SHEET for SUBMISSION TO REGISTRAR’S OFFICE) (remove and replace items in parentheses with your information)

Thesis is accepted and approved in partial fulfillment of the requirements for the Master of (Arts/Science) in (Department/Program).

(THESIS TITLE)
(YOUR NAME)

__________________________________
Date Approved

__________________________________
(Thesis Advisor’s Name)
Advisor

__________________________________
(Co-Advisor’s Name)
Co-Advisor

__________________________________
(Department Chair’s Name)
Department Chair Person
VI. Dissertation Guidelines

COLLEGE OF ARTS AND SCIENCES
GUIDELINES FOR THE PREPARATION OF
DOCTORAL DISSERTATION

Checklist

1. Draft Appointment scheduled with MaryAnn Haller in Graduate Programs Office prior to defense of dissertation to review dissertation formatting.
2. Application for Degree filed with the Registrar’s Office by deadline listed on Registrar’s Website: http://www.lehigh.edu/~inrgs
3. Electronic Submission of Dissertation 24 hours prior to delivery of completed final paperwork to: http://www.etdadmin.com/lehigh/
4. Meeting scheduled with MaryAnn Haller to deliver completed final paperwork graduation clearance:
   a. Title Page
   b. Signed Original Signature Sheet
   c. Abstract
   d. Dissertation Processing Fee Receipt (paid at Bursar’s Office)
   e. Manuscript Preparation form
   f. Commencement Program Form
   g. Survey of Earned Doctorates Booklet

Dissertation Preparation

1. Illustrations, tables, graphs, etc., shall be consecutively numbered, so that they may be readily referred to in the text.
2. A Table of Contents, giving at least the chapter headings, with page numbers, must be provided.
3. An abstract should summarize the main findings and conclusions of the dissertation.
4. Each copy of the dissertation must have a “vita” or appendix, giving a short biography of the Candidate, including institutions attended, degrees (with dates) and honors, publications, teaching or professional experience, and other pertinent information.
5. Samples of the title page and approval page for the dissertation are attached for your information.
   The signed approval page is not submitted electronically to the Lehigh ETD (Proquest).
6. THE MATERIAL OF THE COMPLETE DISSERTATION SHALL BE ARRANGED, NUMBERED, AND LISTED IN THE TABLE OF CONTENTS AS FOLLOWS:
7. Doctoral dissertations are limited to 400 pages. Manuscripts exceeding these limits may be returned for abridgment.
8. The pages of the entire dissertation, including illustrations, tables, graphs, appendices, bibliography, shall be numbered. It is important that every page (except the title page, as noted above) be numbered.
9. Please consult with your advisor on the appropriate publication style to be used. It is important that you maintain consistency with one style throughout your dissertation.

Several referencing styles can be used in listing books, articles, reports, unpublished materials, and public documents, etc. in your bibliography. Please consult with your advisor on the appropriate style used in your department. It is important that you maintain consistency with one style throughout your thesis. The following list of manuals are excellent guides to which to refer for referencing styles:


SAMPLE TITLE, COPYRIGHT AND SIGNATURE PAGES ARE AT THE END OF THIS DOCUMENT

Dissertation must conform to the following Proquest/UMI Guidelines

Abstract
As a section of your dissertation or thesis, your abstract must meet the specifications provided below for your manuscript. Please supply an additional copy of your abstract in English, if the primary language of your dissertation or thesis is NOT English.

We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. However, we continue to publish print
indices that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indices require word limits of 350 words for doctoral dissertations and 150 words for master's theses. Additionally, our print indices allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript.

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SAMPLE TITLE PAGE FOR ONLINE DISSERTATION SUBMISSION (remove and replace items in parenthesis with your information)

(Title of Dissertation)

by

(Your Name)

A Dissertation

Presented to the Graduate and Research Committee

of Lehigh University

in Candidacy for the Degree of

Doctor of Philosophy

(Doctor of Arts)

in

(Name of Department or Program)

Lehigh University

(Date)
Copyright
(your name)

ii
SAMPLE DISSERTATION SIGNATURE SHEET (for submission to CAS Graduate Programs Office remove and replace items in parenthesis with your information)

Approved and recommended for acceptance as a dissertation in partial fulfillment of the requirements for the degree of Doctor of Philosophy

(Your Name)
(Dissertation Title)

_______________________________
Defense Date

_______________________________
Dissertation Director
(Must Sign with Blue Ink)

_______________________________
Approved Date

Committee Members:

_______________________________
(Name of Committee Chair)

_______________________________
(Name of Committee Member)

_______________________________
(Name of Committee Member)

_______________________________
(Name of Committee Member)
Appendix

Ethical Aspects of Research

Office of Research and Sponsored Programs

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

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

Protection of Human Subjects in Research

Lehigh University’s Human Subjects Policy can be found on the web site of the Office of Research and Sponsored Programs at http://www.lehigh.edu/~inors/humansubject.html

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

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

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

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

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

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

Humane Care and Treatment of Laboratory Animals

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

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

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

Intellectual Property

Lehigh University’s Policy on Intellectual Property is given on the web site of the Office of Research and Sponsored Programs at http://www.lehigh.edu/%7Epolicy/university/ip.htm

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

If the LU community has specific questions related to any of the information stated here, they should contact the Office of Technology Transfer @ 610-758-5883 or ott@lehigh.edu
Code of Conduct and Academic Disciplinary Procedures

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

Research Integrity

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

http://www.lehigh.edu/~indost/integrity.html

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