

GRADUATE STUDENT HANDBOOK



P.C. Rossin
College of Engineering and Applied Science

2014-2015

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Table of Contents

GRADUATE, DEPARTMENT & PROGRAM PERSONNEL	ii
ACADEMIC YEAR CALENDAR	iv
1.0 UNIVERSITY AND COLLEGE PROCEDURES	1
1.1 Admissions	1
1.2 Graduate Student Orientation	4
1.3 Registration	5
1.4 Graduate Student Petitions	8
1.5 Graduation	8
1.6 Expenses	9
2.0 OFFICE OF RESEARCH AND SPONSORED PROGRAMS	11
3.0 FINANCIAL AID	13
4.0 DEGREE PROGRAMS AND REQUIREMENTS	19
4.1 Graduate Degrees Offered	19
4.2 Academic Standards and Grades	20
4.3 Master's Degree Requirements	21
4.4 Doctor of Philosophy Degree Requirements	24
4.5 Thesis and Dissertation Guidelines	31
4.6 Cross disciplinary Graduate Study and Research	40
5.0 ADDITIONAL SUPPORTING OFFICES INFORMATION	48
5.1 Office of International Students & Scholars	48
5.2 Office of Graduate Student Life	49
6.0 INDEX	51

Fall 2014 Academic Calendar

August 11	International Graduate Student Orientation
August 19-21	New Graduate Student Orientation
August 22	New Graduate Student Registration
August 25	Classes Begin
August 31	Last day to add courses without instructor's signature; Last day of web registration
August 31	Degree awarding date
September 1	Labor day; classes held
September 5	Last day for Fall registration; Last day to drop a course without a "W"
October 1	Last day to file applications for a January degree;
October 6-7	Pacing break – no classes held
November 10-21	Registration for the Spring semester
November 11	Last day to drop a class with a "W"; Last day for January doctoral candidates to deliver approved dissertation drafts to the Associate Dean's Office
November 25	Last day for hourly exams
November 26-28	Thanksgiving break
December 5	Last day of classes; Last day to drop a course with a "WP" or "WF"; Last day for January Doctoral/Master's degree candidates to submit electronic dissertation/thesis, complete all necessary paperwork and all degree requirements
December 6	Review – Consultation – Study Period for Tuesday Classes
December 8	Review – Consultation – Study Period for Monday Classes
December 9	Final exams begin
December 17	Final exams end

Spring 2015 Academic Calendar

January 18	Degree Awarding Date
January 19	New Graduate Student Registration Classes Begin
January 25	Last day to add courses without instructor's signature; Last day of web registration
January 30	Last day for Spring registration; Last day to drop / add a course without a "W"
February 2	Last day to apply for University Day Degree
March 9-13	Spring break
March 16	Classes Resume
April 10	Last day for May doctoral candidates to deliver approved dissertation drafts to the Associate Dean's Office
April 14	Last day to drop a class with a "W"
April 6-17	Registration for Summer and Fall
April 24	Last day for hourly exams
May 1	Last day of classes; Last day to drop a course with a "WP" or "WF"; Last day for May Doctoral/Master's degree candidates to submit electronic dissertation/thesis, complete all necessary paperwork and all degree requirements
May 2	Review – Consultation – Study Period for Tuesday Classes
May 4	Review – Consultation – Study Period for Monday Classes
May 5	Final exams begin
May 13	Final exams end
May 18	University Commencement Day
July 1	Last day to file applications for a September degree
July 24	Last day for September doctoral candidates to deliver approved dissertation drafts to the Associate Dean's Office
August 7	Last day for September Doctoral/Masters candidates to submit electronic dissertation/thesis, complete all paperwork and all degree requirements

1.0 University and College Procedures

1.1 Admissions

A student who has completed a 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 studies leading to an advanced degree.

To be considered for admission as a graduate student, the prospective student 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 Departmental 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 lapses, the prospective student's department reserves the right to reconsider the original offer.

There are three categories of graduate student: 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.

1.1.1 Lehigh University Non-Discrimination Statement

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.

1.1.2 Regular Graduate Students

Only regular graduate students are candidates for advanced degrees. Application deadlines for admission as a regular graduate student are as follows: fall semester, July 15; spring semester, December 1; summer I, April 30; summer II, May 30. ***Departments may have earlier deadlines, please check with the individual departments to make certain of their deadlines.*** The materials required for admission as a regular graduate student are consistent across the College, with a complete application consisting of the following items listed below. Only complete applications will be processed.

- 1) completed online application
- 2) official transcripts for all post-secondary education (issued by the University in a sealed envelope or official e-transcript)
- 3) official record of Graduate Record Examination (GRE) scores (may be waived by some departments)

- 4) \$75 application fee (this fee will not be waived under any circumstances)
- 5) two letters of recommendation
- 6) Test of English as a Foreign Language (TOEFL) scores for prospective students whose native language is not English, with a minimum score of 79 on the Internet-based test, is required for admission without additional English training requirements.

In order to be considered for admission as a regular graduate student, an applicant must satisfy at least one of the following conditions: satisfying one of these five conditions is necessary but not sufficient for admission as a regular graduate student.

- 1) have an undergraduate grade point average (GPA) of at least 2.75 out of 4.0;
- 2) have a GPA of at least 3.00 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 3.00 on a minimum of twelve hours of graduate work at other institutions;
- 5) have successfully completed the probationary conditions as an associate graduate student.

If a department wishes to offer admission to a student who fails to meet any of the above five requirements, the department is required to submit its recommendation to the Associate Dean's Office with an explanation. Cases that cannot be resolved by the Chairperson or program director and the Associate Dean will be referred to the Graduate and Research Committee for a decision.

1.1.3 Associate Graduate Students

Prospective graduate students who do not qualify for regular student status may be considered for admission with associate graduate student status. Applications for admission which are considered in the late admission period between the end of the regular admission period and the first day of classes can only be granted associate status. However, since each department's classification and requirements of associate status is different, you must check with the department to determine if you qualify to be considered for admission under associate status. Applications for non-degree status are an exception (see following page). In contrast to application requirements for admission as a regular graduate student, admission decisions for associate status may be made in the absence of letters of recommendation, and with unofficial copies of University transcripts. 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 that all application documents (see requirements for regular graduate students) have been received.

Associate graduate students who do not qualify for regular status must complete the first nine consecutive credit hours of courses numbered 300 or higher with at most one grade of “C”, “C+”, or “B-“.

After the probationary period of nine credit hours is completed, an associate student must petition for regular student status in order to continue. 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 students will be placed on probation when they receive their first grade below a “B-“ and will be dropped for poor scholarship at the end of a term when the student is assigned either two “C”, “C-” OR “C+” grades or one grade below “C-”. If an associate student is assigned two grades below a “B-” in the same term the student is eligible to be dropped without any term on probation. Once on probation, students remain on probation until they are granted regular status. Students who are eligible to be granted regular status but fail to apply by the regular student deadline will be evaluated according to the regular student criteria.

1.1.4 Non-Degree Graduate Students

Students who do not wish to enter a degree program may also seek admission with non-degree status. In this case, the prospective student completes an abbreviated application form which is available online here: <https://www.lehigh.edu/go/applygrad>. The admission criteria for non-degree graduate students are:

- 1). A bachelor’s degree from an accredited institution with an overall grade point average of at least 3.0. Applicants with undergraduate GPAs below 3.0 may be admitted with the approval of the department in which they wish to take courses;
- or**
- 2). Evidence that the applicant is presently a student in good standing in an appropriate graduate program at an accredited institution.
- or**
- 3). Evidence that the applicant has received an appropriate graduate or other advanced degree from an accredited institution.

International students are required to demonstrate English language skills equal to those required of degree-seeking students in the College. All applicants whose first language is not English must take the Internet-based TOEFL (Test of English as a Foreign Language). A minimum score of 79 on the internet-based test is required for admission. This TOEFL requirement may be waived if the international non-degree applicant has recently received a degree from a U.S. university.

Admission decisions for non-degree students are made by the Associate Dean of Graduate Studies and Research in the P.C. Rossin College of Engineering and Applied

Science, or other responsible officials designated by him/her for this purpose. 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.

Non-degree students may take no more than twelve credit hours of graduate study within the College of Engineering at Lehigh. Any transcript or other record from the University will clearly indicate the student status as non-degree. Non-degree graduate students are not eligible for financial aid.

Non-degree students who wish to become degree-seeking must complete a formal application to the department or program they wish to join.

1.1.5 Lehigh University Undergraduates

Students of Lehigh University, who are within a few hours of meeting the requirements for a baccalaureate degree may, with special approval, enroll for a limited amount of work for graduate credit. Lehigh undergraduate students may apply course credits taken as an undergraduate toward a graduate degree under the following conditions:

- 1). the course credits may not have been submitted as part of the requirements for a previous degree;
- 2). courses at the 300 or 400 level must be approved by the course instructor, Departmental Chairperson, and the Associate Dean. A grade of “B” or better must be attained. It is not necessary for a student to inform the instructor beforehand;
- 3). a maximum of 6 credit hours taken while an undergraduate (in 300 or 400 level courses) may be used in a graduate degree program.

1.1.6 Readmission

A student who has not been registered in a Lehigh graduate program for a continuous period of one year must petition for readmission. Petitions must be approved by the student’s department of study and forwarded to the Associate Dean’s Office.

1.2 Graduate Student Orientation

Graduate student orientation and teaching assistant training sessions are offered the week before classes begin each semester. All new graduate students are invited to attend the orientation, which is designed to acquaint students with University resources and with members of the academic community, including administrators, faculty, staff, and fellow graduate students. A Graduate Student Fair during orientation gives new graduate students facts about Information Resources, sports facilities, the Health Center, the Graduate Student Council, the bookstore, and a variety of other campus resources.

Special training sessions are offered for all new teaching assistants. Anyone who expects to assist with recitations or to teach a course must attend these sessions. Lab

assistants are required to attend the session on lab safety, and all teaching assistants are required to attend a session on “Attitudes, Behavior and Cultures Training.”

For information on dates and details of this year’s Graduate Orientation Program, check the website <http://gradlife.web.lehigh.edu/orientation>.

An orientation program specific to the needs of international graduate students will take place prior to the regular orientation. The sessions provide practical information about visa/immigration issues, health, adjustment, programming, and living in the community. For information on dates and details of this year’s orientation program check the International Students and Scholars website <http://global.lehigh.edu/oiss/students/new-students/orientation>. For those students who are going to be TAs, a test of presentation and speaking skills (TOPSS) is required. For more information about ESL and the services they offer please visit their website <http://global.lehigh.edu/esl>.

1.3 Registration

1.3.1 Schedule Limitations

All graduate students using Lehigh University resources and facilities must be registered. No graduate student may register for more than 16 credits per semester. Graduate students who are full-time employees of the university may not take more than six credits of graduate work in any one semester. Half-time graduate student employees of the university (e.g., half-time teaching assistants or half-time research fellows) may not take more than ten credits 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 twelve credits 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. The maximum registration in a summer session is two concurrent courses and no more than 14 summer credits across all summer sessions.

1.3.2 Full-time Status

Full-time status is indicated for graduate students who register for a minimum of nine credit hours each semester or three credit hours in each summer session. After fulfillment of degree credit hour requirements full-time status may be maintained when the student is registered for fewer than nine credit hours. In such cases, status must be certified by the department and by the Associate Dean of Graduate Studies and Research. Below is a list of the requirements for full-time status certification:

Admitted to doctoral candidacy and have completed all course and credit hour minimum requirements (48 or 72), **or** have completed all course requirements for a masters with only thesis registration remaining, **or** are currently rostered for the remaining hours to complete the credit hour requirement for the degree (30 for a masters, or 48/72 for a doctorate).

AND

Rostered for at least one credit (usually maintenance of candidacy or an Audit, if all other stipulations are met).

OR

Registered for a required internship that is rostered for less than the required full time load.

Full-time status for a graduate student is important for at least three reasons: (1) full-time status may be required for students to be eligible for insurance coverage on their parent's policy or for exemption from repaying student loans; (2) international students may require full-time status for compliance with visa requirements; and (3) such information is used as input to university and national surveys on graduate education.

1.3.3 Pre-registration

Pre-registration for current graduate students is held for two weeks during the previous term at a time designated in the University Calendar. All graduate students must pre-register as courses which have small pre-enrollment figures may not be offered. Students should consult with their advisors concerning appropriate course selections. The Registrar's Office (758-3200) or the Bursar's Office (758-3160) can provide more information on these procedures.

1.3.4 Degree Registration

New graduate student registration is held the week before classes officially start. Registration should be done online but paper forms are available in the student's department office if necessary.

When registration forms have been signed, fellowship and scholarship holders will need to have the College Financial Coordinator (317 Packard Lab, 758-4804) approve their tuition awards. Teaching assistants and graduate assistants must also receive signed approval from the College Financial Coordinator. Students for whom tuition is some form of Lehigh's employee benefits should go to the Office of Human Resources (428 Brodhead Avenue, 758-3900). Research assistants, whose tuition is paid for by research projects, are to have their registration forms forwarded by their departments to the Office of Research and Sponsored Programs for approval. Other graduate students must pay their tuition bills through the Bursar's Office. Receipts will be issued upon request.

It is strongly recommended that payment for University-sponsored health insurance be made at the Bursar's Office during registration. International graduate students may not register without proof of the purchase of health insurance. In addition, incoming graduate students must obtain an identification card by presenting their Bursar's receipt to the ID Office, Christmas Saucon Annex, Bldg. 14A, 610-758-5843. Annual motor vehicle registration is made through Parking Services (106 Johnson Hall, 758-3893).

1.3.5 Auditing a Course

With the consent of the Associate Dean, instructor, adviser, and the Chairperson of the department concerned, a graduate student may audit one or more courses outside the approved program of studies for the intended degree. A student who has attended a course as an auditor shall not be given an anticipatory examination for credit in that course and may not register for the course for credit in the future. The course will not count for credit towards any graduate degree.

A graduate student desiring to audit a graduate course should complete a graduate student petition form requesting this. Tuition fees for auditing are the same as for a regular course. If a graduate student wishes to attend selected portions of graduate courses, he or she may do so with the prior approval of the course instructor and the advisor. *Non-degree graduate students are not permitted to audit courses.*

1.3.6 Late Registration Penalties

A \$100 late registration fee will be assessed to students who do not register during the pre-registration period or 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. 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.

Doctoral students registering for maintenance of candidacy that do not need full time certification may do so at any time during the semester without a late registration fee. If full time certification is required you must follow regular registration requirements.

If payment of tuition is an award from the Department or Dean's Office, registration must be done no later than the tenth day of class.

1.3.7 Degree Registration

A student must be registered in the semester in which the degree is conferred.

1.3.8 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 to prospective employers are honored. There is a Five dollar fee for walk-in requests. The easiest way to request an official transcript is online through the portal. Students can log in to the portal, click on the banner icon and select the student services menu to do this. Final grades are available to students approximately 24 - 48 hours after the end of the final exam period, provided all student credentials are in order, and that the registrar has received the grades.

1.4 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 on the next page is a **partial** list of situations that require approval through a graduate petition:

- Change of status from an associate to a regular graduate student
- Readmission as a graduate student following an absence of two consecutive years
- 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 (see Time and Registration Requirements: Masters, p. 21-22; Doctorate, p. 24-25)
- 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.

1.5 Graduation

1.5.1 Application for Degree

Candidates for Masters and Doctor of Philosophy degrees must fill out an online application for degree (found by logging into the student portal and accessing Banner self-service). Below are the filing deadlines for May graduation and to receive the degree in September or January. Degree applications filed late will incur a fee of \$50.

Graduation Date	File Application By
May (University Day)	February 1
Receive Degree	File Application By
January	October 1
September	July 1

1.5.2 Registration Requirements

Please see **Degree Registration Requirement** on p. 6.

1.5.3 Clearance

Prior to the awarding of a degree, graduate students must receive clearance from the University. In particular, 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 Associate Dean's Office;
- 3). Financial obligations must have been met. Tuition, fees, bookstore charges, library fines, and motor vehicle fines must all be paid prior to graduation;
- 4). All library books must be returned;
- 5). The interdepartmental clearance sheet must be completed. This form requires the signature of the student's Departmental Chairperson, the Bursar, and Facilities Services before it is submitted to the Registrar at least three days prior to graduation.

1.6 Expenses

1.6.1 Tuition and Fees for 2014-2015

Tuition and fees for the P.C. Rossin College of Engineering and Applied Science program for the 2014-2015 academic year are listed below, and may increase on a yearly basis.

	Per credit hour	Per Semester
Tuition	\$1,340	
Per Credit course charge for audit	\$1,340	
Maintenance of candidacy		\$1,340
Master's candidate registration fee		\$1,340

Other fees	
Application fee (regular or associate admission consideration)	\$75
Application fee (non-degree status)	\$75
Late registration (Completing registration after announced date)	\$100
Late application for degree	\$50
Late payment (after announced date)	\$200
Returned check fine	\$35
Identification card (replacement)	\$15
Thesis, microfilming	\$55
Dissertation, microfilm	\$90

Table 1 Tuition and fees for 2014-2015

1.6.2 Tuition Payment

New graduate students should register for courses and pay tuition during the registration period held the week before classes begin. Students who mail their tuition payments to the Bursar's Office must be certain that their forms are postmarked by the final day of the registration period.

A Graduate Tuition Payment Plan is available to assist graduate students in paying for tuition. This payment option allows you to pay for tuition in three installments. If you are interested in this payment plan, you will need to enroll in the plan each semester. Please contact the Bursar's Office for more information, (610) 758-3160.

For students who are employed outside the university, if your employer reimburses your graduate tuition after completion of your course(s), you may be able to obtain a deferment of your tuition from the Bursar's Office until you are reimbursed. To receive a deferment, print a copy of the [Graduate Tuition Deferment Request](#) and complete all student information, as well as the Payment and Deferment Calculation and sign the form where indicated. There is a \$50.00 fee each time you wish to have your tuition deferred. Please visit the Bursar's website for more information: <http://www.lehigh.edu/~inburs/index.html>.

1.6.3 Tuition Refunds

A student in good standing who formally withdraws from a course using a properly authorized withdrawal or add/drop form is eligible for a tuition refund based on when the form was *received* by the Registrar's Office. The refund schedule for student withdrawals and course adjustments is outlined in Table 2.

Full tuition refunds will be granted for registration cancellations only when a properly authorized withdrawal or add/drop form is *received* in the Registrar's Office prior to the start and including the first day of the classes. Properly authorized cancellation and add/drop forms *received* after the first day of classes will be recognized based upon the calendar day in which they are *received* by the Registrar. A student suspended or expelled from the University will not be granted a tuition refund.

If the withdraw occurs	Percentage of tuition refunded
Prior to the start of the semester (including the first day of class)	100%
2 nd day of class and beyond is calculated on a daily basis	Contact the Bursar's Office at 758-3160 for your exact refund.

Table 2 Fee refund schedule

1.6.4 Living Accommodations

The university maintains a graduate student housing complex in Saucon Valley that has 136 living units. This complex, Saucon Village Apartments, provides units generally on a yearly lease basis. For more information you can contact Residential Services at (610) 758-3500 or inrsd@lehigh.edu. We also suggest viewing the Graduate

Student Life office video on graduate student housing. This video as well as links to other helpful videos can be found on the GSL website in the “Resources” section at <http://www.lehigh.edu/gradlife/resources.html>.

2.0 Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) is responsible for assisting the faculty in the preparation of proposals, and in the preparation and administration of contracts, grants, and agreements. It serves as a liaison between faculty and contracting agencies and companies, works with faculty in patent and copyright considerations, reviews liaison agreements, monitors all research contracts / grants / agreements received by the University for fiscal integrity, and checks for institutional compliance with the sponsor’s policies. Each University department or center is served by a Contract and Grant specialist from the ORSP. To find out who to contact, see the ORSP website at: <http://research.cc.lehigh.edu/contact-orsp>.

The office is also charged with overseeing ethical aspects of research, as outlined below.

2.1 Protection of Human Subjects in Research

All research and experimental activities in which people participate as subjects must be approved by Lehigh’s University Institutional Review Board (IRB) prior to the involvement of the subjects. This applies to all sponsored and unsponsored research, continuing education courses, thesis/dissertation projects, and instructional projects and activities conducted by University students, staff, and faculty.

The University’s basic policy places the primary responsibility for the protection of the welfare and the right of privacy of the individual subject on the principal investigator. The responsibility is shared by the University as an institution and, where outside support is provided, by the sponsoring agency.

There are three types of human subjects research review: Exempt, Expedited, and Full committee review. If investigators have any questions about which type of review their proposal is eligible for, they should contact the Executive Secretary of the IRB at the Office of Research and Sponsored Programs.

Each researcher involved in the study who will be interacting with the subjects must complete an online training module on the protection of human subjects. The link to the online tutorial can be found at the ORSP Human Subjects website: <http://research.cc.lehigh.edu/irb>.

To begin the review process, investigators should first visit the ORSP Human Subjects website for information. Proposals are submitted through the web-based system IRBNet. Information on IRBNet and a tutorial for getting started are available on the

website. The completed Human Subjects Application (available at IRBNet.org), the consent form, any instruments to be used, a copy of the funding proposal or thesis proposal (if applicable), and a copy of the completion certificate from the human subjects protection training module must be included in the IRBNet package. The review process will not begin until the committee has all the required information.

Researchers should submit study applications well in advance of the anticipated start date to allow adequate time for committee review and researcher response to committee questions. Studies which meet the criteria for Exempt or Expedited review are reviewed on an ongoing basis throughout the year. Studies requiring Full committee review must be voted on at convened IRB meetings. The IRB meets on the second Tuesday of each month. Full review studies should be submitted at least 30 days in advance of the next scheduled IRB meeting. Investigators will receive notification of the IRB's actions, comments, and recommendations through IRBNet.

Approvals are granted for a maximum of one year. Annual renewals are mandatory in order to keep studies greater than 12 months in length active. Interim progress reports may be requested by the IRB. For renewals, the investigator should submit a continuing review form, a copy of all instruments to be used with any changes noted, consent form(s), and a written explanation of the study with a complete description of any changes to the study procedures. Changes to a previously-approved study or consent procedures must be reviewed and approved by the IRB before they can be implemented. Continuing Review and Amendment/Modification applications are processed via IRBNet. All adverse reactions and unexpected side effects must also be reported immediately through IRBNet.

A copy of an Informed Consent form and written explanation of the study must be given to each subject. This explanation may be incorporated at the beginning of the consent form or on the back of the form. In some studies, such as mailed questionnaires or on-line questionnaires, signed informed consent may be waived. However, the investigator must provide an informed consent document and an explanation of the study as before. A statement should be included that clearly states that by responding or participating, the subject is granting consent for use of their data. This can be provided in a cover letter that the subject may retain.

Contact the Executive Secretary of the IRB at the Office of Research and Sponsored Programs with any questions regarding human subjects or IRB policies and procedures.

2.2 Humane Care and Treatment of Laboratory Animals

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. Allow four weeks for protocol review and approval.

Completed protocol forms should be sent to the Institutional Animal Care and Use Committee (IACUC) via the Office of Research and Sponsored Programs. The protocol form provides specific data concerning the species to be used, detailed information related to the use of the animals and justification for the use of the animals. Other

procedures which need to be addressed in the form are surgery, procedures to minimize pain, use of anesthetics, animal housing and methods of euthanasia.

Any anticipated changes made to an approved protocol must be promptly reported through a modification form and requires IACUC approval.

Annual renewals are mandatory. Forms and tutorials can be found at <http://research.cc.lehigh.edu/animals>.

Access to the Central Animal Facility is restricted to investigators and the staff designated in the approved protocols on file and only after appropriate training and exams are successfully completed.

Contact the Executive Secretary of the IACUC at the Office of Research and Sponsored Programs with any questions regarding IACUC policies and procedures.

2.3 Intellectual Property

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 as a direct result of regular university duties, or significant use of university facilities, must disclose that property to the University through the Office of Technology Transfer (OTT). The OTT website found at: <http://research.cc.lehigh.edu/ott> provides guidance, contact information, and forms that will help navigate the process of protecting intellectual property, fulfilling governmental reporting requirements and assisting in the commercialization of intellectual property. In addition, the University Policy on Intellectual Property can be found at: <http://www.lehigh.edu/~policy/university/ip.htm>.

3.0 Financial Aid

Financial aid is available for regular, full-time or part-time graduate students. Associate and non-degree graduate students are not eligible for Stafford loans or Graduate Plus Loans, but may be eligible for alternative loans which are listed on the financial aid website, (www.lehigh.edu/financialaid). Teaching assistantships (TA's), research assistantships (RA's), graduate assistantships (GA's), fellowships, and scholarships are academic awards made by the University, by individual academic departments, and by the Dean's Office. Several graduate assistantships unrelated to a particular area of study can be obtained by applying to administrative offices. Loans and work study employment are determined by the Office of Financial Aid and must be applied for through the Financial Aid Office by completing a Lehigh University Graduation application.

3.1 Academic Awards

Continuing students who request fellowships, scholarships, RA's and TA's that will begin in the fall semester must file a request with their academic department no later than February 1. Generally, a special committee formed by departmental 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 TA appointments generally receive tuition remission. Research assistants receive a stipend for research services and their tuition is commonly paid directly by research projects.

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

3.2 Teaching Assistant Appointments

Teaching Assistant (TA) is a technical term used to describe a specific type of Lehigh University student employee. The duties of TA's 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. These include:

- 1). Each TA must be a regular full-time resident Lehigh graduate student. This status normally requires registration for at least nine credit hours per semester.
- 2). A TA is a half-time position, and each TA provides services to Lehigh University of up to 20 hours per week. Quarter-time TA appointments are possible for full-time resident graduate students. Stipends and tuition remission are appropriately reduced for these positions.
- 3). Each TA is paid a specific stipend which is set for the academic year by the University.
- 4). Qualified TA's receive tuition remission for nine credit hours in a regular semester. No TA may register for more than ten credit hours. A student who is a TA during the entire preceding academic year is also entitled to a maximum of three credit hours of thesis, research, or dissertation, but not course credit, registration in the following summer. If you believe you are eligible for this please contact the college financial coordinator at 610-758-4804 to get approval.
- 5). Each TA is appointed by a process that begins with a formal letter of appointment issued by the appropriate Departmental Chairperson. The appointment letter specifies standard university conditions, including stipend level, time of arrival, length of service, and the requirement of satisfactory academic progress and performance of duties. Each Departmental Chairperson submits written notification of TA appointments to the Dean.
- 6). Tuition remission for qualified TA's is authorized by the Dean as part of the registration process.
- 7). The Dean is provided with tuition remission accounts against which TA remissions are charged. The accounts are budgeted at an amount equal to the standard TA tuition rate multiplied by the approved number of TA positions included in the annual operating budget. The budgets shall not be exceeded. If additional TA positions are desired on a temporary basis, the account executive must provide for the transfer of budget support to the remission account. These budgets are to be used exclusively for tuition remission for authorized TA positions.

3.3 Summer Appointments

There are a limited number of summer TA/GA appointments. These TA/GA employees must receive the same monthly stipend as academic year TA's/GA's and provide services of up to 20 hours per week to the University. A summer TA/GA registers for a maximum of three credit hours in each summer session of employment and receives tuition remission for that registration, providing their offer letter states such. These positions are appointed by the University Summer Sessions office.

3.4 Teaching Assistant Requirements

The Graduate and Research Committee endorse academic guidelines for new Teaching Assistants that 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 Associate Dean.

In addition, each teaching assistant 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 departmental faculty and by the University Graduate and Research Committee.* Teaching assistants who fail to satisfy these criteria are ineligible for reappointment.

All Teaching Assistants whose native language is other than English are required to take the TOPSS (Test of Presentation and Speaking Skills) test or the SPEAK (Speaking Proficiency English Assessment Kit) test before they can begin their teaching assignment. Students should check with their department to see which test is required. Minimum acceptable scores must be attained in order to hold a teaching assistantship. If the minimum scores are not attained the student is not eligible for a TA position. Please consult with the ESL Program Office for more information concerning score requirements.

TOPSS and SPEAK tests are individually administered by the ESL Program staff, please consult their website for scheduling details. Contact the ESL Program (32 Coxe Hall, 758-6099, inesl@lehigh.edu) for details and information concerning the TOPSS or SPEAK.

3.5 Graduate Assistant Requirements

Graduate students may be appointed to graduate assistantships unrelated to their areas of study on recommendation of the Chairperson of the department concerned. GA's are normally expected to devote half-time to the service of the University and half-time to graduate work. Appointment is for one year and tuition fees are remitted.

In special cases, graduate students may be employed on one-third time under which arrangement two-thirds of the student's time is devoted to graduate work and one-third to service to the University. Tuition fees are not waived for any graduate assistant devoting less than one-half time service to the University.

The availability of these assistantships is based on the needs of individual departments or offices. GA's are employed regularly by the Office of Student Affairs, the Dean of Students Office, the University Counseling Service, Career Services, and the Athletic Department.

3.6 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 activity 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/or tuition fees covered directly from the research project.

Graduate project assistants are appointed by research project directors, in each case in consultation with the Chairperson of the department of the student's curriculum, and upon review by the Contract and Grant Specialists in the Office of Research and Sponsored Programs. Graduate project assistants provide services to research projects for research work that does not fulfill degree requirements.

3.7 Scholarships and Fellowships

Scholarships and fellowships are offered to graduate students who demonstrate superior qualifications and performance. There are three types of awards: (1) scholarships that consist of credit hour awards to be applied towards tuition; (2) College and University fellowships that provide both stipend and credit hour awards for tuition; and (3) fellowships that have been designated by a donor for students in a particular engineering discipline. Not all disciplines have these awards. They also consist of a stipend plus credit hour awards for tuition.

In general, credit hour awards consist of nine credit hours per semester. Students who are on maintenance of candidacy status will be awarded the appropriate number of credit hours.

Each year the Dean's Office receives an allocation of tuition credit hours for scholarships. These hours are in turn distributed to the individual departments to use at their own discretion. University fellowships are most often used to recruit outstanding new graduate students rather than to support continuing graduate students. These fellowships are distributed by a University Committee. Fellowships outlined in (3) above are awarded by the individual departments.

3.8 Office of Financial Aid

Students may apply for Stafford loans thru the Office of Financial Aid, 218 W. Packer Ave., (www.lehigh.edu/financialaid) 610-758-3181. These funds are awarded using the *Free Application for Federal Student Aid* (FAFSA), together with the Lehigh University Financial Aid application and a copy of the most recent (2011) IRS 1040 and W-2's. The Office of Financial Aid is also required to obtain information on all previous federal student loan borrowing from any other college(s) attended, as well as an indication that there are no prior defaults on educational loans or refund due the government for overpayment of federal aid. To do this, Lehigh will depend on the information that will be displayed on the *Student Aid Report* (SAR), which will be obtained from the *National Student Loan Data System* (NSLDS) after you file the FAFSA. This is a federal requirement.

There is only limited availability of Work-Study for Graduate students. Literature on federal student aid programs is available from the Office of Financial Aid. Particulars on the Federal Stafford Loan (with and without the interest subsidy) are also available from the Department of Education at studentloans.gov. A listing of student "rights and responsibilities" is printed in the section on undergraduate financial aid in the course catalog.

If you are classified as an associate graduate student, which is non-degree classification, you will not be entitled to borrow at the graduate student loan level. You may, however, be eligible to borrow as a fifth year undergraduate on a prorated basis. If you have associate graduate student status, an Office of Financial Aid Loan Coordinator will advise you on your borrowing limits.

A brief summary of loan and work-study options is provided in the table on page 17. Additional literature and forms are available from the Office of Financial Aid.

Type of Aid	Need Based	Forms Needed	Comments
Federal Stafford Loans:	(No)	FAFSA University Financial Aid Application Student IRS tax form, all schedules and W-2's	These are loans made to students attending at least half-time (minimum of 6 credits per term with the exception of summer terms and the minimum is 3 credits.) Another exception to this rule is when a student has been certified full time by their department. A graduate student can borrow up to \$20,500 a year (. One can receive the maximum yearly Stafford Loan amount over two semesters or after the completion of 18 credit hours. Although these are the loan maximums, a student cannot borrow more than the cost of education minus any other financial aid received.
Graduate Plus Loans	No	All documentation for the Stafford loan as students must have used Stafford Eligibility before applying for this loan	Graduate and professional degree students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other financial assistance received. This includes any other loans or financial assistance awarded by the department of study. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate/Professional PLUS loan.
Alternative loans	No	University Financial Aid Application	These loans are applied for and approved by lenders. Loans are credit based . After approval of the loan it is certified by the Financial Aid Office. Student may borrow up to the cost of attendance.
Federal College Work-Study (FWS)	YES	FAFSA University Financial Aid Application Student's IRS tax form, all schedules and w-2's	These awards are first offered to undergraduates, and are available to graduate students only if funds are available. Job listings and pay scale information are available on the financial aid website, www.lehigh.edu/financialaid .

Table 4 Financial aid available to engineering graduate students

4.0 Degree Programs and Requirements

4.1 Graduate Degrees Offered

P.C. Rossin College of Engineering and Applied Science

Chemical Engineering Department

Chemical Engineering – M.S., M.E., Ph.D., MBA&E
Biological Chemical Engineering – M.E.

Civil and Environmental Engineering Department

Civil Engineering – M.S., M.E., Ph.D., MBA&E
Environmental Engineering – M.S., M.E., Ph.D., MBA&E
Structural Engineering – M.S., M.E., Ph.D.

Computer Science and Engineering Department

Computer Science – M.S., M.E., Ph.D., MBA&E
Computer Engineering – M.S., M.E., Ph.D., MBA&E

Electrical and Computer Engineering Department

Computer Engineering – M.S., M.E., Ph.D., MBA&E
Electrical Engineering – M.S., M.E., Ph.D., MBA&E
Wireless and Network Engineering – M.S.

Industrial and Systems Engineering Department

Industrial Engineering – Ph.D.
Management Science and Engineering – M.S., M.E.
Industrial and Systems Engineering – M.S., M.E., MBA&E
Healthcare Systems Engineering – M.E.

Materials Science and Engineering Department

Materials Science and Engineering – M.S., M.E., Ph.D., MBA&E

Mechanical Engineering and Mechanics Department

Mechanical Engineering – M.S., M.E., Ph.D., MBA&E
Computational and Engineering Mechanics – M.S., Ph.D.

Interdisciplinary Graduate Programs

Analytical Finance – M.S. *
Bioengineering – M.S., Ph.D.
Energy Systems Engineering – M.E.
Manufacturing Systems Engineering – M.S., MBA&E
Photonics – M.S.
Polymer Science and Engineering ** – M.S., M.E., Ph.D., MBA&E
Technical Entrepreneurship – M.E.

* Offered jointly with the College of Business and Economics and the Department of Industrial & Systems Engineering.

** Offered jointly with the College of Arts & Sciences and within the Departments of Chemical Engineering, Materials Science & Engineering, and Mechanical Engineering & Mechanics in RCEAS.

The MBA&E is a joint degree which combines an MBA curriculum (overseen by the College of Business & Economics) with an engineering specialty curriculum.

4.2 Academic Standards and Grades

4.2.1 Minimum Academic Standards

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).

Grades below “C-” will not count towards graduation. Students with more than four courses with 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 and grades are not reported for dissertation registration. For degree specific grade requirements please see sections 4.3 and 4.4.

4.2.2 Dropping a Course

A student dropping a course within the first ten days of the semester (five days for summer sessions) will have no record of the course on their transcript. A student dropping all courses for which he or she is registered is considered to be withdrawing from the university and the policy is as noted in University Withdrawal below. 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. Refunds are calculated on a daily basis according to the Federal Refund Calculation Guidelines. The date used to calculate refunds is based on when a properly authorized withdrawal or drop/add is *received* by the Registrar’s Office.

4.2.3 University Withdrawal

A student withdrawing from the University (dropping all courses during a given term) must submit the Add/Drop form signed by the advisor to the Associate Dean of Graduate Studies & Research Office. A withdrawal from a course within the first ten days of classes is not recorded on the student’s record. 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 for a withdrawal at any time during the term.

4.2.4 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 justifies 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 zero score) 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.

Graduate students have a calendar year to remove course incomplete grades unless an earlier deadline is specified by the instructor. Graduate student incomplete course grades that are not removed remain as N grades on the student's record. Parenthetical grades are not required for thesis or research courses. Thesis or research project N grades may remain beyond one year until the work is completed.

4.2.5 Absent from the Final Exam

The X grade 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 zero score) 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 petition must be approved by the Graduate and Research Committee. The instructor schedules and administers the make-up exam. Parenthetical grades are not required for thesis or research courses.

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

4.2.6 Repeating a Course

If a graduate student repeats a course, each time that course is taken it is included in the academic record, as is the final grade assigned, and both appear on the official student academic transcript. All final course grades assigned are included in the calculation of the student's cumulative grade point average. Course credits from a repeated course, however, count only once towards satisfying graduation credit requirements.

4.2.7 Degree Registration Requirement

A student must be registered in the semester in which the degree is conferred.

4.3 Master's Degree Requirements

4.3.1 Time and Registration Requirements

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.** The time to complete the

degree begins when the student first registers for courses. Students should confer with their advisors to be certain that specific department and program course requirements are met.

4.3.2 Program for the Master's Degree

In meeting the requirements for the degree, the student complies with the following regulations:

- 1) Each candidate for the Master's degree must complete the form "Program for Master's Degree," setting forth the courses proposed to satisfy the degree requirements. This program must have the approval of the chairperson of the student's major department. All courses included that are not offered by the student's major department also must be approved by the chairpersons of the departments concerned. The program of courses must be submitted to and approved by the Graduate and Research Committee. Submission should be as soon as possible after 15 credit hours toward the degree have been completed. Approval of the program by this committee signifies that the student has formally been admitted to candidacy for the degree.
- 2) The "minimum" program for the Master's degree includes:
 - not less than 30 credit hours of graduate work; audit credits may not be used toward the degree; research or thesis registration counts as part of the 400-level coursework requirement
 - not less than 24 credit hours of 300- and 400-level coursework of which at least 18 hours is at the 400-level
 - not less than 18 credit hours in the major field
 - not less than 15 credit hours of 400-level coursework in the major field
- 3) The 18 credit hours required in the major field are ordinarily taken in one department with exceptions for those programs that are interdisciplinary. Specific exceptions to this rule are mentioned in the departmental statements at the head of course listings. The remaining twelve 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 course 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 courses may be assigned additional work at the discretion of the instructors. Advisor and/or department approval is required in order to register for a 200-level course.
- 5) The Master's degree is not granted unless the candidate has earned the grades of "B-" or better in at least eighteen hours of the work on his or her program and in

all 300 courses in the major field. No course in which the grade earned is less than “C-” is credited toward the degree.

- 6) All work that is to be credited toward a Master’s degree must be done in actual and regular attendance at Lehigh University. A student who receives more than four grades below “B-” in courses numbered 200 or higher becomes ineligible to qualify for the Master’s degree or to register for any other 400-level courses.

4.3.3 Transfer Credits

A maximum of up to nine credits taken at the graduate level elsewhere may be transferred from an accredited graduate college or graduate university to a Lehigh University Engineering Master’s Program. All courses must be assigned a grade of “B” or better to be eligible, and have not been used toward any prior degree. The credits must be completed within four years of first enrollment into a Lehigh graduate program. A transfer credit approval form must be submitted to the Registrar along with course descriptions, an official transcript, and the recommendation of the departmental chairperson. The full, university graduate transfer credit policy can be found on the approval form. For transfer credit policy pertaining to those students who are undergraduates of Lehigh University please see page 4, section 1.1.5.

4.3.4 Thesis and Comprehensive Examination

Candidates for the Master’s degree may be required to submit a thesis or report and/or to pass a comprehensive examination given by the major department. The department specifies whether one, or both of these requirements apply. If a thesis is required it must be based on a research course of at least 3 credit hours, with a maximum of 6 credit hours. The credits to be allowed are fixed by the chairperson of the major department.

University procedures must be followed if the thesis or research project involves human subjects.

The thesis must be prepared according to the rules outlined in Thesis and Dissertation Guidelines. The thesis must be approved by the thesis advisor and the departmental chairperson. The student will submit their approved Thesis to the Registrar **no later than approximately three weeks before the degree award date** using the online submission system found at www.etdadmin.com/lehigh. Check the official University Academic Calendar for the exact date. A publishing fee must be paid to the Bursar, and the Bursar’s receipt must be presented along with a copy of the Thesis title page, abstract and approval page, including original signatures, to the Registrar. If you have any questions about the Thesis submission process please contact the Registrar or visit the college’s degree completion website here: www.lehigh.edu/~inengrit/gradforms/gradcompletion.html.

Lehigh accepts no restriction on the right to publish and disseminate Master’s theses developed as part of a sponsored or non-sponsored project. A reasonable delay of 90 days is considered to be within the scope of free and open publication. In exceptional cases the delay may be longer, but in no event will Lehigh allow the delay to exceed one year. 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 in Table 5.

1. Formulation of a tentative program of coursework in consultation with your advisor.
2. Filing of Master's Degree program with the Registrar's Office. Submit as soon as 15 semester hour grades are completed. Your department should have a supply of program forms for your use. A program can be revised if a change is necessary.
3. Application for degree in Registrar's Office. Apply before date specified in the academic calendar. Reapplication for degree is required if the student misses the expected graduation date.
4. Submission of thesis using the online submission system. Submission of Bursar's receipt for the publishing fee, copy of Title page and abstract and original signature sheet to the Registrar's Office. Check final submission date in the University academic calendar.
5. Interdepartmental clearance form is secured through the Registrar's Office and returned to the Registrar's Office after obtaining the appropriate signatures. Cap and gown information is also available through the Registrar, with the completed form 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 Associate Dean of Graduate Studies and Research Office (310 Packard Lab, 758-6310).

Table 5 Steps to receiving the Master's Degree.

4.4 Doctor of Philosophy Degree Requirements

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

4.4.1 Time and Registration Requirements

A candidate is ordinarily expected to devote three or more academic years to graduate study. In no case is the degree awarded to one who has spent less than two full academic years of graduate work.

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

Work of fragmentary character scattered over a long period of years, or work completed many years before the student becomes a candidate for the degree, is subject to special review by the University Graduate and Research Committee. The extent to

which such work may be credited towards fulfillment of the time requirements will be decided by the committee.

All post-baccalaureate work toward the doctorate must be completed within ten years. A student beginning doctoral course-work after an elapsed period of **at least one semester after the Master's has been conferred is granted seven 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. The proportion of these credits that are to be allocated to courses, research, or dissertation are determined by the individual departments. Transfer credits used for a Master's degree cannot be counted toward the Ph.D. degree. With the exception of those participating in approved dual-degree programs, Lehigh doctoral students may not transfer credits from another accredited college or university to a Lehigh University doctoral program. The exception, however, applies to students enrolled in approved dual-degree doctoral programs involving external institutions, who may transfer up to 25% of their total required doctoral program dissertation / research credits to Lehigh for work that was performed at the external partner institution. Approval of such programs is required by the Dean of the relevant Lehigh College. Audit credits do not count in satisfaction of Ph.D. requirements.

Full-time students working toward the doctorate normally register for a minimum of nine credit hours per semester. If the minimum degree registration requirement of 72 or 48 credits is attained prior to formal admission to candidacy (see Admission to Candidacy, p. 26-27), continued registration of at least three credits per semester is necessary. In such cases, full-time student status must be certified using the Request for Full-Time Status Certification Form (see Full-time Status p. 5-6) by the Associate Dean of Graduate Studies & Research Office.

After admission to doctoral candidacy, a student must maintain candidacy by registering for at least one credit twice each calendar year. 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 one credit hour. Full-time status again must be certified.

4.4.2 Grade Requirements

Please refer to Academic Standards and Grades & Minimum Academic Standards, for further information.

4.4.3 Concentrated Learning Requirement

Each Ph.D. candidate must satisfy Lehigh's concentrated learning requirement. The concentrated learning requirement is intended to ensure that doctoral students spend a period of concentrated study and intellectual association with other scholars. Either two semesters of full-time graduate study or 18 credit hours (may be course or research credit) of Lehigh graduate study within a fifteen month period (either on or off campus) must be completed. Individual departments may impose additional stipulations, and

candidates should check with their advisers to be certain that they have satisfied their concentrated learning requirements.

4.4.4 Language Requirements

Language requirements for the Ph.D. are the option of and in the jurisdiction of the candidate's department. Since proficiency in a language is not a University requirement, each department decides which languages, if any, constitute part of the doctoral program. However, students whose native language is not English must demonstrate proficiency.

4.4.5 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 advisors or Departmental 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. For those departments in which a qualifying exam is required all decisions regarding format of the test, required performance to pass, and procedures for students who fail are left to the discretion of the departmental chair.

4.4.6 Doctoral Committee

The doctoral committee is 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 process of appointing doctoral committee members varies across departments; however, 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 (or outside the student's program if there is only one department in the college). Committees may include additional members who possess the requisite expertise and experience. Committee members must be approved by the University's Graduate and Research Committee; such approval may be delegated to the department or program sponsoring the degree.

4.4.7 Admission to Candidacy

Candidates for the doctorate are accepted into all departments in the College. A department may limit the number of candidates accepted in any year. In exceptional cases new students may be admitted to candidacy immediately upon registration as a graduate student. Ordinarily, however, they are required to spend at least one semester in residence before they are accepted as candidates.

- 1) Students who enter a Lehigh doctoral program post baccalaureate must complete a minimum of 72 Lehigh credit hours.
- 2) Students who enter a Lehigh doctoral program with a master's degree from another institution must complete a minimum of 48 Lehigh credit hours past the master's degree.
- 3) Students seeking to receive both a master's degree and a doctoral degree must complete a minimum of 72 graduate credits at Lehigh and must meet the requirements of both degrees.

A doctoral student should apply for candidacy in a timely fashion after completion of the Master's degree or its equivalent and after successful completion of the qualifying process as specified by the major department. The prospective Ph.D. candidate must submit to the doctoral committee (see Doctoral Committee above) a written program proposal that includes a discussion of the 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 that may be added. Upon receiving approval of the proposal, the candidate submits the proposal, signed by the committee members, as well as the Application to Candidacy Form to the Office of Graduate Studies and Research. If admission to candidacy must be approved by the start of a particular semester all required application materials must be received in the Office of Graduate Studies & Research at least two weeks prior to the start of that semester. The Associate Dean will advise the student in writing of their admission to candidacy.

If the additional registration required to reach the degree credit hour minimum is 3 credits or more, the student must register for at least 3 credits until only 2 or 1 credit(s) remain. When less than 3 credits remain the student then applies for Maintenance of Candidacy two times per year.

If the dissertation research involves human or animal subjects, University procedures must be followed.

4.4.8 General Examinations

The general examination for the doctorate is designed to test both the student's capacity and his or her proficiency in the field of study. The examination is not necessarily confined to the content of courses that have been taken at Lehigh University or elsewhere. The examination is held, no later than seven months prior to the time when the candidate plans to receive the degree. The student's doctoral committee is in charge of the examination, which may be both written and oral.

Should a candidate fail in the general examination, he or she may be permitted by the doctoral committee to present him or herself for a second examination not earlier than five months after the first. If the results of the second trial are also unsatisfactory, no further examination is set and the candidate is judged to have failed.

4.4.9 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 and one other member of the student's special committee, the dissertation draft is submitted to the Office of Graduate Studies and Research in the RCEAS Dean's Office for adherence to format guidelines at least six weeks before the degree is to be conferred. The exact deadline is published in the university academic calendar. The dissertation must be prepared following the rules outlined in **Thesis and Dissertation Guidelines**. The student should contact the Office of Graduate Studies and Research at 610-758-6310 to schedule an appointment to hand in the first draft. Upon return of the draft, the student should distribute copies of the draft to the members of the doctoral committee for review and for suggestions for revision.

The candidate then schedules an oral dissertation defense before the doctoral committee, additional faculty members, and the general public. The date of the examination is sent to the Office of the Associate Dean of Graduate Studies & Research and announced to the public at least one week in advance. At the end of the defense, members of the student's doctoral committee sign the Report on the Doctoral Dissertation Examination form voting "passed" or "not passed". Passing the defense requires signatures from a majority of the student's committee. After the dissertation has been defended and revised accordingly, the student must go to the university's online dissertation submission website: www.etsadmin.com/lehigh. There the student will create a login ID and password and submit their written dissertation online. A formatting guide and submission guide with simple instructions can be found under the "Campus Resources" link on the site. Should the student have any questions regarding the submission process they may contact the ProQuest Help team that is available through the site or contact the Office of Graduate Studies and Research at 610-758-6310. Once the student has completed all steps in the submission process and submitted their work, the Office of Graduate Studies and Research will be notified electronically that the work is ready for review. If revisions are needed the student will be notified electronically to log back into the system and make the necessary changes. If the work is suitable for publishing the student will again be notified electronically that their work has been accepted. Along with the online submission there are some items that must be completed and turned in to the Office of Graduate Studies and Research. These items include:

- 1) A copy of the title page and abstract;
- 2) Written dissertation signature sheet with all committee member's **original** signatures;
- 3) Original completed Report on the Doctoral Dissertation Examination (from the dissertation defense);
- 4) A receipt from the Bursar for payment of the publishing fee (\$90);
- 5) Additional forms given to the student at the time he/she submitted the dissertation draft (includes Survey of Earned Doctorates, Commencement Program Information form, Lehigh Open Access Form, etc.).

Lehigh accepts no restriction on the right to publish and disseminate dissertations developed as part of a sponsored or non-sponsored project. A reasonable delay of 90

days is considered to be within the scope of free and open publication. In exceptional cases the delay may be longer, but in no event will Lehigh allow the delay to exceed one year. Furthermore, all dissertations must be fully accessible to the Graduate and Research Committee, to the student's dissertation committee, and to other faculty. If you have any questions regarding the Dissertation submission process please contact the College Graduate Coordinator.

A checklist of procedures and deadlines is provided in Table 6.

1	Concentrated Learning requirement: either two semesters of consecutive full-time graduate study (9 credits per semester, spring and fall) or 18 credit hours of graduate study within a fifteen-month period must be completed. Individual departments may impose additional requirements. Candidates should check with their advisors to be certain that they have satisfied their residency requirements.
2	Admission to candidacy: A. approval of composition of special committee (at least 4 members, with one being from outside the department or program). B. application for candidacy signed by members of special committee. C. one original copy of the proposal.
3	Language requirements as specified by the department.
4	General Examination must be passed 7 months prior to graduation.
5	Payment of minimum tuition fee equivalent to 72 credit hours beyond the Baccalaureate or 48 credit hours beyond the Master's degree (obtained from another university or in a different field at Lehigh).
6	Application for degree. Apply on or before date specified in academic calendar (typically March 1 st for May degree, July 1 st for September degree or November 1 st for January degree) at the Registrar's Office. Re-application is required if student misses expected graduation date.
7	Dissertation first draft must be signed by the advisor and one other committee member. Submit to the Office of Graduate Studies & Research by the relevant deadline. Refer to the University calendar for the exact date.
8	Final dissertation defense examination. Notify the Office of Graduate Studies & Research of this date in advance. You may do this by submitting a copy of your defense announcement.
9	Submission of final dissertation using the online submission system. Submission of Bursar's receipt for the publishing fee, and other relevant paperwork to the Office of Graduate Studies & Research. Check final submission date in the University academic calendar.
10	Interdepartmental clearance form is secured through the Office of Graduate Studies & Research or the Registrar's Office, and returned to the Registrar's Office after obtaining the appropriate signatures. Also, check with the Bursar's Office, Bookstore, Library and Parking Services for any outstanding balances. Be sure to clear any balances due to the university to ensure receipt of your diploma at graduation.

Table 6: Steps to receiving the Ph.D. degree

4.5 Thesis and Dissertation Guidelines

The thesis or dissertation must conform to the following:

Complete Proquest publishing guidelines may also be found here:

http://www.etdadmin.com/UMI_PreparingYourManuscriptGuide.pdf

- 1) All straight text is to be double spaced on one side of paper. Double-sided is not acceptable. Quotations, if more than a few lines in length, should be indented from margins and single spaced. Footnotes, tabulations, formulas, *etc.* should likewise be single spaced.
- 2) It is recommended that SI (Système International) units (kg m s) be used throughout. If, however, your discipline uses a different set of units as a standard, use those.
- 3) A left-hand margin of at least 1-1/2 inches shall be allowed for binding. The other margins shall be at least one inch wide. Margins on illustrations, tables, graphs, *etc.*, shall conform to the above. **Page numbers should be at the center bottom without violating the 1-inch margin.** Figure numbers and titles should be placed at the bottom of the page. It is recommended to manipulate each margin by .1" or .2" to ensure correct margins with the final thesis or dissertation.
- 4) Illustrations, tables, graphs, *etc.*, shall be consecutively numbered, so that they may be readily referred to in the context. Figures and tables placed sideways (landscape orientation) on the page must be outward facing (facing to the right). Page numbers shall remain at the bottom, center of the page (as if portrait oriented). Only the major coordinate rulings should appear on graphs.
- 5) A Table of Contents, giving at least the chapter headings, with page numbers, must be prefaced to the thesis or dissertation. If the thesis or dissertation contains a significant number of tables, figures, *etc.* they shall be listed as List of Figures or List of Tables. This list will normally follow the list of chapter headings. Check to be sure that the titles on the actual figures, *etc.*, agree with those listed.
- 6) An abstract is to be prepared which will summarize the main findings and conclusions of the thesis or dissertation. As much as possible, the abstract should contain information, not merely an outline of the work done.
- 7) Each thesis or dissertation must have a "vita" or appendix giving a short biography of the candidate. This shall include the place and date of birth, names of parents, institutions attended, degrees (with dates) and honors, titles, or publications, teaching or professional experience, and other pertinent information. The vita must be the last page of the document.
- 8) Samples of the title page and signature sheet for the thesis and dissertation appear following the end of this section.
- 9) The material of the complete thesis or dissertation shall be arranged and numbered as follows:

- the title page (which is page i but is not numbered)
- copyright page (which is page ii)
- blank certificate of approval (iii)
- acknowledgments (if any)
- the table of contents
- list of tables (if any)
- list of figures (if any)
- list of illustrations (if any)

NOTE: Roman numeral pagination ends here

- an abstract (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 thesis or dissertation.

- the main text of the thesis or dissertation including footnotes, tables and figures
 - list of references cited
 - any appendices
 - the “vita” or brief biography (last page)
- 10) The PDF uploaded online is limited to a file size of 100MB and supplementary files are limited to 10MB.
 - 11) No source or object computer program is to be incorporated into the thesis or dissertation. Instead, these should be included in an appendix or submitted through the online submission system as a supplemental file. Proper credit should be given for use made of other programs.
 - 12) The pages of the entire thesis or dissertation, including illustrations, tables, graphs, appendices, and references, shall be numbered as indicated in item 9 above. It is important that every page (except the title page, as noted above) be numbered.
 - 13) There are several referencing styles that can be used in listing books, articles, reports, unpublished materials, and public documents, *etc.* in your set of references. 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 or dissertation. The following list highlights manuals that are excellent guides to referencing styles:

Dodd, J.S. (Ed.) (1986). The ACS style guide: A manual for authors and editors. Washington, DC: American Chemical Society.

Turabian, K.L. (1987). A manual for writers of term papers, theses, and dissertations. (5th ed.). Chicago: University of Chicago Press.

University of Chicago Press. (1982). The Chicago manual of style. Chicago, IL.

SAMPLE TITLE PAGE FOR THESIS

(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 Science

in

Name of Program

Lehigh University

(Month and Year Degree will be awarded)

SAMPLE THESIS SIGNATURE SHEET

This thesis is accepted and approved in partial fulfillment of the requirements for the Master of Science.

Date

Thesis Advisor

Co-Advisor (if any)

Chairperson of Department

SAMPLE TITLE PAGE FOR DISSERTATION

(Title of Dissertation)

by

(Your Name)

Presented to the Graduate and Research Committee
of Lehigh University
in Candidacy for the Degree of
Doctor of Philosophy

in
Name of Program

Lehigh University

(Month and Year degree is awarded)

SAMPLE COPYRIGHT PAGE

Copyright by (Your Name)
(Year)

**SAMPLE APPROVED DISSERTATION DRAFT
SIGNATURE SHEET**

Approved and recommended for acceptance as a dissertation draft.

Date

Accepted Date

Committee Members:

Dissertation Advisor

Committee Member

SAMPLE FINAL DISSERTATION SIGNATURE SHEET

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

Date

Dissertation Advisor

Accepted Date

Committee Members:

Name of Committee Chair

Name of Committee Member

Name of Committee Member

Name of Committee Member

4.6 Cross-disciplinary Graduate Study and Research

In addition to offering graduate degrees in academic departments, Lehigh University offers interdisciplinary graduate degrees in the fields of Analytical Finance, Bioengineering, Business Administration and Engineering, Energy Systems Engineering, Manufacturing Systems Engineering, Photonics, Polymer Science and Engineering and Technical Entrepreneurship.

4.6.1 Analytical Finance

The field of analytical finance is a quickly emerging area of study that integrates finance, applied mathematics, computing, and engineering. The M.S. in Analytical Finance program is a joint program between the Department of Industrial and Systems Engineering and the Perella Department of Finance, with strong support from the Department of Mathematics. This program fulfills a market demand for specialists in financial firms who can bridge the gap between financial analysts and technical professionals. The program is designed for two primary groups of students:

- Recent graduates from a mathematically rigorous undergraduate program such as computer science, economics, engineering, finance, mathematics, and the physical sciences. These students will need exposure to graduate topics that prepare them for entry into a first job in financial services and to be upwardly mobile within their firm or industry faster than other entrants without this degree.
- Early-to-mid-career professionals from industry, both to hone and further skills already learned on the job, or to retool their quantitative skills, developing into financial services specialists.

For more information contact:

Aurelie Thiele
Professor, Industrial & Systems
Engineering
email: aut204@lehigh.edu
Ph. (610)758-2903

Andrew Ward
Associate Dean, College of Business &
Economics
email: business@lehigh.edu
Ph. (610)758-5285

Vladimir T. Dobric
Professor of Mathematics
email: vd00@lehigh.edu
Ph. (610)758-3734

Richard Kish
Professor, Finance and Law
email: rjk7@lehigh.edu
Ph. (610)758-4205

<http://cbe.lehigh.edu/msaf>

4.6.2 Bioengineering

Lehigh's graduate program in Bioengineering trains students to combine life and physical sciences and engineering to develop effective and affordable solutions for health care and biotechnology problems. It offers diverse opportunities for advanced studies and research under the broad theme of *Diagnostic and Therapeutic Technologies for Affordable Health Care*.

For more information contact:

Dr. Anand Jagota, Director

email: anj6@lehigh.edu

Ph. (610)-758-4396

<http://www.lehigh.edu/bioe/>

4.6.3 Business Administration and Engineering

Lehigh's interdisciplinary program in Business Administration and Engineering (MBA&E) meets the diverse but converging needs of business and engineering by offering students the chance to acquire a solid foundation in both fields.

Key features of the program include:

- The opportunity to learn skills necessary to achieve a competitive edge in an age when business decisions rarely involve only one area of a company.
- Concentrations in business-finance, management, marketing, and supply-chain management, as well as in chemical, civil, computer, electrical, industrial, manufacturing systems, mechanical, and materials engineering.
- Classes in which students work with a wide variety of other professionals on real-world problems.

Graduates of the MBA&E program will be prepared to assume leadership positions in industrial planning, venture capital and engineering management, and as senior managers in roles requiring both technical and business acumen.

The MBA&E program is designed primarily for students with an undergraduate degree in engineering. Applicants are required to have two years of professional experience and must be accepted by both the P.C. Rossin College of Engineering and Applied Science and the College of Business and Economics. Applicants can, however, take engineering courses while they are fulfilling the work requirement.

Students can choose an appropriate engineering curriculum from any of the following programs – Chemical Engineering, Civil Engineering, Computer Science, Computer Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, Materials Science & Engineering and Polymer Science & Education.

Each engineering program has its own set of core courses. Course choices are intended to be as flexible as possible, and are tailored to meet the needs of individual students.

Further information can be obtained from:

John P. Coulter
Associate Dean of
Graduate Studies and Research
P.C. Rossin College of
Engineering and Applied Science
Phone: (610) 758-6310
email: jc0i@lehigh.edu
<http://www.lehigh.edu/engineering/academics/graduate/mbaeng.html>

Andrew Ward
Associate Dean
College of Business and Economics
Phone: (610) 758-5285
email: business@lehigh.edu
<http://cbe.lehigh.edu/mba/jointdegrees#mbae>

4.6.4 Energy Systems Engineering

As part of Lehigh's Energy Systems Engineering Initiative, the mission of the new graduate degree program is to invigorate the pipeline of new engineering graduates interested in energy oriented careers and thus produce a new generation of technical leaders for the energy and power industries. As a graduate of this program, you will have acquired a level of specialized knowledge and experience such that you are readily able to tackle the challenges facing the U.S. utility infrastructure, its operations, and its environmental impact.

The 10-month, thirty-credit multi-disciplinary professional Master's degree program in Energy Systems Engineering will consist of three components:

- Core Courses (12 credits)
- Technical Electives (15 credits)
- Industry Project (3-6 credits)

For more information contact:

Martha Dodge
Director of Energy Systems Engineering Institute

Lehigh University
1 West Packer Ave.
STEPS Building 9A
Bethlehem, PA 18015

email: mds482@lehigh.edu

Ph. (610)-758-3529

<http://www.lehigh.edu/~inesei/>

4.6.5 Manufacturing Systems Engineering

Lehigh's cross-disciplinary graduate program in manufacturing systems engineering (MSE) allows students to integrate systems perspectives with interdisciplinary education, combining the academic study of engineering and business with project work, and topical industry-related research activities. Professional engineers, scientists, and managers can earn the degree in two years of part-time study. Key features of the program include courses in agile and lean manufacturing, e-commerce, international supply-chain management, sustainability, and other current topics that are immediately applicable in the workplace.

Thirty credits are required for the M.S. in MSE. A forty-five credit MBA&E degree with an MSE concentration is available. Faculty affiliated with the program represent the academic departments in the Rossin College of Engineering and Applied Science, the College of Business and Economics, and the College of Arts and Sciences. All have extensive backgrounds in technology transfer with industry.

For more information contact:

Carolyn C. Jones, Program Coordinator
200 West Packer Avenue, Bethlehem, PA 18015
Ph: 610-758-5157; email: ccj1@lehigh.edu

<http://www.lehigh.edu/mse>

4.6.6 Photonics

The Masters of Science Degree in Photonics is an interdisciplinary degree that is designed to provide students with a broad training experience in the various aspects of photonics, including topics in Physics, Electrical Engineering, and Materials Science & Engineering. Admission to the program requires a B.S. or M.S. in the Physical Sciences or in Engineering. Some departments may also require the GRE. International students must satisfy minimum university language requirements.

Applications should be directed to one of the three sponsoring departments (Electrical and Computer Engineering, Materials Science and Engineering, or Physics). Procedures and admission criteria are the same as that followed by the home department. The admissions process will be under the supervision of an inter-departmental coordinating committee chaired by the program director.

For more information contact:

Dr. Yujie Ding
Electrical & Computer Engineering
email: yud2@lehigh.edu
Ph. (610) 758-4582

Dr. Himanshu Jain
Materials Science & Engineering
email: hj00@lehigh.edu
Ph. (610) 758-4217

www.lehigh.edu/engineering/academics/graduate/photonics.html

4.6.7 Polymer Science and Engineering

Lehigh has a diverse group of faculty members with a strong, primary interest in research in this interdisciplinary field, activities are coordinated through the Center for Polymer Science and Engineering (CPSE), and its academic polymer education committee. Polymer faculty from the traditional departments of chemical engineering, chemistry, materials science and engineering, physics, and mechanical engineering and mechanics are participants in CPSE.

There are two ways in which qualified graduate students, with degrees in the above or related fields, may participate. They may pursue graduate studies within an appropriate department. Departmental procedures must be followed for the degree sought. The student's advisor may be in that department, or in another department or research center. In this case, the student receives the normal departmental degree, with emphasis in polymer courses and research.

Alternatively, students may elect to pursue studies toward an interdisciplinary M.S. or Ph.D. degree in Polymer Science and Engineering. The procedures for this latter case are outlined in the Lehigh University course catalog.

For more information contact:

Dr. Raymond A. Pearson, Director Center for Polymer Science and Engineering

Professor, Department of Materials Science & Engineering

5 East Packer Avenue, Whitaker Laboratory

Bethlehem, PA 18015

email: rp02@lehigh.edu

Ph. (610) 758-3857

<http://www.lehigh.edu/~inpolctr/index.html>

4.6.7 Research Centers and Institutes

Lehigh has developed a number of centers and institutes to provide greater research and academic opportunities for graduate students and faculty. Centers and institutes are generally interdisciplinary and complement the scholarly activities of academic departments and represent scholarship and research based on the expertise and capabilities of a group of faculty members.

Biopharmaceutical Technology Institute

Contact: James T. Hsu, Director

Lehigh University

111 Research Drive

Bethlehem, PA 18015

Email: jth0@lehigh.edu

Phone: (610)758-4257

URL: <http://www.lehigh.edu/~jth0/bti.html>

Baker Institute for Entrepreneurship, Creativity and Innovation

Contact: Todd A. Watkins, Executive Director
Lehigh University
621 Taylor Street
Bethlehem, PA 18015
Email: watkins@lehigh.edu
Phone: (610)758-4954
URL: <http://baker.sites.lehigh.edu/>

Center for Advanced Materials and Nanotechnology (CAMN)

Contact: Richard Vinci, Director
Lehigh University
5 East Packer Avenue
Bethlehem, PA 18015
Email: rpv2@lehigh.edu
Phone: (610)758-4581
URL: <http://www.lehigh.edu/nano/>

Center for Manufacturing Systems Engineering

Contact: Keith M. Gardiner, Director
Lehigh University
200 West Packer Avenue
Bethlehem, PA 18015
Email: kg03@lehigh.edu
Phone: (610)758-5157
URL: <http://www.lehigh.edu/~inmse/>

Center for Photonics and Nanoelectronics

Contact: Nelson Tansu, Director
Lehigh University
7 Asa Drive, Sinclair Lab Rm 205
Bethlehem, PA 18015
Email: net5@lehigh.edu
Phone: (610) 758-2678

URL: <http://www.lehigh.edu/~incpn/index.html>

Center for Polymer Science and Engineering

Contact: Raymond A. Pearson, Director
Lehigh University
111 Research Drive
Bethlehem, PA 18015
Email: rp02@lehigh.edu
Phone: (610)758-3857
URL: <http://lehigh.edu/~inpolctr/index.html>

Center for Value Chain Research

Contacts: Lawrence V. Snyder, Co-Director
Email: larry.snyder@lehigh.edu Phone: (610)758-4034
Robert J. Trent, Co-Director
Email: rjt2@lehigh.edu Phone: (610)758-4952
Lehigh University
200 West Packer Avenue
Bethlehem, PA 18015
URL: <http://www.lehigh.edu/~inchain/index.html>

Chemical Process Modeling and Control Research Center

Contacts: Mayuresh Kothare, Co-Director
Email: mayuresh.kothare@lehigh.edu
William Luyben, Co-Director
Email: wll0@lehigh.edu
Lehigh University
111 Research Drive
Bethlehem, PA 18015
Phone: (610)758-6654
URL: <http://www.lehigh.edu/~inpmc/index.html>

Emulsion Polymers Institute

Contact: H. Daniel Ou-Yang, Director
Email: hdo0@lehigh.edu
Lehigh University
111 Research Drive

Bethlehem, PA 18015

Phone: (610)758-3602

URL: <http://www.lehigh.edu/~incheme/index.html>

Energy Research Center

Contact: Edward K. Levy, Director
Lehigh University
117 ATLSS Drive
Bethlehem, PA 18015
Email: ekl0@lehigh.edu
Phone: (610)758-4090
URL: <http://www.lehigh.edu/energy/>

Engineering Research Center for Advanced Technology for Large Structural Systems (ATLSS)

Contacts: Richard Sause, Director
Email: rs0c@lehigh.edu Phone: (610)758-3525
James Ricles, Deputy Director
Email: jmr5@lehigh.edu Phone: (610)758-6252
Chad Kusko, Administrative Director
Email: chk205@lehigh.edu Phone: (610)758-5299
Lehigh University
117 ATLSS Drive
Bethlehem, PA 18015
URL: <http://www.atlss.lehigh.edu/>

Energy Systems Engineering Institute

Contact: Martha Dodge, Director
Email: mds482@lehigh.edu
Lehigh University
1 West Packer Avenue
Bethlehem, PA 18015
Phone: (610)758-3650
URL: <http://www.lehigh.edu/~inesei/index.html>

Enterprise Systems Center (ESC)

Contacts: Emory W. Zimmers, Jr., Director
Email: ewz0@lehigh.edu

Phone: 610-758-4536
Lehigh University
200 West Packer Avenue, Mohler Lab
Bethlehem, PA 18015
URL: <http://www.lehigh.edu/~inesc/>

Institute for Metal Forming

Contact: Wojciech Misiolek, Director
Lehigh University
5 East Packer Avenue
Bethlehem, PA 18015
Email: wzm2@lehigh.edu
Phone: (610)758-4252
URL: <http://www.lehigh.edu/~inimf/>

International Materials Institute for New Functionality in Glass

Contact: Himanshu Jain, Director
Lehigh University
7 Asa Drive
Sinclair Laboratory 120A
Bethlehem, PA 18015
Email: h.jain@lehigh.edu
Phone: (610)758-1112
URL: <http://www.lehigh.edu/imi/>

5.0 Additional Supporting Offices Information

5.1 Office of International Students & Scholars

5.1.1 Advising Services

OISS provides immigration advice to students and scholars on an individual basis on non-academic matters. Advice on immigration includes general information as well as specific information on USCIS transfer of schools, extension of stay, work permission, and practical training experience.

The OISS staff is available to give support and advice on such matters as housing, family concerns, financial questions, personal difficulties, etc. We welcome and encourage international students and scholars to visit our office.

5.1.2 Resource Center

The International Students and Scholars Office serves as a resource center for the international community, and maintains a bulletin board on the network server with vital international news and information.

Visit our website: global.lehigh.edu/oiss

Visit our office: 32 Sayre Drive, Coxe Hall 1st Floor

Phone: 610-758-4859

E-mail: intnl@lehigh.edu

Hours: Mon- Fri. 9:00am - 4:00 pm

5.1.3 International Programs

The Global Union presents more than 50 international educational, cultural and social programs each year for the Lehigh community.

5.1.4 Office of International Students & Scholars Personnel

- | | | |
|---|------------------------|----------|
| • Gang Wang, Director | gaw312 | 758-6377 |
| • Gisela M. Nansteel, Senior Immigration Specialist | gmn0 | 758-4859 |
| • Jeanne Tan Ma, Assistant Director | jet206 | 758-4873 |
| • Bonnie Beidleman, Secretary | bjba | 758-4859 |

5.2 Office of Graduate Student Life

5.2.1 Mission Statement

The Office of Graduate Life is a division of Student Affairs. Our mission is to make Lehigh a hospitable place that is engaging, inspiring, and supportive to graduate students. The Director's duties and responsibilities are to:

- Serve as principal liaison with graduate students through regular meetings with the GSS executive board (e-Board), attendance at GSS meetings, and individual student consultations;
- Maintain liaison with key campus constituents, promote awareness of graduate student issues, and coordinate services to better address graduate student needs;
- Collect and analyze information in conjunction with the Institutional Research Office for strategic planning purposes;
- Foster the development of appropriate social, cultural, intellectual, and recreational opportunities for graduate students;

- Serve as a primary advocate for graduate student life issues within Student Affairs; and
- Develop and coordinate graduate student orientation and TA training.

5.2.2 Contact

- Kathleen Hutnik, Ph.D., Director
Email: kaha@lehigh.edu

Office of Graduate Student Life
217 West Packer Avenue

Lehigh University
Bethlehem, PA 18015
(610) 758-4722; Fax (610) 758-6971

<http://www.lehigh.edu/gradlife/index.html>

5.2.3 Graduate Student Life Resources

The resources page of the Graduate Student Life website contains guidebooks, videos, links and other useful information for graduate students. The resources page can be found here: <http://www.lehigh.edu/gradlife/index.html>

Index

A

Academic Awards 13-14
 Academic Standards 20-21
 Academic Year Calendar iv
 Admissions 1
 Application for Degree 8
 Associate Graduate Students 2-3
 Auditing a Course 7

C

(Admission to) Candidacy 26-27
 Clearance 8-9
 Concentrated Learning Requirement 25-26
 Cross-disciplinary Graduate Study &
 Research 40-48

D

(Graduate) Degrees Offered 19
 Dissertation & Defense 27-29
 Dissertation & Thesis Guidelines 31-39
 Doctoral Committee 26
 Dropping a Course 20

F

Financial Aid 13-18
 (Office of) Financial Aid 17
 Full-time Status 5-6

G

General Examinations 27
 Graduate Assistants 15-16
 (Office of) Graduate Student Life 49-50
 Graduation 8-9

H

Humane Care & Treatment of
 Laboratory Animals 12-13
 (Protection of) Human Subjects in
 Research 11-12

I

Incompletes 20-21
 Intellectual Property 13
 (Office of) International Students &
 Scholars 48-49

L

Language Requirement 26
 Late Registration Penalties 7
 Lehigh University Undergraduates 4
 Living Accommodations 10-11

M

Maintenance of candidacy 7, 26-27

N

Non-degree Graduate Students 3-4

O

(Graduate Student) Orientation 4-5

P

(Graduate Student) Petitions 8
 Ph.D. requirements 24-30
 Pre-registration 6
 Program for Master's Degree 22-23

Q

Qualifying Examination 26

R

Readmission 4

Registration 5-7, 21-22, 24-25

Regular Graduate Students 1-2

(Office of) Research & Sponsored
Programs 11-13

Repeating a Course 21

Research / Project Assistants 16

S

Schedule Limitations 5

Scholarships & Fellowships 16

Summer Appointments 15

T

Teaching Assistants 14-15

Thesis & Comprehensive Examination 23-24

Thesis & Dissertation Guidelines 31-39

Transfer Credits 23

Tuition & Fees 9

Tuition Payment 10

Tuition Refunds 10

W

(University) Withdrawal 20

This Graduate Student handbook is prepared and issued by the Dean's Office, P.C. Rossin College of Engineering and Applied Science. It is intended to serve as a reference for graduate students and for those involved in graduate education in the P.C. Rossin College at Lehigh University. The original source for some of the procedures and policies listed herein is the Rules and Procedures of the Faculty issued by Lehigh University. The Office of Financial Aid provides information on financing graduate education. The University reserves 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. Oversights or mistakes should be brought to the attention of John P. Coulter, Associate Dean of Graduate Studies and Research, P.C. Rossin College of Engineering and Applied Science, 310 Packard Laboratory, 758-6310, graduate.engineering@lehigh.edu.