



**LEHIGH**  
UNIVERSITY

**COLLEGE of EDUCATION**

111 Research Drive  
Bethlehem, PA 18015



***Graduate Student Handbook***



**2014-2015 Edition**

[coe.lehigh.edu/](http://coe.lehigh.edu/)

**LEHIGH UNIVERSITY  
NON-DISCRIMINATION STATEMENT**

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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.

April 2015 Minor Revision



# GRADUATE STUDENT HANDBOOK

College of Education

For immediate help, we have provided answers  
to the most frequently asked questions in the  
College of Education.  
See pages 57-58.

Welcome to the College of Education at Lehigh University.

As a faculty, the College of Education aspires to be a world leader in all disciplines represented in the college. It focuses upon academic excellence and innovation in research and teaching, and recruits faculty and students of the highest quality. The College of Education faculty collaborates directly with school-based, human service, instructional design and technology professionals. Furthermore, the faculty strives to solve world issues by being leaders in their fields.

Our goal is to offer nationally recognized programs that:

- Recruit highly qualified students,
- Present an integrated and practical curricula based upon the best practices in your field of specialization,
- Provide a supportive community environment,
- Contribute to the advancement of knowledge in each field through the publications and projects of the College's faculty and students.

This Graduate Student Handbook is prepared and issued by the Dean's Office to serve as a reference for graduate students and those involved in graduate education in the College of Education at Lehigh University. The Office of Financial Aid provided information pertinent to Federal and State Financial Aid. The university and the College reserve the right to change at any time the rules governing admission, tuition and fees, courses, the granting of degrees, or other regulations affecting graduate students.

Your comments and suggestions for the next edition are most welcome. You may want to suggest new wording for requirements. You may want to add some information that we may have overlooked. Use the comment sheet at the end of this book or write your comments to:

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College of Education A325 Iacocca Hall  
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[coe.lehigh.edu/](http://coe.lehigh.edu/)

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## THE COLLEGE OF EDUCATION STAFF AND STRUCTURE

The College of Education is composed of a single department, Education and Human Services, two centers, the Global Online Graduate Degrees and Training Office and Centennial School. The table below lists college administrators and the staff attached to the dean's office.

TITLE	PERSON	PHONE	EMAIL
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The College of Education is a nationally recognized graduate college. Our distinction resides in our ability to function as a community of scholars and teachers. The diversity of our partnerships, the quality of our research and teaching, and the invigorating and supportive learning environment distinguish us as leaders among graduate colleges of education.

The College of Education offers a master of arts in education, a master of education, a master of science in education, the educational specialist, a joint master in business administration/master of education and both the doctor of education and the doctor of philosophy degrees, as well as a variety of post-baccalaureate certificates in various concentrations.

### Education & Human Services (EHS) Department

Dr. [Arpana Inman](#), Chairperson, 610-758-4443, [agi2@lehigh.edu](mailto:agi2@lehigh.edu)

Dr. [Lee Kern](#), Associate Chairperson, 610-758-3267, [lek6@lehigh.edu](mailto:lek6@lehigh.edu)

[Donna Ball](#), Departmental Coordinator, 610-758-3241, [db00@lehigh.edu](mailto:db00@lehigh.edu)

The EHS department consists of six academic programs: Comparative and International Education; Counseling Psychology; Educational Leadership; School Psychology; Special Education; and Teaching, Learning and Technology. The focus of these programs is to prepare students for leadership roles in groundbreaking, cross-disciplinary inquiry that shapes educational practices nationally and internationally. While the College of Education does prepare individuals for leadership roles in school systems, we also prepare individuals for a variety of positions in business and industry, healthcare, private practice, international development and community-based organizations. We embrace the philosophy that a top-quality education should provide the instruction, resources and experience necessary to create a new type of educator, one who understands the nature of learning, social equity and cultural diversity, who values collaboration and teamwork, and who embraces societal challenges. See the following pages for program information.

In addition to this single department with six core programs, there are four other units within the College of Education. Each is described below.

### Centennial School

Dr. [Michael P. George](#), Director, [mpg6@lehigh.edu](mailto:mpg6@lehigh.edu), 610-266-6500

The College of Education operates the Centennial School, a laboratory facility for children with emotional/behavior disorders that has both an elementary and a secondary component. Centennial

School provides research opportunities as well as practical experience for advanced students in counseling psychology, educational leadership, school psychology, and special education programs. Visit: [centennial.coe.lehigh.edu/](http://centennial.coe.lehigh.edu/)

### **The Center for Developing Urban Educational Leaders (CDUEL)**

Dr. [George P. White](mailto:gpw1@lehigh.edu), Director, [gpw1@lehigh.edu](mailto:gpw1@lehigh.edu), 610-758-3262, Room A211

The mission of the CDUEL is to cultivate transformational educational leadership in urban communities by conducting research, developing leadership competencies, and improving leadership practice that enhances student learning and development. The center is committed to leaders who support education at all levels of a community including, teachers, principals, parents and human service workers. Special emphasis is placed on worked involving small to mid-sized urban communities. Visit: [coe.lehigh.edu/cduel](http://coe.lehigh.edu/cduel)

### **The Center for Promoting Research to Practice (CPRP)**

Dr. [Edward S. Shapiro](mailto:ess2@lehigh.edu), Director, [ess2@lehigh.edu](mailto:ess2@lehigh.edu), 610-758-3258

The center's mission is to generate new knowledge that will truly impact the lives of individuals with disabilities. The primary objective of the center is to create a living laboratory that establishes partnerships with schools, parents and families, and community service providers to enhance the use of best practices for individuals with disabilities. Visit: [coe.lehigh.edu/cprp](http://coe.lehigh.edu/cprp)

### **Office of Global Online Graduate Degrees and Training (GOGDT)**

Dr. [Stephen Kazar](mailto:sjk412@lehigh.edu), Director, 610-758-4208, [sjk412@lehigh.edu](mailto:sjk412@lehigh.edu)

This office began in 2001 as the Office of International Programs, and its purpose is to provide online graduate education and training to students within Lehigh University's College of Education. The College of Education's International Program initiatives are designed specifically to reach the global community. We offer graduate degree programs, principal certification, professional education certificates, summer professional institutes, and online academic courses throughout the academic year. Visit: [coe.lehigh.edu/international](http://coe.lehigh.edu/international)

## **GRADUATE DEGREES IN EDUCATION**

Lehigh's College of Education offers only graduate degree programs; however, undergraduates can apply to the five-year program in Teaching, Learning and Technology or can minor in education. Upper-level undergraduates may minor in education that combines practicum activities with theoretical work and is designed to provide a foundation for further educational studies at the graduate level. Students enrolled in the College of Education should check with their advisers for a list of regulations and requirements governing degree programs.

Also available is a non-degree program designed for individuals interested in taking a few courses in the college. For information contact Donna Johnson (610-758-3231 or [ineduc@lehigh.edu](mailto:ineduc@lehigh.edu)).

All degree and non-degree programs leading to state certification are approved by the Pennsylvania Department of Education (PDE). The School Psychology and Counseling Psychology doctoral programs are fully accredited by the American Psychological Association. The doctoral and specialist programs in School Psychology are fully approved by the National Association of School Psychologists. The Educational Leadership Program is accredited by PDE and is a member of the University Council of Education Administration. Teacher-preparation programs in Teaching, Learning and Technology and Special Education are accredited by PDE.



## ACADEMIC PROGRAM FACULTY, STAFF, DEGREES AND CERTIFICATIONS

### COMPARATIVE AND INTERNATIONAL EDUCATION

(FAX: 610-758-6223, WEBSITE: [COE.LEHIGH.EDU/ACADEMICS/DISCIPLINES/CIE](http://COE.LEHIGH.EDU/ACADEMICS/DISCIPLINES/CIE))

DEGREE, CERTIFICATION OR GRAD CERTIFICATE	NAME		
PH.D. (DOCTOR OF PHILOSOPHY)	COMPARATIVE AND INTERNATIONAL EDUCATION		
M.A. (MASTER'S OF ARTS IN EDUCATION)	COMPARATIVE AND INTERNATIONAL EDUCATION		
M.ED. (MASTER'S OF EDUCATION)	GLOBALIZATION AND EDUCATIONAL CHANGE		
M.ED. (MASTER'S OF EDUCATION)	*GLOBALIZATION AND EDUCATIONAL CHANGE – <b>GOGDT</b>		
LEHIGH GRADUATE CERTIFICATE	INTERNATIONAL DEVELOPMENT IN EDUCATION		
LEHIGH GRADUATE CERTIFICATE	*TEACHING ENGLISH AS A SECOND LANGUAGE – <b>GOGDT</b>		
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### COUNSELING PSYCHOLOGY

(FAX: 610-758-3227, WEBSITE: [COE.LEHIGH.EDU/ACADEMICS/DISCIPLINES/CP](http://COE.LEHIGH.EDU/ACADEMICS/DISCIPLINES/CP))

DEGREE, CERTIFICATION OR GRAD CERTIFICATE	NAME		
PH.D. (DOCTOR OF PHILOSOPHY)	COUNSELING PSYCHOLOGY		
PH.D. (DOCTOR OF PHILOSOPHY)	COUNSELING AND HUMAN SERVICES		
M.ED. + PA CERTIFICATION	ELEMENTARY SCHOOL COUNSELING		
M.ED. + PA CERTIFICATION	SECONDARY SCHOOL COUNSELING		
M.ED. (MASTER'S OF EDUCATION)	*INTERNATIONAL COUNSELING – <b>GOGDT</b>		
LEHIGH GRADUATE CERTIFICATE	INTERNATIONAL COUNSELING GRADUATE CERTIFICATE		
LEHIGH GRADUATE CERTIFICATE	INTERNATIONAL COUNSELING GRADUATE CERTIFICATE – <b>GOGDT</b>		
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### EDUCATIONAL LEADERSHIP

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DEGREE, CERTIFICATION OR GRAD CERTIFICATE	NAME		
ED.D. (DOCTOR OF EDUCATION)	EDUCATIONAL LEADERSHIP		
ED.D. (DOCTOR OF EDUCATION)	*EDUCATIONAL LEADERSHIP – <b>GOGDT</b>		
M.ED. (MASTER'S OF EDUCATION)	EDUCATIONAL LEADERSHIP		
M.ED. (MASTER'S OF EDUCATION)	*EDUCATIONAL LEADERSHIP – <b>GOGDT</b>		
MBA (MASTER'S IN BUSINESS ADMIN) / M.ED.	EDUCATIONAL LEADERSHIP/BUSINESS ADMINISTRATION		
PA CERTIFICATION	K-12 PRINCIPAL CERTIFICATION		
PA CERTIFICATION	K-12 PRINCIPAL CERTIFICATION – <b>GOGDT</b>		
PA CERTIFICATION	SUPERINTENDANT CERTIFICATION		
PA CERTIFICATION	SUPERVISOR OF CURRICULUM AND INSTRUCTION		
PA CERTIFICATION	SUPERVISOR OF PUPIL SERVICES		
PA CERTIFICATION	SUPERVISOR OF SPECIAL EDUCATION		
LEHIGH GRADUATE CERTIFICATE	TEACHER LEADERSHIP GRADUATE CERTIFICATE		
LEHIGH GRADUATE CERTIFICATE	*TEACHER LEADERSHIP GRADUATE CERTIFICATE – <b>GOGDT</b>		
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DEGREE, CERTIFICATION OR GRAD CERTIFICATE	NAME		
PH.D. (DOCTOR OF PHILOSOPHY) + PA CERTIFICATION	SCHOOL PSYCHOLOGY		
ED.S. (EDUCATIONAL SPECIALIST) + PA CERTIFICATION	SCHOOL PSYCHOLOGY		
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DEGREE, CERTIFICATION OR GRAD CERTIFICATE	NAME		
PH.D. (DOCTOR OF PHILOSOPHY)	Special Education		
M.ED. + PA CERTIFICATION	Special Education (PreK-8 or 7-12)		
PA CERTIFICATION	Special Education (Teacher Certification Only, PreK-8 or 7-12)		
LEHIGH GRADUATE CERTIFICATE	*Special Education Graduate Certificate – <b>GOGDT</b>		
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<b>TEACHING, LEARNING AND TECHNOLOGY</b> (FAX: 610-758-3243, WEBSITE: <a href="http://COE.LEHIGH.EDU/ACADEMICS/DISCIPLINES">COE.LEHIGH.EDU/ACADEMICS/DISCIPLINES</a> )			
DEGREE, CERTIFICATION OR GRAD CERTIFICATE	NAME		
PH.D. (DOCTOR OF PHILOSOPHY)	TEACHING, LEARNING AND TECHNOLOGY		
M.S. (MASTER'S OF SCIENCE)	INSTRUCTIONAL TECHNOLOGY		
M.ED. + PA CERTIFICATION	ELEMENTARY EDUCATION (PREK-4)		
M.A. OR M.ED. + PA CERTIFICATION	SECONDARY EDUCATION (7-12, MUST CHOOSE A CONTENT AREA FROM BELOW)		
	<ul style="list-style-type: none"> <li>• BIOLOGY</li> <li>• CHEMISTRY</li> <li>• EARTH &amp; SPACE SCIENCE</li> <li>• ENGLISH</li> <li>• GENERAL SCIENCE</li> <li>• MATHEMATICS</li> <li>• PHYSICS</li> <li>• SOCIAL STUDIES</li> </ul>		
M.A. OR M.ED. + PA CERTIFICATION	ENVIRONMENTAL EDUCATION K-12		
M.A. OR M.ED.	TEACHING AND LEARNING (POST-CERTIFICATE MASTER'S)		
LEHIGH GRADUATE CERTIFICATE	TECHNOLOGY USE IN THE SCHOOLS GRADUATE CERTIFICATE		
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PROGRAM COORDINATOR	EMAIL	PHONE	OFFICE IN IACocca HALL
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**\*NOTE:** The Global Online Graduate Degrees and Training Office administers programs with the **GOGDT** notation next to the name of the program of study. These programs, which employ a hybrid model (online and on-site instruction), are designed specifically for current and aspiring teachers/administrators working abroad. For more information about these programs, please contact [intlcoe@lehigh.edu](mailto:intlcoe@lehigh.edu) or visit: [www.lehigh.edu/lbl](http://www.lehigh.edu/lbl)

## CHECKLIST

This checklist lists some of the important steps in getting started at Lehigh.

FOCUS	<input checked="" type="checkbox"/>	REQUIRED ACTION	SEE PAGE(S)
ORIENT	<input type="checkbox"/>	I know when and where the university new graduate student orientation takes place and will attend.	6
	<input type="checkbox"/>	I have found out when (and where) my program orientation takes place and will attend.	6
HEALTH	<input type="checkbox"/>	I have taken care of the necessary forms for health insurance.	11-12
ID	<input type="checkbox"/>	I have gotten my student photo identification card.	6
PARK & BUS	<input type="checkbox"/>	I registered my vehicle and got a parking permit (if needed).	7-8
	<input type="checkbox"/>	I have examined the bus schedule and know where it stops.	8
FINANCES	<input type="checkbox"/>	If necessary: I took care of all steps for financial aid. Completed FAFSA (Free Application for Federal Student Aid) form was sent.	15-18
	<input type="checkbox"/>	If necessary: I received, completed and returned to the Office of Financial Aid the <i>Graduate Financial Aid Form</i> and included a copy of my most current tax return.	
	<input type="checkbox"/>	If necessary: I have completed the appropriate loan applications and returned them to the Office of Financial Aid. I have contacted and applied for the loan(s) through a bank or other financial institution.	
	<input type="checkbox"/>	If necessary: I have followed through with the Office of Financial Aid and they are currently processing my loan application(s).	
	<input type="checkbox"/>	I've paid for the semester or received a waiver until loans arrive at the Bursar's Office.	6, 33
	<input type="checkbox"/>	If I have been awarded a scholarship: I understand what it covers.	15
	<input type="checkbox"/>	If I have been awarded a graduate or research assistantship: I know with whom I am to work and have contacted that person to set up a meeting to discuss my responsibilities and schedule.	15-16
REGISTER	<input type="checkbox"/>	I have signed up for and accessed my computer account.	7
	<input type="checkbox"/>	I've set up an appointment to register with my adviser. (Contact information listed in departmental phone numbers.)	3-4
	<input type="checkbox"/>	I've secured approval from my adviser for my courses and received my registration PIN.	27, 30
	<input type="checkbox"/>	I have successfully registered for my approved coursework.	30
	<input type="checkbox"/>	I've consulted with the Assistant Dean of Academic Support Services in the Center for Academic Success (if needed) to document a condition qualifying for an accommodation.	11
	<input type="checkbox"/>	I have confirmed the date of the first date of classes and know when and where my classes meet.	30-31
	<input type="checkbox"/>	If taking coursework involving placements in educational settings with minors: I have begun the process of securing all 4 required clearances or have provided the Office of Teacher Certification with a completed school waiver form.	23-26
	<input type="checkbox"/>	I have obtained the textbooks and other materials for my courses.	6-7

For immediate help, we have provided answers to the most frequently asked questions in the College of Education. Go to pages 57-58.

## THE BASICS

**Graduate Student Orientation:** The Graduate Life Office provides general university orientation activities the week before classes begin. This office offers excellent online materials to help you get settled in and know where to go for what things. For more details and specifics, please visit: [gradlife.web.lehigh.edu/orientation](http://gradlife.web.lehigh.edu/orientation)

Programs in the College of Education also offer new student orientation sessions to provide information about registering for courses and departmental procedures. Contact your program coordinator for information about when and where these orientations will be held. Such orientations usually take place at the beginning of the fall semester.

The Office of [International Students and Scholars](#) (32 Sayre Drive, Coxe Lab, 610-758-4859) conducts an orientation program for international graduate students and scholars holding non-immigrant visas. This orientation covers basic immigration and work-related questions, offers the mandatory TB test, provides the opportunity to establish a bank account, apply for a social security number, and much more. Visit: [global.lehigh.edu/oiss](http://global.lehigh.edu/oiss)

**Student Identification Cards:** All currently registered full-time or part-time students are entitled to receive a university ID card. Graduate students must wait at least one day after registering for classes to obtain a university ID card at the [ID Office](#), located in the Christmas-Saucon Annex. However, no ID cards will be released prior to one (1) month before the start of classes for the semester the student is registered for, with the exception of those students living in university housing. If you have any questions concerning the policies relating to ID card eligibility, or the procedures for receiving your ID card, please contact the ID Office at 610-758-5843, or email [inluid@lehigh.edu](mailto:inluid@lehigh.edu).

Upon graduation or withdrawal from the university, or upon termination of employment at Lehigh, your ID card is no longer valid. ID cards remain the property of Lehigh University and must be surrendered to the university upon request. For more information, please see this website: [www.lehigh.edu/~inluid/](http://www.lehigh.edu/~inluid/)

**Deferred Tuition:** If your employer reimburses your graduate tuition at Lehigh University to you, you can request a deferment of the payment of your graduate tuition. You may defer your tuition until a date specified by the Bursar's Office each semester that is later than registration, or until the date of the reimbursement from your company, whichever is sooner. You must complete a new deferment form and submit it and a deferment fee EACH semester you wish to defer your tuition. 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. You must pay a \$50.00 fee each time you wish to have your tuition deferred. The deferment fee and any other charges on your student account must be paid in full by the payment due date for that semester in order to complete registration. The deferment is for your tuition only. Information about this can be found at: [financeadmin.lehigh.edu/content/deferment-information](http://financeadmin.lehigh.edu/content/deferment-information)

**Bookstore:** The [Lehigh University Bookstore](#) is located on the ground level of Campus Square (610-758-3375; fax: 610-758-3709; toll free 888-LEHIGH1). Regular hours are Monday-Friday 8:00 a.m. – 5:00 p.m., Saturday 10:00 a.m. – 3:00 p.m. and Sunday noon – 5:00 p.m. Dates of extended hours are published in advance.

The bookstore carries all texts and other materials needed for courses, a large collection of general books, personal supplies, gifts, clothing and souvenirs. The bookstore will gladly order an item for you if it is out of stock. Periodically, the bookstore runs special discounts for students, particularly ones tied to sports victories and indexed to the size of our margin of victory.

The bookstore accepts MasterCard, Visa, American Express and Discover Card. You may also open a bookstore charge by presenting your student ID and filling out an application for a charge account. For further information, visit: [www.lehigh.bncollege.com/](http://www.lehigh.bncollege.com/)

**Network/Computer Account:** All current Lehigh students qualify for a Lehigh user account. Your electronic account permits use of a broad range of productivity tools such as e-mail and a campus-licensed copy of the Microsoft Suite, including MS-WORD, Excel and PowerPoint. It also gives you access to other academic resources, such as library databases and electronic journals, web-based course systems, and special software programs and workstations. An account login is required for all computing uses except for the library kiosks in Fairchild-Martindale Library and Linderman Library.

The Lehigh user account, accessed through a single user name and password, is all you need to gain wired or wireless network access (including at instructor's stations), to handle Lehigh e-mail, and access library online services.

To open an account, visit [www.lehigh.edu/open](http://www.lehigh.edu/open) and activate your account. You must have your nine-digit LIN (Lehigh I.D. Number) and PIN (Personal Identification Number) handy. For more detailed information about how to open your account, see: [www.lehigh.edu/helpdesk/faq/accounts/glossary.htm](http://www.lehigh.edu/helpdesk/faq/accounts/glossary.htm)

If you have difficulties opening an account, please contact account coordinators at 610-758-3830 or -3990 during business hours. You may also visit Fairchild-Martindale Library Information Commons or call the Help Desk at 610-758-HELP (610-758-4357) anytime.

**Connecting from off Campus:** You may connect to most library resources seamlessly from off campus. For more information, visit: <http://libraryguides.lehigh.edu/remote>

**Library Privileges:** Your Lehigh ID Card also serves as your library card. Graduate students may check library books out for the semester. To use PALCI, a web-search-and-borrow gateway that allows simultaneous searching of academic library catalogs in Pennsylvania and a request function, simply log in to PALCI from the library home page and supply your LIN to authenticate your Lehigh affiliation. PALCI loans are a minimum of three weeks. Library collections and services, with the exception of PALCI, use your Lehigh user account as your online Lehigh credentials.

**Motor Vehicle Registration:** All motor vehicles operated on university property by full- or part-time students, faculty, and staff, must be registered with the Parking Services Office located on the first floor of Johnson Hall (610-758-3893). Any enrolled student who wishes to park on campus -- regardless of whether he/she lives on campus or off, is full- or part-time, is an undergraduate, graduate, ROTC, LVAIC, graduate assistant, teaching assistant, or research assistant-- is required to purchase a parking permit. Upon presentation of a properly completed request form, a state registration card for the vehicle being registered, a valid University ID and payment of required fee, a parking permit will be issued by Parking Services. A maximum of one annual (or bi-annual) permit will be issued per person; student parking permits are valid for the Fall and Spring semesters. Parking for either (or both) Summer Session(s) requires an additional permit and fee. Students may either appear in person at the Parking Services office or follow instructions on the registration form mailed to their home address during the summer. Registrations are not accepted by phone. All student parking fees are due prior to the issuance of a permit. No student may register the vehicle of another student. Temporary and visitor parking is available at meters or by using the Zoellner garage at \$3.00 per entry. Tokens and SMARTcards for the meters and garages are available at Parking Services. Changes in license plates must be reported immediately to Parking Services. RAs, GAs and TAs who have duties on lower campus may be eligible to purchase a special RGT parking permit. RA/GA/TA eligibility will be



verified through the department and a limited number of these permits is issued each year. For more information, visit: [http://www.lehigh.edu/~inubs/parking/regulations\\_complete.shtml](http://www.lehigh.edu/~inubs/parking/regulations_complete.shtml)

**Bus Service:** Lehigh provides free transportation within the university on a regular basis throughout the year. Pamphlets explaining routes and time schedules are available in the department offices. Their routes, schedules and maps can be found at: <http://www.lehigh.edu/~inubs/parking/routes.shtml>

Two routes serve the campus. The Blue Route operates from the Mountaintop generally every 10 minutes during peak course hours to points on the Asa Packer Campus (lower campus). During breaks and summer months, buses run on a 20-minute schedule, rather than the 10-minute schedule. While buses frequently stop at most stops along their routes (and always at the Iacocca Hall main stop and the main Packer Avenue stop), the convention is that the passenger states aloud, "Please stop by <name of stop>" when wishing to assure that the bus stops at that location. Bus drivers are very friendly and helpful and are glad to stop.

For late-night safety, the university provides the TRACS Safety Escort Service. This free service helps you get around lower campus. For more information, see: <http://www.lehigh.edu/~inubs/parking/tracs.shtml>

You may now track the location of buses on their routes, either through a downloadable app on your smartphone or tablet or on your laptop (<http://bus.lehigh.edu/>). In addition, most buses now offer Wi-Fi connectivity.

**Food Services:** There are limited food services on Mountaintop campus. These include (1) the Wood Dining Room on the second floor of Building A or Iacocca Hall that is open for lunch most days; (2) Dave's Deli, located in the Ben Franklin Tech Ventures Building on Mountaintop (<http://www.daves-deli.com/location.html>), and offers breakfast and lunch; and (3) the Füd Truk that comes to Mountaintop on class nights. There are also vending machines with limited snack offerings on the first and second floors of Building A of Iacocca Hall.

Lower/main campus offers many more food services and most of these are housed in the University Center (affectionately referred to as the "UC."). For example, the Asa Packer Room on the third floor of the UC serves full hot meals and salads in buffet style. For a listing of all Lehigh food service locations, including hours, menus and prices, please visit: <http://www.lehighdining.com/index.html>

**Brown and White:** This campus newspaper is published on a regular basis. Besides publishing articles about current events at Lehigh, it advertises campus events such as lectures, concerts, movies, and sports. Copies of the *Brown and White* can usually be found at the Information Desk in the main lobby of Iacocca Hall or you can read issues online at: [www.thebrownandwhite.com/](http://www.thebrownandwhite.com/)

**Banking Services:** There is a Wells Fargo Bank ATM (automatic teller machine) located on the second floor of Building A of Iacocca Hall. This wheelchair accessible ATM supports cash withdrawals. In addition, there is a full-service Wells Fargo Bank branch on the second floor of the University Center. Of course, other local banks serve South Bethlehem as well.

**Copying Account and Limits:** Lehigh utilizes PaperCut as its print-management solution. When using a public site computer on campus, you can view your current printing balance at a glance on the PaperCut gadget that appears on the desktop screen upon login. Your printing allowance starts at \$75.00 and will decrease, or "count down," with each page printed. For more details on PaperCut, visit: <http://www.lehigh.edu/print/papercut.html>

**University Printing and Mailing Services** (<http://www.lehigh.edu/~inubs/printing/easyftp.shtml>) has two campus centers, one on lower campus on the first floor of Rausch Business Center and another on Mountaintop

Campus in Building J (118 ATLSS Drive). For a charge, students may have documents copied, resumes printed, material bound, large posters printed in color, and the like. Normal hours of operation are Monday – Friday 8:15 a.m. - 4:45 p.m. For contact information, see: <http://www.lehigh.edu/~inubs/printing/easyftp.shtml>

## ADVERSE WEATHER POLICIES

***Closing the University/Delaying Opening:*** If weather conditions become hazardous overnight, a determination will be made by 6:30 a.m. as to whether or not a change in the opening of the university will be made. Please dial **610-758-NEWS** (610-758-6397) or listen to your local TV/radio stations for the latest update.

**RADIO:** Updates will be broadcast on the following stations.

AM STATION	FREQUENCY	FM STATION	FREQUENCY
WAEB	790 AM	WLVR	91.3 FM
WEST	1400 AM	WZZO	95.1 FM
		WLEV & WCTO	96.1 FM
		WODE	99.9 FM
		WFMZ	100.7 FM
		B104	104.1 FM

**TELEVISION:** Updates will appear on WFMZ-TV Channel 69

***Parking Regulations for Snow Emergencies:*** "Snow Emergency" regulations are automatically in effect when the official accumulation of snow for the Bethlehem area reaches one inch. "Snow Emergency" regulations remain in effect until 7:30 a.m. on the third day following the end of the snowstorm, unless canceled earlier. You may contact the Lehigh Police to determine if a "Snow Emergency" is in effect. The regulations that follow apply to ALL members of the Lehigh Community including students, faculty, staff, guests and visitors, etc.

1. Prohibited parking regulations will be strictly enforced. Violations during periods of snow emergencies carry a minimum fine of \$25.
2. Parking is prohibited on the lower campus for any reason between the hours of midnight and 7:30 a.m. unless otherwise posted.
3. If classes are canceled and the university is officially closed, parking is prohibited on the lower campus until 7:30 a.m. on the day following the closing.
4. Parking is prohibited on the lower campus from 5:00 p.m Friday through 7:30 a.m Monday.
5. In addition to the above, it may be necessary to temporarily close lots at other times or to temporarily close additional lots. When this occurs, lots or areas must be vacated according to the posted snow emergency signs that specify a temporary parking area.
6. It is the responsibility of the individual to ascertain whether the snow emergency regulations are in effect. Violators will be towed at their own expense.

During and immediately following heavy snowstorms and drifting snow, crews work around the clock trying to keep roads open and parking areas clear. Stranded and improperly parked cars make it impossible to complete this work in a timely fashion; therefore, compliance with snow emergency regulations and the complete cooperation of everyone is vital. Remember, campus safety depends upon your cooperation.

***Excusing Student Absences When Buses Are Not Operating:*** As noted under the *University Policy on Handling Adverse Weather*, the Provost issues decisions on whether or not the university will remain open during adverse weather. On rare occasions when the university remains open in adverse weather, Lehigh buses may, however, cease to run, preventing some students from attending class. In such cases, the absences of these students are to be excused and they are to be given extensions for submission of assignments or completion of quizzes, tests or exams they missed by their absence.

The most up-to-date information on bus stoppages can be obtained by calling 610-758-1700 or by going online to: <http://www.lehigh.edu/~inubs/parking/routes.shtml>. After 4:30 p.m. this website is not updated until the next day.

***Instructor Decisions on Cancelling Classes in Adverse Weather:*** The majority of College of Education classes meet on Mountaintop campus and, when there is adverse weather, conditions on Mountaintop can often be more treacherous than on lower campus, particularly in winter, when Mountaintop's slightly lower temperatures are more prone to produce icing. This problem may be further complicated by the fact that COE classes typically meet from 4:00-7:00 p.m. or 7:00-10:00 p.m., when plummeting winter temperatures or snow accumulations can produce increasingly dangerous driving conditions as the evening progresses.

There may be instances in which the university remains open, but instructors and students become concerned about personal safety. Instructors may find themselves fielding inquiries about whether COE evening classes are to be held under the conditions described above. And, since many students in COE graduate courses commute from some distance to reach campus, such inquiries may begin in mid-afternoon. In addition, conditions along the routes these students must drive may be substantially worse than the conditions on campus.

Clearly, instructors should meet their classes whenever possible, particularly when the provost has decided the university will remain open during adverse weather. That said, instructors and students are expected to behave rationally, including acting in responsible ways in terms of personal safety. If, in the judgment of a course instructor, weather conditions are so serious as to put the safety of the instructor or his/her students at great risk, the instructor may cancel a class. The expectation is that instructors will then reschedule the missed class for an alternate date.

Further, an instructor may say to his/her students that they should use their best judgment about the risk in coming to class under such conditions and decide accordingly. When an instructor has provided students with the ability to make such a judgment, he or she should then honor whatever decision the student makes, without penalizing that student in any way. This may entail rescheduling class presentations, providing extensions to course deadlines involving class activities, or otherwise modifying sequences or requirements to accommodate that absence.

## LIVING ACCOMMODATIONS

***Residential Services:*** Graduate students may apply to Residential Services in Rathbone Hall (610-758-3500; Fax 610-758-3568) for housing in Lehigh's graduate student housing complex, Saucon Village. The complex provides 136 living units that are rented generally on a yearly basis. The university's bus service is available to all students and provides continuous transportation between main campus and Saucon Village. In addition, there are a few graduate housing accommodations in the Packer House on main campus. All graduate apartments and houses are smoke free. For more information, please visit: <http://www4.lehigh.edu/housing/graduate>

***Off-campus Housing:*** It is recommended you consult "Before You Sign, Your Guide to Off-campus Living" (<http://www.lehigh.edu/~inrsd/offcampustoc.xht>) to aid you in your search for an off-campus



apartment. This guide also provides a listing of city-inspected off-campus apartments. Both the guide and the apartment listings are available from the Residential Services Office, as well as online at: <http://www4.lehigh.edu/housing/offcampus>

Students who are looking for roommates can connect with other students on the Roommate Forum, also available at the URL above. If you need further information, please contact Christina Bell, Associate Director of Residential Services (610-758-3500, [cnb5@lehigh.edu](mailto:cnb5@lehigh.edu)) or Dale Kochard, Executive Director of Community and Regional Affairs (610-758-5801, [dak304@lehigh.edu](mailto:dak304@lehigh.edu)).

## STUDENT LIFE SERVICES

**Graduate Student Life website:** [www.lehigh.edu/~ingrador/](http://www.lehigh.edu/~ingrador/)

**Disability Support Services:** In accordance with federal legislation, specifically Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Lehigh University recognizes the special needs of students with physical, sensory and learning disabilities. The director of Facilities Services, in conjunction with the Dean of Students Office, coordinates services for students with physical disabilities. The Dean of Students Office also coordinates academic support services for students with learning disabilities and other cognitive and sensory disorders and works in conjunction with faculty members to provide appropriate classroom accommodations for students with diagnosed learning disabilities. Students requesting accommodations must present the university with current and comprehensive documentation. For more information, contact the [Dean of Students Office](#), 610-758-4152, University Center, Room 212 (<http://www.lehigh.edu/~indost/>).

**Health & Wellness Services:** The university offers health services to all students through the Health Center in Johnson Hall. During the fall and spring semesters, providers are available to see patients from 8:15 a.m. to 4:45 p.m. Monday through Friday. Providers include nurse practitioners and physicians. A registered nurse is present to see patients on Saturdays 10:00 a.m. to 2 p.m., with a provider on call. During breaks, hours are shortened.

The Health Center staff treats a variety of health problems, including illnesses and injuries. Gynecologic care is available by appointment. Allergy injections can be administered. Some minor surgery is performed at the Health Center. While many laboratory studies can be done at the Health Center, students are referred to local facilities for X-rays. Patients are referred to local medical and surgical specialists when indicated and more seriously ill students are sent to a general hospital.

There is no charge for most of the care provided to students. Some exceptions are as follows: referrals to physicians, hospitals, or other medical facilities outside the student Health Center, and medications not carried by the Health Center which require prescriptions. A low-cost university-sponsored insurance plan is available (see below), and this complements the services of the Health Center. Expenses covered include costs for services that are not available at the Health Center, such as X-rays, laboratory studies, consultant fees, and medications not stocked by the Center. Hospital expenses are also covered. Please consult your insurance carrier or physician if your plan is of the managed care/preferred provider type. For more information on Health Center services, visit: [www.lehigh.edu/health](http://www.lehigh.edu/health)

**Health Insurance:** Graduate students are expected to carry medical insurance and students 26-years-old or younger are urged to check with their parents regarding possible existing coverage under family insurance policies. If not eligible for such coverage because of their age or not adequately covered, students should strongly consider purchasing the university-sponsored plan. This relatively low-cost, university-sponsored plan can be purchased through the Bursar's Office (Basement level, Alumni Memorial Building, 610-758-3160). The university currently subsidizes half of the premium for all

certified full-time graduate students. **Students who miss the cutoff date must wait until the registration period of the following regular academic semester to purchase insurance through Lehigh.**

The Graduate Life Office offers information about plan options (see [www.lehigh.edu/~ingrador/new\\_student\\_orientation.html](http://www.lehigh.edu/~ingrador/new_student_orientation.html)). They can also be reached by calling 610-758-4722. Regardless of whether graduate students enroll in the university's insurance plan, Health Center services are available to all registered students.

**International graduate students and their families** are REQUIRED to have health insurance. You may purchase Lehigh's plan through the Bursar's Office or show proof of purchase of another plan at registration. All international students must have a recent tuberculosis skin test or have the test performed (free of charge) at the Health Center. It is recommended that graduate students be immunized against diphtheria, tetanus, measles, mumps and rubella. These vaccines are also available at the Health Center, for a fee. Contact the [Office of International Students and Scholars](http://www.lehigh.edu/~intl/), 610-758-489, for details (<http://www.lehigh.edu/~intl/>).

**University Counseling and Psychological Services (UCPS)** ([www.lehigh.edu/~incso/index.shtml](http://www.lehigh.edu/~incso/index.shtml)) is located on the top floor in Johnson Hall and offers, free of charge, a wide range of services related to the personal, interpersonal, and psychological needs of all Lehigh students. All contacts are confidential, unless someone is in imminent danger, and information is released only with informed consent. Clinical and counseling psychologists are available during the day, Monday through Friday, and appointments may be made in person or by calling 610-758-3880. An on-call counselor is available to assist with emergencies that arise after hours by calling Campus Police (610-758-4200).

Following initial contact, graduate students are generally seen for one or two sessions lasting approximately one hour, to assess needs, interests, or concerns. Questions may be resolved in a few meetings, or a mutual decision may be made to continue working on and exploring the issues in short term psychotherapy. Whereas some concerns will be met best within one-to-one meetings, group psychotherapy is often the modality of choice. Referrals to outside professionals or agencies are made when appropriate. Graduate students are encouraged to meet with members of the UCPS staff to inquire about services available to students from the international and multicultural communities. Graduate students with identity, cross-cultural, and gender concerns or questions are invited to seek assistance.

**Religious Activities** at Lehigh are under the supervision of the University Chaplain. Information about worship opportunities, religious groups on campus, and religious calendars are available on the Chaplain's web page ([www.lehigh.edu/~incha/incha.html](http://www.lehigh.edu/~incha/incha.html)). The Chaplain's Office arranges Protestant, ecumenical and interfaith services, while the [Newman Center](http://www.lehigh.edu/~innew/index.shtml) Association chaplain arranges Roman Catholic masses (610-758-4148, <http://www.lehigh.edu/~innew/index.shtml>). Jewish services are arranged through the [Hillel Society](http://www.lehigh.edu/~inhil/index.htm) (610-758-4869, <http://www.lehigh.edu/~inhil/index.htm>), with most services held at the Jewish Student Center on Summit Avenue. Religious services for all the world's major religions take place in the area. There are Christian, Jewish and Muslim services both on campus and in the community, and there are Hindu and Buddhist temples in the community.

Contact the University Chaplain's office for information about worship opportunities in the Lehigh Valley (610-758-3877; Fax, 610-758-4670). The Chaplain's web page announces programs and religious activities for the Lehigh community, including sponsored lectures (Chaplain's Forum), community service opportunities, and special events as they arise. The Newman Association and Hillel Foundation sponsor cultural activities and social events.

***Athletic Facilities:*** Students are eligible to use the range of athletic facilities available at Taylor Gymnasium and on the Goodman Campus. Call Taylor Gymnasium (610-758-4313) for hours of operation. You will need an ID card in order to register to use the facilities. For more information, go to: [www.lehighsports.com/](http://www.lehighsports.com/)

***Legal Services:*** The university does not offer a campus legal service to students. Contact the Bar Association of Northampton County (<http://www.norcobar.org/>) or the Bar Association of Lehigh County (<http://www.lehighbar.org/>). Both offer lawyer referral services and provide an initial consultation for a modest fee and referrals to local attorneys. You may contact the Northampton County Attorney Referral & Information Service at 610-258-6333 or the Lehigh County Lawyer Referral Service at 610-433-7094. You can also contact the [Dean of Students Office](#), located at the University Center, 610-758-4156, for possible assistance (<http://www.lehigh.edu/~indost/>).

## SAFETY SERVICES

***University Police:*** The university police maintain their headquarters in Johnson Hall, Room 221 (west-side entrance), and can be reached at 610-758-4200, 24 hours a day.

***Call Boxes:*** Call boxes with blue lights are located around the campus. Pushing the emergency button will connect you directly to the university police. You may also use the dialing feature to call any campus telephone number.

***Escort Service:*** An escort service is available on lower campus by dialing 610-758-1111. This service operates between dusk and dawn throughout the school year. It provides either a walking or driving escort, depending upon the time of night and the availability of student volunteers to serve as escorts. Walking escorts are provided from dusk until 10:00 p.m. TRACS vans follow a scheduled route from 10:00 p.m. until 2:00 a.m. After 3:00 a.m. university police provide escorts. This service is not available to the Mountaintop Campus.

## STUDENT STATUS

Only students who have been admitted officially by the university may register for graduate courses (400-level courses) in the college. In addition, only students admitted into one of the academic programs in the College of Education may pursue one of the degrees offered by the college.

There are three types of admitted students at Lehigh: Regular graduate students, associate graduate students and non-degree graduate students. Students should check their letter of admission to determine which status they hold. If you have any questions concerning your letter, please call the College of Education Admissions Office at 610-758-3231. Each type of student is described below.

***Regular Graduate Students:*** Regular graduate students are fully admitted to a degree program in the college and are assigned an academic adviser. Only regular graduate students are candidates for graduate degrees.

***Associate Graduate Students:*** Students admitted under associate status are conditionally accepted into a degree program in the college. They are assigned an academic adviser and must demonstrate within 12 credits that they qualify for reassignment as regular graduate students. The criterion for qualification is completion at least 9 credits and no more than 12 credits with a GPA of 3.00 or better and no final course marks lower than B-. Students must petition for this change in status before being allowed to register for coursework beyond 12 credits.

Students assigned associate status because they applied during the late admission period, but who clearly qualify for admission as regular graduate students, may petition for regular status after classes begin if all credentials are in order.

***Non-degree Graduate Students:*** In addition to degree programs, there are two non-degree options as well: (1) Regular non-degree and (2) Non-degree for external certification.

Regular non-degree admission is for students who wish to take up to 12 credits of graduate coursework at Lehigh without seeking a degree. Any transcript or other record from the university will clearly indicate the student status as non-degree. Non-degree students are not permitted to audit courses. university admissions criteria for non-degree graduate students are (a) a bachelor's degree from an accredited institution with an overall grade point average of at least 3.0 on a four-point scale (Applicants with undergraduate GPAs slightly below 3.0 may be admitted with approval from the department of Education and Human Services) or (b) to have achieved a GPA of 3.0 or higher on a four-point scale for a minimum of 12 graduate credits at another accredited institution.

Non-degree for external certification students are admitted to pursue coursework for the purpose of obtaining certification through an external accrediting agency. Applicants are expected to have an undergraduate GPA of 3.0 or higher on a four-point scale or to have achieved a GPA of 3.0 or higher on a four-point scale for a minimum of 12 graduate credits at another accredited institution. Applicants are assigned certification advisers on admissions and must work with the adviser to assure that they complete all requirements for certification satisfactorily. Non-degree for external certification students complete the coursework and any other required field experiences for the appropriate certification, with the number of credits and field experiences being dictated by the external accrediting agency. Given this external control of credit requirements, the number of credits will vary and will typically exceed the 12-credit limit for regular non-degree students. Certification involves qualitative components as well as credits; a non-degree student seeking such certification must meet the quality standards of the certification program, as well as completing the necessary coursework and field experiences.

***Changing from Non-Degree to Degree Status:*** Non-degree students of either type may seek admission to a degree program. Non-degree students who seek admission to a degree program must meet all regular admissions criteria, complete all regular procedures, and present all documents normally required of degree-seeking applicants to that program. Courses taken by a non-degree student who later enters a degree program will count towards the completion of the program to the extent that those courses fall within the normal requirements of the program and to the extent that the student's performance in the course(s) is acceptable for degree program purposes. Any course that is counted towards the completion of a degree must be completed within the established time limits for that degree, whether taken initially as a degree or non-degree course.

***International Students:*** The [Office of International Students and Scholars](http://www.lehigh.edu/~intl/) (OISS), located at Coxe Hall, 32 Sayre Drive, is a university-wide resource for students and scholars from abroad, for U.S. students studying overseas, and for the Lehigh faculty and administration (<http://www.lehigh.edu/~intl/>). The OISS staff assists international students and scholars by providing a comprehensive orientation program, information and advice on immigration regulations and visa requirements. In addition, the OISS sponsors internationally focused educational, cultural and social programming, including the Bazaar and International Week. The office also acts as a liaison between international students and scholars and other offices and departments on campus, as well as national and international agencies. For more information, contact the OISS at 610-758-4859.

## FINANCIAL AID/SUPPORT FOR GRADUATE STUDENTS

Graduate assistantships and research assistantships are available in the college and in various administrative offices on campus. In addition, graduate students may be recommended for a limited number of fellowships and endowed scholarships, which are awarded by the college. Academic programs in the college also award a limited number of departmental scholarships in the form of tuition waivers. The general preference for awarding such program-administered departmental scholarships is to full-time students pursuing a doctorate first, then part-time students pursuing the doctorate, followed by full-time students pursuing a master's degree, and lastly to part-time students pursuing the master's.

Lehigh's Centennial School, a laboratory school for children with emotional/behavior disorders, provides employment for some Lehigh education students. Graduate students may apply for teaching internships, which pay tuition plus salaries.

***Scholarships and Fellowships:*** These awards are made to graduate students who demonstrate superior qualifications and performance. There are three types of awards: 1) scholarships which consist of credit awards to be applied towards tuition; 2) fellowships sponsored by the university which provide both stipend and credit awards for tuition; and 3) fellowships which have been designated by a donor for students in a particular discipline.

Each year the Dean's Office receives an allocation of tuition credits for scholarships. The Department Chairperson designates students for fellowships of second type outlined above that consist of a semester stipend as well as an entire year of tuition credit hours of up to 10 credits per semester, and of the third type outlined above when a donor funds this award. Contact the Dean's Office at 610-758-3221 for further information regarding specialized donor scholarships.

Financial aid is ordinarily available only for regular, full-time graduate students. The Department of Education and Human Services (see Chairperson, Iacocca Hall A325, 610-758-3241) and the Dean of the College of Education (Iacocca Hall A325, 610-758-3221) award scholarships, fellowships, graduate assistantships (GAs), research assistantships (RAs), and Project Assistantships (PAs). ***Award applications must be submitted to the program director no later than February 1.***

***Graduate Assistant (GA)*** is a technical term used to describe specific types of Lehigh University students receiving university support. Their duties are generally set by the department, but certain conditions must be satisfied before a student can be classified as a GA. These include:

1. Each full GA must be a *regular* full-time Lehigh graduate student. This status normally requires registration for at least 9 credit hours per semester;
2. A full GA is a "half-time" position, meaning that he or she provides services to Lehigh University of 20 hours per week. "Quarter-time" (10 hours per week) and "eighth-time" (5 hours per week) GA appointments are possible for both full- and part-time graduate students, with stipends and tuition remission reduced proportionately;
3. Each GA must be paid a specific stipend that is set for the academic year by the Dean's office after consultation with the Director of Budget;
4. Qualified full GAs receive tuition remission for, at most, 10 credit hours in a regular semester. No full GA may register for more than 10 credit hours. A student who is a full GA during the preceding academic year is entitled to a maximum of three hours of research or dissertation registration (not course credit) in the following summer without payment of tuition;
5. Each GA is appointed by a process that begins with a formal letter of appointment issued by the appropriate department Chairperson. The appointment letter specifies standard university conditions, including stipend level, time of arrival, length of service, and satisfactory academic progress and performance of duties. The department Chairperson submits written notification of GA appointments to the student and the faculty supervisor.
6. Tuition remission for qualified GAs is authorized by the Dean as part of the registration process.



Graduate Assistantships may be awarded by recommendation of the Chairperson of the Education and Human Services Department. All full graduate assistants are full-time students and are normally expected to devote half-time to the service of the university. Appointment is for one year and tuition fees are remitted. In special cases, graduate students may hold one-third GA positions where 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 the department. GAs are also employed regularly by the Graduate Life Office (217 W. Packer Avenue, 610-758-4722); Athletic Facilities (641 Taylor Street, 610-758-4300); Office of the Vice Provost for Student Affairs (105 University Center, 610-758-3890); the Dean of Students Office (University Center, 610-758-4156); the University Counseling Service (Johnson Hall, 610-758-3880); the Office of International Students and Scholars (Coxe Hall, 610-758-4859); and Career Services (Rauch Business Center, 610-758-3710).

***Award Application Deadlines:*** Continuing students who request fellowships, scholarships, RAs, and GAs beginning in the fall semester must file a request with the appropriate program director within the Department of Education and Human Services. Check with your program coordinator for deadlines. The department Chairperson will make recommendations for the recipients of these awards based on merit. Students are not required to submit a financial statement to be considered for such awards.

***Summer Appointments:*** There are a limited number of summer GA appointments. These GA employees must receive the same monthly stipend as academic year GAs and provide services of up to 20 hours per week to the university, once again proportionate to the GA position they hold (full, one-quarter, one-third, one-eighth). A summer GA registers for a maximum of three credit hours in each summer session of employment and receives tuition remission for that registration.

***Research 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 of Education and Human Services, and is reviewed by the Office of Research and Sponsored Programs. Research assistants (RAs) are pursuing graduate degrees, devoting full-time to a program of graduate work (which may include teaching, research, and other academic activities as well as courses), and are appointed to such positions in a research program whose activities help them fulfill requirements for the degrees sought. RAs typically receive both a stipend and tuition remission.

***Graduate Project Assistants:*** These assistants are appointed by research project directors, after consultation with the Chairperson of the Department of Education and Human Services, and upon review by the Director of the Office of Research and Sponsored Programs. Graduate project assistants (PAs) provide services to research projects for research work that does not fulfill degree requirements. Joint appointments as research assistant and graduate project assistant are permissible, subject to appropriate approvals.

***Subsidized Federal Stafford Loan:*** The Federal Stafford Student Loans are long-term, low-interest loans made to a student by private lending institutions. The certification of eligibility for these loans is done through the Office of Financial Aid. The Federal government will pay the interest on this loan while the student is in school. The student must demonstrate "financial need" to qualify for the interest subsidy benefits. "Need" is the cost of education, minus other financial aid and your expected family contribution. The expected family contribution is determined by filing the Free Application for Federal Student Aid (FAFSA).

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

**Federal Stafford Loan Application Procedures:** All applicants must file a *Free Application for Federal Student Aid (FAFSA)* for the appropriate year. This application can be obtained in the Office of Financial Aid. A Lehigh University graduate financial aid application, together with a signed copy of your most current tax return, must also be submitted to the Office of Financial Aid. Financial aid transcripts from all other colleges or universities are required; however, this information should be detailed on your Student Aid Report (SAR) that you receive after filing the FAFSA. If this information is not included, then you will need to arrange to have financial aid transcripts forwarded from your previous college(s).

**Federal College Work-Study (FWS):** These awards are subject to the availability of funds. Work-study is need based and requires the submission of the following; Free Application for Federal Student Aid, university application, student's IRS 1040, and a Financial Aid Transcript (FAT) (see SAR data above). Job listings and pay-scale information are available in the Office of Financial Aid.

**Loans and work-study employment** are distributed by the Office of Financial Aid, 218 W. Packer Avenue, 610-758-3181. A student's official classification with the Registrar governs the way in which the loan coordinator for the Office of Financial Aid must certify the loan application. Anyone with *associate* graduate student status is, by definition, not a degree-candidate graduate student and, therefore, does not qualify to borrow under the Federal Family Educational Loans program at the graduate student rate. An "associate" student's loan will be prorated and may be further affected by whether or not the student had a loan as a fifth-year undergraduate. Questions may be directed to the loan coordinator.

Further literature, as well as all required forms, are available from the Office of Financial Aid (<http://www.lehigh.edu/~infao/graduate/index.html>). The financial aid transcript information is required from each postsecondary school attended, whether or not financial aid was received.

The **Office of Fellowship Advising (OFA)** has as its mission to provide Lehigh students (undergraduate, graduate and alumni) with personalized advice, up-to-date information, and guidance through the application process for competitive national and international Fellowships and Scholarships. Fulbright, Rhodes, Marshall, Mitchell, Truman, Goldwater, Carnegie, Gates-Cambridge, SURF and Churchill are only some of the most recognized awards we handle at OFA (see [http://www.lehigh.edu/~inofa/grad\\_awards.html](http://www.lehigh.edu/~inofa/grad_awards.html)). We work closely with the student to identify the strengths and resources that will make them successful in achieving their goals, whether these are graduate studies, summer research or international exchange. For more information, visit <http://www.lehigh.edu/~inofa/> or call (610-758-1098) or email the office ([mfigueroa@lehigh.edu](mailto:mfigueroa@lehigh.edu)).

**Travel Grant Program:** The purpose of this program is to assist graduate students in attending professional conferences by covering expenses graduate students would otherwise be forced to pay out-of-pocket. It is intended to supplement existing funds, not to replace them. The Travel Grant Application can be found at: <http://gradlife.web.lehigh.edu/gss/forms>

**Lehigh University Forum Student Research Grants.** These grants are available to all Lehigh University students. They are awarded based on the student-demonstrated significance of the project

and its relationship to his/her education goals. Preference is given to undergraduates, but *graduate students with meritorious projects outside their thesis work are also considered*. The Grants normally do not exceed \$500 and usually are smaller, e.g., \$100-200. Proposals may be submitted at any time, but awards are made shortly after the beginning of the fall semester, according to the availability of funds. For further information, visit: <http://gradlife.web.lehigh.edu/grants>

## COLLEGE ACADEMIC STANDARDS AND EXPECTATIONS

Expectations and norms for academic performance are higher in graduate school than in undergraduate education. Final course marks, their equivalencies in GPA and typical qualitative interpretations in graduate work within the College of Education are as follows:

FINAL COURSE MARK	GPA	QUALITATIVE INTERPRETATION
A	4.00	Excellent performance demonstrating superior work.
A-	3.67	Strong performance with some room for improvement.
B+	3.33	Good performance.
B	3.00	Competent performance.
B-	2.67	Minimal performance calling for marked future improvement.
C+	2.33	Inadequate performance; multiple marks below B- lead to probation and or dismissal for poor scholarship.
C	2.00	
C-	1.67	
D+	1.33	Unacceptable performance that cannot be counted toward meeting degree or certification requirements, although such marks factor in cumulative GPA and can play a role in a student being placed on probation or dismissed for poor scholarship.
D	1.00	
D-	0.67	
F	0.00	
N	----	Course not completed; may also carry a parenthetical mark to which the incomplete will convert if not removed within a year.
AU	----	Audited course; such courses may not be counted toward meeting degree or certification requirements and may not be retaken for credit once audited.
X	----	Absent from the final exam; may also carry a parenthetical mark to which the final mark will convert if not removed within a year, or earlier is specified by the instructor.
Z	----	Absent from the final exam and incomplete; student has one year to remove incomplete, unless an earlier deadline is specified by the instructor.
W	----	Course was dropped before the end of the official drop period; does not count toward cumulative GPA or meeting degree or certification requirements.
WP	----	Course was dropped after the end of the official drop period and student was passing at time he or she dropped; does not count toward cumulative GPA or meeting degree or certification requirements.
WF	0.00	Course was dropped after the end of the official drop period and student was NOT passing at time he or she dropped; counts toward cumulative GPA, but does not count toward meeting degree or certification requirements.

### *Academic Scholarship Requirements for COE Degree Programs*

In keeping with Lehigh University regulations, academic units may have *more stringent* scholarship requirements than those established at the university level. The standards below represent the more stringent academic performance standards required by all degree programs in the College of Education.

**Associate Status Students** will be placed on probation when they receive their *first* final course mark below B- and will be dismissed for poor scholarship at the end of any semester in which they are assigned a *second* final course mark below B-. Once on probation, associate students remain on probation until they are granted regular status or receive the degree.



If an associate student is assigned two final course marks below a B- in the same semester, that student will be dismissed for poor scholarship without first being placed on probation. Receiving a final course mark below C- will also result in the associate student being dismissed for poor scholarship without being first placed on probation.

Associate status students must petition to assume regular status once they have completed 9 credits of coursework numbered 200 or above. Students who are eligible to be granted regular status but fail to apply after completing 9 credits will be evaluated according to the criteria that apply to regular status students (below).

**Regular Status Students** will be placed on probation at the end of any semester in which they receive their *second* final course mark below B-. Students receiving *three* final course marks below B- will be dismissed for poor scholarship.

**Academic Probation:** Students placed on academic probation must submit a proposed academic improvement plan to their academic advisors. That plan must include an explanation of why the student received final course marks below B- and must offer a specific plan to address in future coursework the cause of such inadequate academic performance. This plan must be approved by the program faculty. Once regular status students are placed on probation, they remain on probation until completing the degree.

**Readmission:** Graduate students who have been dismissed for poor scholarship are ineligible to register for coursework in the program. After one semester away, such students may petition for readmission. The program and the dean's office must approve the petition. Students whose petitions are granted will be readmitted on probation and will be dismissed permanently if they receive any additional final course mark below B-.

No final course mark lower than C- may be counted toward a graduate degree and pass-fail registration is not allowed for graduate students.

### ***College Policy on Adequate Academic Progress***

The College of Education employs more stringent academic standards than the university for academic performance of graduate students (see <http://www.lehigh.edu/coursecatalog/admission-to-graduate-study.html>). Students failing to meet those standards will be placed on *probation* or *dismissed for poor scholarship*. In addition, graduate students in the College of Education (COE) must also continue to make *adequate academic progress*. Adequate progress is expected of students seeking degrees, non-degree students taking focused coursework toward subsequent admission to an academic program or toward external certification, and students seeking a Lehigh University post-baccalaureate certificate.

To assure graduate students in COE academic programs make necessary academic progress in those programs, faculty of the program in which a student is enrolled may review that student's progress. If, in the judgment of the program faculty, a student is not making adequate progress, by majority vote of the voting program faculty, they may either bar that student from registering for further coursework in the COE until he or she demonstrates adequate progress by completing specified actions, or drop that student from the program for *inadequate academic progress*. In cases where a student is non-degree, such a vote to drop shall have the effect of barring that student from taking further coursework in that academic program unless (1) that student is subsequently admitted to a COE academic program **and** (2) such coursework is required by the student's subsequent program of study.

Events that may trigger such an adequate progress review include:

- A graduate student carrying two or more incompletes in non-research courses,
- A graduate student withdrawing from the same course more than once,
- A graduate student withdrawing from more than three required courses in a program of study,

- A graduate student failing to complete non-course program requirements in a timely fashion,
- Any COE faculty member or instructor requesting such a review.

In addition, some COE academic programs mandate periodic reviews of the academic progress of all students in those programs and these reviews shall take place without the necessity of a triggering event.

In making decisions about adequate progress, program faculty shall take into consideration a student's personal health and/or life situation. To assist in such consideration, program directors may request that students clarify the reasons behind their failure to make adequate academic progress.

**Right of Appeal:** Students have the right of appeal if they feel academic program faculty have erred in (1) barring them from further coursework in the COE until completing some specified indicator(s) of adequate academic progress, (2) dropping them from the program in which they were enrolled, or (3) barring them from taking non-degree coursework in that academic program. Such students should follow the appeal process laid out in the *College of Education Grievances Procedures*, detailed elsewhere in this handbook. The form to use for appeals of sanctions related to *adequate progress* decisions is the *Non-course-related Grievance Form* (available online at: [https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE\\_NonCourseRelatedGrievanceForm.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE_NonCourseRelatedGrievanceForm.pdf)).

### ***College Academic Integrity Policy***

The Faculty of the College of Education is committed to upholding the highest standards of personal, professional, and academic integrity. Thus, each graduate student, graduate assistant, or research assistant in the College of Education is expected to act in accordance with the university's Student Code of Conduct and the standards set by the university faculty. Further, each student is expected to act in accordance with the professional standards set forth by his or her field of study (for example, the Pennsylvania Department of Education and the American Psychological Association).

The faculty will not tolerate acts of plagiarism, cheating, data falsification and other forms of academic misconduct. Using the appropriate procedure, the faculty will send suspected cases of academic dishonesty to the Office of Student Conduct and Community Expectations to initiate a fair process for resolving alleged misconduct.

Students found responsible under the Student Code of Conduct for specific charges of academic misconduct will not be eligible to receive a university recommendation for professional licensure or certification. While this ineligibility might not prevent such students from completing the coursework for a degree and receiving that degree, it would eliminate their ability to achieve certification or licensure.

**Process for Resolving Suspected Student Academic Misconduct:** This section details the “appropriate procedure ... for resolving alleged misconduct” cited in the policy above. The two-stage procedure consists of an *informal resolution* stage and a *formal resolution* stage. The informal resolution stage takes place *within* the college, while the formal resolution stage takes place *outside* the college and is administered by the Office of Student Conduct and Community Expectations. A two-stage procedure is designed to protect both faculty and students and is intended to be transparent in operation. Each stage is described below.

**Informal Resolution (within the College):** If a faculty member, or several faculty members together, have reason to suspect student academic dishonesty—plagiarism, cheating, data falsification or some other form of academic misconduct—he/she/they should first discuss the suspected offense with the student(s) involved and see if they are able to resolve it without involving anyone else. If, however, they are unable to resolve it to their mutual satisfaction **in a timely fashion**, the faculty member(s) should complete the *Suspected Student Academic Misconduct Resolution Process* form (see [https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE\\_StudAcadMisconductResolveGuide.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE_StudAcadMisconductResolveGuide.pdf)) and submit it to

the Department Chair for administrative acknowledgement. Such acknowledgement makes sure that others within the department and college are aware of the situation and helps insure due process is followed, without removing control of the resolution process from the faculty and student(s) involved, unless they wish it so removed.

This form asks the faculty member(s) to identify the student(s) and faculty involved, to classify the nature of the suspected misconduct, and to describe both the suspected events and attempts at resolution to date.

It further asks the faculty member(s) whether both she/he/they **and the student(s)** wish to pursue informal resolution. If the answer is negative, the issue will move forward immediately to formal resolution through the Office of Student Conduct and Community.

If the submitting faculty member(s) **and the student(s)** respond that they wish to pursue informal resolution, the form requires a date by which that resolution must be achieved or the matter automatically moves forward to the formal resolution process. Specifying a date encourages all involved to complete the informal resolution process in a timely fashion and in good faith. This is an important component of appropriate due process.

*Successful Resolution:* If the informal resolution process is successful, the faculty involved notify the department chair of this fact using the *Informal Resolution Status Update Form* (see [https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE\\_InformResolveStatusUpdateForm-Enter%26Save130502.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE_InformResolveStatusUpdateForm-Enter%26Save130502.pdf)). The chair then acknowledges this resolution by signing the form and notifying all parties involved **in writing**. The chair then forwards the signed form to the associate dean and the matter is considered resolved. No further action is taken at the departmental or college level.

*Termination of Informal Resolution Process:* If, at any point before the date specified on the *Suspected Student Academic Misconduct Resolution Process* form, one or more of the faculty **or** student(s) involved may use the *Informal Resolution Status Form* to request the termination of the informal resolution process and that the matter be moved forward to formal resolution. In this case, the department chair shall notify all parties involved **in writing** that the issue is moving forward before the specified informal resolution deadline at the request of one or more of the parties involved. The chair copies the associate dean on this notification.

*Mutually Agreeable Extension of Informal Resolution Deadline:* If, at any point before the date specified on the *Suspected Student Academic Misconduct Resolution Process* form, **all** parties involved (both all faculty and all students) agree that they wish to extend the informal resolution period, they may request an extension using the *Informal Resolution Status Update Form*. The chair then signs this form, as does the associate dean, and the newly specified deadline for informal resolution becomes effective. Only one such extension may be granted, however, and it must be confirmed **by signature** as acceptable to **all** parties involved.

*Failure to Resolve by Informal Resolution Deadline:* If the department chair does not receive notice of successful informal resolution by the date specified on the *Suspected Student Academic Misconduct Resolution Process* form, she/he then notifies all parties involved **in writing**, stating that the informal resolution date has passed without resolution and the issue is moving forward to the formal resolution process. The chair copies the associate dean on this notification.

**Formal Resolution Process (outside the College):** The formal resolution process is governed by specific university policies and procedures. These may be found online at:

<http://www.lehigh.edu/~indost/conduct/handbook/sect6.shtml>

Each of the parties involved in the suspected student misconduct plays the role specified in these policies and procedures and is governed by the due process employed.

## ***Termination of Student Status***

The student status of students enrolled in the College of Education may be terminated for seven reasons:

1. *Voluntary Termination:* A student notifies the university, through academic advisers, program directors or other university officials, that he/she wishes to discontinue pursue of studies.
2. *Inadequate Academic Progress:* If, in the judgment of the program faculty, a student has failed to meet the expectations of the program in terms of making adequate academic progress, as defined by the College of Education's *Adequate Academic Progress Policy* (see below), that student may be dropped from the program.
3. *Failure to Meet Program Standards/Requirements:* Selected degree programs in the COE (for example, Counseling Psychology and School Psychology) have periodic reviews of student performance and behavior. If, in the judgment of the program's voting faculty, a student has failed to meet the expectations/requirements of the program, that student may be dropped from the program. Such expectations/requirements include both course-related and non-course-related performances and behaviors.
4. *Dismissal for Poor Scholarship:* Regularly admitted students in degree programs who fail to meet the COE's *Academic Performance Standards Policy* will be dismissed from the college.
5. *Disciplinary Dismissal:* Students who undergo a disciplinary review in which they are found responsible, may have their student status terminated (see <http://www.lehigh.edu/~indost/conduct/handbook/sect6.shtml>). The COE has its own procedures for attempting informal resolution of suspected academic misconduct ([https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE\\_StudAcadMisconductResolveGuide.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE_StudAcadMisconductResolveGuide.pdf)), procedures aligned with the university's process.
6. *Certification/Licensure Program Termination:* A student in a program leading to external certification or licensure who is found to have violated the COE *Academic Integrity Policy* will no longer be eligible to pursue such certification and licensure, although he or she may be eligible to complete a degree program that does not include such certification/licensure. Similarly, if, in the judgment of the voting program faculty, a student seeking certification is not suited to further pursuit of that certification (as might happen in programs that prepare school teachers, administrators, counselors and psychologists), that student will be offered the option of completing a degree without certification. This latter instance most frequently occurs when that student has failed to succeed in one of more field placements and/or has demonstrated temperamental/emotional issues causing concern about recommending to the certifying/licensing agency that the student be granted certified/licensed.
7. *Termination of Doctoral Studies:* A student that fails either the Doctoral Qualifying Examination or the Doctoral General Examination, does not garner approval for the dissertation proposal, or ultimately fails to defend his/her dissertation successfully will no longer be eligible to pursue doctoral studies (see <http://www.lehigh.edu/coursecatalog/degree-information.html>). In such cases, the student may be offered, instead, the opportunity to receive a master's degree, through meeting its requirements.

The college and university have appropriate appeal processes designed to assure students have access to due process. For details of those processes, please see the College of Education *Grievance Procedures* section elsewhere in this handbook.

## ***Criminal and Health Clearances for Students in College of Education Programs***

This policy covers the clearance requirement of field-based or research experience in child-focused settings as part of the degree or certification program (referred to as “field experience” in the rest of this document) for all professionals-in-training in all College of Education (COE) programs. For purposes of this policy, *child-focused settings* include all schools and organizations whose activities involve children from birth through age 21. Examples of such organizations include, but are not limited to the following:

- Civic organizations; for example, Scouts
- Religious organizations; for example, Sun. School, CCD
- Community education organizations; for example, YMCA/YWCA, PBA athletic teams
- Youth and family service agencies; for example, Broughal Family Center, Pinebrook Family Services, Valley Youth House
- Social/support groups; for example, Children of Divorce, LGBTQI youth services, social skills groups
- Residential settings

This policy aligns with the Pennsylvania Department of Education’s (PDE) regulation that is intended to protect children and reflects changes to Section 111 of the Pennsylvania Public School Code (referred to as “School Code” in the rest of this document) effective September 28, 2011.

***Program Requirements:*** This policy represents the minimum requirements for programs and professionals-in-training with respect to criminal and health clearances. Individual programs and/or child-focused settings can set more stringent requirements.

***Clearance Requirement:*** All COE students who come into contact with children through field experience are required to obtain and present the following **original** and **current** (not older than one year) clearance documents to the Office of Teacher Certification and Field Placements (OTC):

**Pennsylvania and federal criminal clearances** provide a record of all arrests, charges and convictions:

- PA State Police Criminal Records Check (Act 34)
- PA Child Abuse Clearance (Act 151)
- Federal Criminal History Record (Act 114)

The **health clearance** provides a record of tuberculosis:

- Mantoux Tuberculosis Screening; result of a chest X-ray; or blood test

Professionals-in-training who are currently employed by a school district and have clearances on file in that district may complete a **School Clearances Waiver** obtained from the OTC. The **original** document signed by an authorized school district official must be presented to the OTC. A waiver on file in the OTC allows a professional-in-training to complete field experiences in that particular school district. In order to be eligible for field experiences in other PreK-12 settings, professionals-in-training must obtain and present all four **original** and **current** clearance documents to the OTC. Any of the criminal or health clearances that are not on file with a school district must be presented to the OTC as original and current documents.

***Notification of Clearance Requirement:*** The COE notifies professionals-in-training of its clearance requirement in multiple ways.

- *College of Education Acknowledgement of College Policy on Clearances* requires applicants to acknowledge the policy in order to submit a complete online application
- Letter of admission to a COE program signed by the dean reminds prospective professionals-in-training to apply for their clearances as outlined on the COE website
- Detailed clearance information, including application instructions, from the OTC via email to all newly matriculated professionals-in-training

**Responsibilities of Professionals-in-Training:** Upon admission to any of the COE's six programs, prospective professionals-in-training bear sole responsibility for obtaining all four clearance documents, including the specific actions noted below.

- Applying for clearances upon admission to a COE program
- Maintaining current clearances throughout the degree or certification program
- Pursuing all actions required in response to a clearance outcome; for example, expungement proceedings
- Providing original clearance documents for authorized review in a child-focused setting

**Criminal Clearance Record:** Seven categories of criminal record emerge from the School Code:

*Category 1: "No record exists"* qualifies professionals-in-training for a field experience. The following notations are deemed equivalent to "no record exists":

*Non-conviction/Quashed/Dismissed/Demurrer Sustained*  
*Non-conviction/Nolle prossed/Withdrawn*

*Category 2: School Code Section 111(e) crimes:* The School Code permanently excludes from school employment individuals convicted of a Section 111(e) crime. The COE permanently excludes such individuals from field experience.

*Category 3: Felony offenses:* The School Code states that conviction of any felony of the first, second or third degree, not listed in School Code Section 111(e), prohibits individuals from school employment for ten years after the expiration of the sentence. The COE permanently excludes such individuals from field experience.

*Category 4: First-degree misdemeanors:* The School Code states that conviction of any first-degree misdemeanor, with the exception of a second conviction of driving under the influence of alcohol or a controlled substance (DUI), prohibits individuals from school employment for five years after the completion of the sentence. The COE excludes such individuals from field experience for five years after completion of the sentence. After this five-year exclusion, the COE will determine eligibility for field experience on a case-by-case basis as described below.

*Category 5: DUI second offense:* The School Code states that a second DUI conviction prohibits individuals from school employment for three years after the completion of the sentence for the most recent offense. The COE excludes such individuals from field experience for three years after completion of the sentence for the most recent offense. After this three-year exclusion, the COE will determine eligibility for field experience on a case-by-case basis as described below.

*Category 6: Second- and third-degree misdemeanors and summary offenses:* The School Code allows discretion in the employment of individuals convicted of second- and third-degree misdemeanors and summary offenses. A DUI first offense is included in this category. The COE will determine eligibility for field experience on a case-by-case basis as described below.

*Category 7: Arrest or charge, without conviction, of crimes in categories 2-5:* The School Code allows discretion in the employment of individuals who have been arrested or charged, but not convicted, of crimes in categories 2-5 above. The COE will determine eligibility for field experience on a case-by-case basis as described below.

**Actions Related to Clearance Record Categories:**

**Categories 2-3: Permanent Exclusion from Field Experience and Withdrawal from Certification Program:** When a professional-in-training has been convicted of a crime described in categories 2-3, such an individual is permanently excluded from field experience. Because this exclusion will prevent the individual from successfully completing courses that require field experience, he or she becomes unable to complete the certification program and must withdraw



from it. This individual is required to sign and submit an original *Acknowledgement of Criminal Record Ineligibility for Field Placement* to the OTC.

**Categories 4-7: Eligibility for Field Experience:** *Determination of eligibility.* Eligibility for field experience is determined by the program director and the Director of the Office of Teacher Certification (referred to as “OTC director” in the rest of this document), in consultation with other university offices, as appropriate. The purpose of case-by-case determination regarding eligibility for field experience in categories 4-7 is to insure a safe environment for all children in child-focused settings and to acknowledge the human condition of indiscretion and non-constructive choices. The COE strives to balance these equally important considerations in administering this policy. The following case-by-case circumstances will be considered in determining eligibility for field experience:

- The nature of the arrest/charge/conviction, including ramifications in a child-focused setting
- Recidivism (multiple arrests/charges/convictions related to a single crime and various crimes)
- Time elapsed since most recent arrest/charge/completion of the sentence for the most recent conviction
- Compelling evidence of rehabilitation

Professionals-in-training must be aware that, while the COE may determine that an individual with a category 4-7 record is eligible for field experience, personnel in a child-focused setting retain the right to decide whether or not they will host such an individual for field experience. The *Acknowledgement of College of Education Policy on Clearances* signed and submitted with the COE application advises applicants of this caveat.

If the COE determines that a professional-in-training with a category 4-7 record is eligible for field experience, the OTC will pursue an appropriate placement until the second refusal. Once a second child-focused setting has refused to host an individual because of this record, the OTC will no longer pursue a field placement on this individual’s behalf. In keeping with COE field placement procedures, a professional-in-training may locate a field placement host and provide this information to the Coordinator of Teacher Field Placements (Coordinator) in the OTC, who will arrange the placement details. The Coordinator must receive this information no later than Friday of the third week of classes. All field placement experiences must be completed through the OTC.

When a child-focused setting agrees to host a professional-in-training with a category 4-7 record, an authorized official of the host institution signs and submits an original *Acknowledgement of Criminal Record Placement* to the OTC.

If the COE determines that a professional-in-training with a category 4-7 record is not eligible for field experience, the individual is notified in writing by the OTC director and is asked to sign and submit an original *Acknowledgement of Criminal Record Ineligibility for Field Placement* to the OTC.

*Appeal of ineligibility.* Professionals-in-training who have been ruled ineligible for field experience as a result of a category 4-7 record have the right to appeal this decision. To do so, they should follow the *Course-related Non-Grade Grievance* process (see the *Grievances* section of the program handbook or the Education and Human Services department manual).

**Categories 4-5: Eligibility for PDE Certification:** As noted above, a category 4 conviction (first-degree misdemeanors) prohibits individuals from school employment for five years after the completion of the sentence and a category 5 conviction (DUI second offense) prohibits individuals from school employment for three years after the completion of the sentence for the most recent offense. Professionals-in-training must be aware that PDE may withhold a certificate for the period of time during which an individual is prohibited from school employment.

***Notice of Arrest or Conviction:*** The College requires that any professional-in-training who is currently enrolled in a degree or certification program must notify the OTC within seventy-two (72) hours of an arrest, charge or conviction that occurred since the most recent criminal clearances were submitted to the OTC.

***Health Clearance Record:*** The Mantoux Tuberculosis Screening must be “negative”; the result of a chest X-ray must be “clear”; or the result of a blood test must be “negative” as documented by the signature of a licensed medical professional. Any other outcome disqualifies professionals-in-training from a field experience.

***Clearance Record Confidentiality:*** Any professional-in-training whose criminal clearance record indicates other than “no record exists” (meaning a category 2-7 record) or whose health clearance record indicates other than “negative” or “clear” must discuss the record with the OTC director. In order to determine the individual’s status with regard to field placement and program or degree enrollment, this information may be shared with other university personnel in accordance with the Family Educational Rights and Privacy Act (FERPA).

In addition, child-focused settings that host field placements may request to review a professional-in-training’s criminal and health clearances.

For additional information, please visit the OTC website at:

<https://coe.lehigh.edu/otc/overview>

### ***Lehigh University Code of Conduct***

The university’s expectations for student behavior are detailed in its Code of Conduct. Please familiarize yourself with those expectations at:

[www.lehigh.edu/~indost/conduct/handbook/sect6.shtml](http://www.lehigh.edu/~indost/conduct/handbook/sect6.shtml)



### *Master's Degree Requirements*

**Time and Registration:** The Master's degree is granted to properly qualified students who complete satisfactorily at least two full semesters of advanced work. ***Candidates for the Master's degree have SIX YEARS in which to complete their program***, beginning with the first course the student wishes to apply toward meeting degree requirements. Students should confer with their advisers about specific department and program course requirements. A checklist of procedures and deadlines is provided below:

1. Formulate a tentative program of course work in consultation with your adviser;
2. File a *Master's Degree Program* with the program coordinator. Submit as soon as 15 semester hours are complete;
3. Apply for degree in Registrar's Office before date specified in catalog. Reapplication for degree is required if student misses expected graduation date. The Registrar's Office has the Application for Degree forms;
4. Obtain clearance form and cap-and-gown information from the Registrar's Office. Obtain the appropriate signatures and return to Registrar. The *Cap and Gown Form* is returned to the Lehigh University Bookstore;
5. Registration is required in the semester in which the degree is to be conferred. (*Those completing degree requirements during summer sessions need not register for fall provided all requirements are completed by the 10<sup>th</sup> day of class.*) Always verify with the Registrar's Office that you have successfully completed all requirements.

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

1. Complete the form *Program for Master's Degree* listing the courses proposed to satisfy the degree requirements. This program must have the approval of the Chairperson of the Department of Education and Human Services. All courses included which are not offered by the Department of Education and Human Services must also be approved by the Chairperson of the departments concerned. The form must be submitted to and approved by the Registrar. Submission should be as soon as possible after 15 credit hours toward the degree have been completed. The student should consult with the program coordinator to assure that the form has been properly completed. Approval of the program by the Registrar signifies that the student has formally been admitted to candidacy for the degree.
2. The "minimum" program for the Master's degree includes: not less than 30 semester hours of graduate work; not less than 24 hours of 300- and 400-level course work of which at least 18 hours is from the 400 group; not less than 18 hours in the major field; and not less than 15 hours of 400-level courses in the major field.
3. The 18 hours required in the major field are ordinarily taken in one department. Specific exceptions to this rule are mentioned in the departmental statements at the head of course listings. The remaining 12 hours of a "minimum" program, or any part of them, may also be taken in the major department; or they may be taken in any other field in which courses for graduate credit are offered, as the needs or interests of the student may indicate, subject to the approval of the Chairperson of the major department. In all cases the work for the Master's degree is taken under at least two instructors.
4. A graduate student may include in his or her program courses numbered 200 or higher outside the major field and courses numbered 300 or higher in the major field. A graduate student registered in 200- or 300-level courses may be assigned additional work at the discretion of the instructor.
5. The Master's degree is not granted unless the candidate has earned the grades A or B in at least 18 hours of the work on his or her program and in all 300-level courses in the major field. No course in which the grade earned is less than C is credited toward the degree.
6. All work to be credited toward a Master's degree must be in courses approved by Lehigh University. A student who receives more than four grades below B in courses numbered 200 or higher becomes ineligible to qualify for the Master's degree or to register for any other 400-level courses.

***Transfer Credits:*** The College of Education has adopted a more restrictive policy on transfer of credits than has been approved by the university. Such policy is permitted by R & P 3.22.2.

With the approval of the department chair offering commensurate courses and the student's department chair (if different), a maximum of six credits may be transferred from another university to a Lehigh master's program.

Students must complete a *course transfer petition* (available online at <http://coe.lehigh.edu/content/current-student-information>) and see that it receives the necessary signatures and is submitted to the Registrar, along with course descriptions and an official transcript. Students may also be asked for a statement from their former institution to confirm that the course has not been used toward a prior degree.

To be eligible for credit towards a Lehigh Master's program, all transferred courses must:

1. Have been taken at the graduate level
2. Be one in which the student received a final mark of B or better
3. Not have been used toward any prior degree
4. Have been completed within four years of first enrollment into a Lehigh graduate program
5. Be transferred from an institution that is accredited by one of the six regional accrediting associations.

***Transfer Credits within the Five-year Teacher-certification Program:*** Graduate students who were undergraduates admitted to the five-year program are covered under a special policy and may petition to transfer up to 12 credits of completed Lehigh coursework taken while they were undergraduates, provided those courses meet ALL the criteria listed below.

To be eligible for transfer toward a teacher-preparation master's degree each course must:

1. Not have been applied toward the Lehigh undergraduate degree.
2. Have been reserved for application to the graduate degree through completion of the required form.
3. Be a course in the program of study for that master's degree.
4. Be one in which the student received a final course mark of B- or better.

**NOTE:** Students do NOT need to petition to apply courses toward meeting the requirements of certification, since there is no requirement that such courses be part of a degree program.

## ***Doctor of Philosophy and Doctor of Education Degree Requirements***

The degrees of Doctor of Philosophy and Doctor of Education are 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 and public defense of an approved dissertation offering original research findings.

When completing the doctorate, students must follow two documents: (1) *Lehigh University College of Education Doctoral Program Requirements and Procedures* and (2) *College of Education, Lehigh University, Guidelines for the Preparation of the Doctoral Dissertation*. Both documents are available at: [www.lehigh.edu/education/academics/downloadable\\_materials.html](http://www.lehigh.edu/education/academics/downloadable_materials.html)

The first document details program requirements and lists the procedures for completing a doctorate in the College of Education. In following the steps outlined in the College of Education's procedures, doctoral candidates should be aware of the deadlines for submitting dissertations to the Dean's office (at least six weeks before the degree is conferred) and for completing all degree requirements (at least three weeks before the degree is conferred) for the fall and spring semesters. These exact dates are published in the calendar found in the university catalog and on the Registrar's website.

The second document specifies the *exact* way in which the dissertation must be prepared. Further, you must follow university procedures for the protection of human subjects if your dissertation involves human subjects (see *Protection of Human Subjects in Research* in the Office of Research and Sponsored Programs section elsewhere in this handbook).

***Transfer Credits:*** Lehigh University does NOT permit the transfer of coursework into doctoral programs.

## **OTHER PROCEDURES AND REQUIREMENTS**

***University Withdrawal:*** A student withdrawing from the university (dropping *all* courses during a given term) must submit the ***Add/Drop Form*** signed by the adviser and instructor to the Registrar's office. It is possible to *Add/Drop* online with the approval of adviser and instructor, when applicable. Adding a course late requires the approval of both the adviser and instructor, and you must petition to do so. 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. (This applies to fall and spring semesters only.)

***Readmission:*** A previously admitted student who fails to take any coursework for more than one academic year must petition for readmission. Petitions must be approved by the Chairperson of the Department of Education and Human Services and the dean's office and then forwarded to the Registrar's Office.

## **UNIVERSITY CATALOG**

The university catalog can be found online at: [www.lehigh.edu/coursecatalog/index.html](http://www.lehigh.edu/coursecatalog/index.html)

## REGISTRATION

**Schedule Limitations:** All graduate students using Lehigh University resources and facilities must be registered. A full-time graduate student (no employment) may register for no more than 15 credit hours. Graduate students who are full-time employees of the university may not take more than 6 credit hours 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 assistants) may not take more than 10 credit hours of graduate work in any one semester. Graduate students under contract to devote not more than one-third of their time to university employment may take a maximum of 12 credit hours in any one semester. Graduate students who are employed elsewhere and can devote only part of their time to graduate work must restrict the size of their course load proportionately. The maximum registration in a single summer term is 6 credits, for a maximum of 12 credits across the two summer terms. Registration is typically done online. Contact your program coordinator for more information.

**Full-time Status:** Graduate students who register for a minimum of 9 credit hours each semester or 3 credit hours in each summer term are eligible for certified full-time student status. After fulfillment of degree credit-hour requirements, full-time status may be maintained for students registered for fewer than 9 credit hours, provided they are registered for at least 3 credits (if a master's or doctoral student) or 1 credit of maintenance of candidacy (if a doctoral candidate with an approved dissertation proposal). There are also some circumstances in which full-time status may be maintained while registered for fewer than 9 credits, for example when completing an internship or practicum with full-time on-site responsibilities. Graduate students who have completed all degree credit-hour requirements may also be able to maintain full-time status while continuing a program of full-time research and not otherwise employed. In all cases, full-time status must be certified by the Department Chairperson and dean's office, using the university's full-time status form.

Full-time status for a graduate student is important for at least five reasons: 1) *only full-time students* are eligible for financial aid; 2) international students may require full-time status for compliance with visa requirements; 3) most financial institutions require full-time status in order to defer repayment of loans; 4) the university is bound by IRS regulations relating to assigning of full-time status to students; and 5) since such information is reported in university and national graduate education surveys, it needs to be accurate.

**Registration:** Registration should be done online ([www.lehigh.edu/education/admissions/adm\\_online\\_registration.html](http://www.lehigh.edu/education/admissions/adm_online_registration.html)). The university uses an online registration procedure that allows students to electronically register from on or off campus. Students need first to meet or speak with an adviser. Once this is done, the adviser assigns an "Alternate PIN" to allow you to register online at: [www.lehigh.edu/~inrgs/bannerweb.shtml](http://www.lehigh.edu/~inrgs/bannerweb.shtml). Instructions for web-enabled registration are available on the Registrar's Office home page. Before new students can register, they must activate their accounts at: [www.lehigh.edu/open2/open.cgi](http://www.lehigh.edu/open2/open.cgi). Any student registering for a course that needs *special permission* (for example, a course in another college, undergraduates registering for graduate courses, departmental permission, etc.) must obtain a departmental override for web registration or secure appropriate signatures on the paper registration form. Registration for graduate students is held for two weeks during the previous term at a time designated in the university calendar (refer to the Registrar's website or the university catalog). Graduate students are strongly urged to register during this period of time; graduate students who do not register by a certain date are assessed late registration fees. Students should consult with their advisers concerning appropriate course selections.

Each semester, courses to be offered in the College of Education are posted at: [www.lehigh.edu/education/admissions/adm\\_course\\_listings.html](http://www.lehigh.edu/education/admissions/adm_course_listings.html). This listing is continually updated, with the date of the revision in the upper right-hand corner. In addition to courses offered in a particular semester,

this site also has the COE Master Course List that describes all approved COE courses. A list of courses to be offered each semester outside the COE is posted at:

[http://www.lehigh.edu/registrar/cal\\_sched/class\\_sched.html](http://www.lehigh.edu/registrar/cal_sched/class_sched.html) For the university catalog listing and describing all approved university courses, visit [www3.lehigh.edu/academics/catalog/html/](http://www3.lehigh.edu/academics/catalog/html/)

***Auditing Courses:*** (as stated in *Rules & Procedures of The Faculty*, 3.21.5) With the consent of the appropriate college dean, the chairperson of the major department, and the chairperson of the department concerned, a graduate student may attend as an auditor one or more courses, which shall be outside the approved program of studies for the degree, provided that in the case of a part-time student his or her total hours, including the courses for which he or she is registered and in which the student is an auditor, may not exceed the limits set forth for employees of the university (as defined in R&P 3.21.4 Limitation of schedules). *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.*

***Late Registration Penalties:*** A late course registration fee will be charged for any full-time graduate student (includes one certified as full-time) who has not begun the registration process by the end of the initial registration period. 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. Please refer to the [Bursar's Office](http://www.lehigh.edu/~inburs/gr_fee_schedule.html) website ([http://www.lehigh.edu/~inburs/gr\\_fee\\_schedule.html](http://www.lehigh.edu/~inburs/gr_fee_schedule.html)).

***Dropping a Course:*** A student dropping a course within the first 10 days of the semester (5 days for summer sessions) will have no record of the course on the transcript. A student dropping *all* courses for which he or she is registered is considered to be withdrawing from the university. A student who drops a course after the tenth day of instruction and before the end of the eleventh week of instruction will have a grade of "W" assigned to the course. A student who drops a course after the eleventh week of instruction and before the end of classes receives a "WP" or "WF" at the discretion of the instructor. A "WF" is considered to be a failing grade. An *Add/Drop Form* signed by the student's adviser must be submitted to the Registrar's Office before the deadlines noted above. It is possible to *Add/Drop* with the approval of adviser and instructor, when applicable. Adding a course late, however, requires the approval of both the adviser and instructor, and you must petition to do so.

***Incompletes:*** An incomplete final course mark (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 (for instance, illness or emergency) that justify the use of the N mark. If the instructor feels the N grade is justified, he or she assigns a mark of N, supplemented by a parenthetical letter mark, for example: N(B). The parenthetical mark represents the instructor's assessment of the minimum mark the student should receive if no further work is submitted. Some instructors choose to employ F as the parenthetical mark as an indication that the student has failed to complete all requirements of the course.

Graduate students have one calendar year to remove final course incomplete marks, unless the instructor specifies an earlier deadline. Incomplete final course marks that are not removed automatically convert to the parenthetical mark (or to F if no parenthetical mark was assigned). Parenthetical marks are not required for research courses and research project N grades may remain beyond one year, being removed only once the work is completed.

***Absent from the Final Exam:*** The grade X is used to indicate absence from the final examination when all other course requirements have been met. The instructor also assigns a parenthetical mark that represents his or her assessment of the minimum mark the student should receive if the exam is not completed within one calendar year (or sooner if so specified by the instructor). Some instructors

routinely employ F as the parenthetical mark in such cases, since the student has failed to complete all requirements of the course. The X grade may be removed by a make-up examination if the absence was for good cause (for example, 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 Committee on the Standing of Graduate Students (SOGS). The instructor schedules and administers the make-up exam. Parenthetical marks and subsequent petitions are not required to remove X final marks in research courses.

The grade Z is used to indicate both absence from the final examination and incompleteness of one or more other course requirements. The instructor also assigns a parenthetical mark that represents his or her assessment of the minimum mark the student should receive if the exam and other incomplete work are not completed within one calendar year (or sooner if so specified by the instructor). Once again, some instructors routinely employ F as the parenthetical mark in such cases to indicate that the student has failed to complete all requirements of the course. The Z grade may be removed by the procedures described above for removal of the X grade. Z grades which are not removed remain on the record of graduate students. All petitions for exceptions are sent to the Registrar's Office. Parenthetical marks and subsequent petitions are not required to remove Z final course marks in research courses.

***Degree Registration:*** A student must be registered in the semester in which the degree is conferred. A spring or summer registration will satisfy the registration requirement for the awarding of a degree at January commencement, provided all work is completed and cleared before the 10<sup>th</sup> day of class in the fall semester.

***Transcripts:*** Official and unofficial copies of your Lehigh University transcript may be requested in writing by mail or fax, in person, or online (most efficient) via the secure area, or via the Banner tab within the student portal. A signature is required for the release of a transcript; therefore, telephone requests cannot be honored. Transcripts are normally mailed within two to four days from the receipt of the request. Please allow extra time around holidays and at the beginning and end of the semester, and for multiple copies if desired. There is no charge for transcripts; however, *all* financial obligations must be cleared with the Bursar before we can release your transcript. Refer to [www.lehigh.edu/registrar/transcripts/transcripts.html](http://www.lehigh.edu/registrar/transcripts/transcripts.html) for more specific information on transcripts.



## TUITION AND EXPENSES

### *Tuition and Fees for 2013-2014*

All fees subject to change - refer to the Bursars office for up-to-date information.

The URL is [www.lehigh.edu/~inburs/gr\\_fee\\_schedule.html](http://www.lehigh.edu/~inburs/gr_fee_schedule.html)

Per credit hour	\$565
Tuition	
Audit per course (per credit)*	\$565
Per Semester	
Maintenance of Candidacy	\$565
Master's & Doctoral	
Application fee (for graduate admission)	\$ 65
Application fee (for non-degree status)	\$ 65
Late Registration	\$100
Late application for degree	\$ 40
Late Add Fee (adding course after 10 <sup>th</sup> day of class)	\$ 50
Late payment (after announced payment date)	\$200
Returned check fine	\$ 35
Identification card replacement	\$ 15
Dissertation Microfilming	\$ 90
Copyright fee	\$ 25
Internship fees (vary by program area)	\$100 - \$250

\*Students who audit a course are ineligible to take the same course for credit in the future.

**Tuition Payment:** Please refer to the Bursar's web for semester payment due dates:

[www.lehigh.edu/~inburs/gr\\_payment\\_calendar.html](http://www.lehigh.edu/~inburs/gr_payment_calendar.html)

**Tuition Refunds:** A graduate or undergraduate student in good standing who formally withdraws before 60% of the semester has been completed during any semester will be eligible for a prorated tuition refund. The tuition refund for withdrawals or dropped courses is calculated on a daily basis. After the first day of class, no refunds for tuition can be made for courses or workshops with five or fewer class sessions. Additional penalties may apply to withdrawals from special programs or courses held at off-campus locations or involving equipment, materials or rental fees. The date used to calculate refunds is based on when a properly authorized withdrawal or drop/add is received by the Registrar's Office. Academic fees are non-refundable after the first day of classes. In the event of a medical withdrawal certified by the Dean of Students, tuition will be refunded in proportion to the semester remaining.

Please refer to the Bursar's website for explicit and current information:

[www.lehigh.edu/~inburs/refund.html](http://www.lehigh.edu/~inburs/refund.html)

## SUPPORT RESOURCES

**The College of Education Graduate Student Lounge** is located on the first floor of Building A of Iacocca Hall in Room B103. This room, which may be accessed using your student ID card, provides several computers, space to sit and study or talk with fellow students, as well as being equipped to host small-scale social events. It also houses the college's Multicultural Resource Center.

**College of Education *Multicultural Resource Center*:** The center offers both physical and online resources; seeks to help students, faculty and staff become multiculturally competent in both practice and research; and promotes Lehigh University's commitment to diversity in academic coursework. The center hopes to foster understanding in both the campus and world community, as well as between and within individuals. For more information, visit: <http://coe.lehigh.edu/mrc>

**Packer House** 217 W. Packer Avenue is home to the Graduate Life Office, the Graduate Student Senate and a limited number of housing accommodations for graduate students. Visit <http://gradlife.web.lehigh.edu/contact> for Packer House hours of operation and other information about services they provide.

The **Graduate Life Office** ([http://www.lehigh.edu/~ingrador/grad\\_student\\_life\\_office.html](http://www.lehigh.edu/~ingrador/grad_student_life_office.html)) can help you make this period of your life a connected, enriching and gratifying experience. You are encouraged to take advantage of their numerous programs and services, which can include everything from broad social and networking opportunities to details as small as photocopying. They also offer professional development workshops and numerous resources to help you settle into your new life here at Lehigh. The Graduate Student Life office can also serve as your liaison to other administrative offices on campus. Contact Kathleen Hutnik, Director of Graduate Life, Packer House, 217 W. Packer Avenue (610-758-4722 or [kaha@lehigh.edu](mailto:kaha@lehigh.edu)).

The **Graduate Student Senate (GSS)** serves as the representing body of the graduate student community in all matters pertinent to the graduate programs and graduate student life at Lehigh University. It is comprised of 23 students from the 4 colleges: 6 from Arts & Sciences, 4 from Business and Economics, 6 from Education and Human Services, and 7 from Engineering. For a listing of the actual representatives, visit: <http://gradlife.web.lehigh.edu/gss>

The GSS encourages communication among graduate students; provides graduate students with a forum to discuss issues pertinent to the graduate programs and graduate student life at Lehigh University; acquires information from and disseminates information to the graduate student community; appoints graduate students as representatives of the GSS to serve as graduate members of the Graduate and Research Committee (GRC), Educational Policy (EdPol) Committee, and other university bodies as the need arises; approves and presents resolutions to the GRC, EdPol Committee, other university bodies, the Provost, President of the university, or the Board of Trustees; provides the GRC, EdPol, other university bodies, Dean of Graduate Studies, Provost, President of the university, and the Board of Trustees with a forum to discuss issues with graduate students, and to prepare position papers when they so request; maintains a Graduate Student Center.

You may contact the GSS by phone (610-758-4722), by email ([gss@lehigh.edu](mailto:gss@lehigh.edu)) or by visiting Packer House.

The **Standing of Graduate Students (SOGS) Committee** reviews all petitions. It is composed of the graduate associate deans from the four colleges, the Registrar, a representative from the Graduate and Research Committee and the Director of Graduate Life. The committee meets every other week during the academic year and at least once a month during the summer.



The ***Graduate and Research Committee (GRC)*** formulates policies and regulations on graduate education, and it recommends policies and procedures for research-related activities. The committee interprets and applies faculty rules governing graduate students and degrees, including questions concerning student petitions and appeals.

The GRC consists of twelve members representing the faculties of Lehigh's colleges: four from the College of Arts and Sciences; two from the College of Business and Economics; four from the P.C. Rossin College of Engineering and Applied Science; and two College of Education, plus four *ex officio* members and two non-voting graduate student members selected by the GSS.

The ***College of Education Student Life Enhancement Committee*** was first assembled in spring 2004 with the mission to expand graduate student support through programming, services, and social connections. All committee activities are designed to assist new graduate students in developing a sense of community, expand collaboration between graduate students across all programs, and expose graduate students to faculty across the disciplines. To ensure fair representation and to address potential programmatic concerns, student members are nominated by faculty from each of the College's six academic programs. The Dean and two faculty members oversee committee activities and monthly meetings.

***College of Education Graduate Program Directors:*** In the Department of Education and Human Services, six program directors appointed by the Chairperson, in consultation with the program faculties, are responsible for processing graduate applications, ensuring that students fulfill requirements for advanced degrees, and seeing that applications for Master's degree programs, petitions, and doctoral candidacy proposals are correctly processed.

***The Writing and Math Center:*** Success at Lehigh depends, in part, on mastery of a number of advanced academic skills. The Writing and Math Center supports these vital academic abilities, providing trained consultants in writing and math. The Center provides writing consultation for students and for the Lehigh community. Tutoring and consultations are provided by graduate students and faculty; the service is free of charge. The center is located at 110 Drown Hall. Visit [www.lehigh.edu/~incen/consult.shtml](http://www.lehigh.edu/~incen/consult.shtml) for online information and to access their online writing lab.

***College of Education Alumni Association:*** The College has had a long tradition of alumni support. Alumni help raise funds for the College that support currently enrolled graduate students. The Association sponsors an annual awards dinner and a distinguished lecture series. You can visit the website (<http://coe.lehigh.edu/alumni>) or contact the College of Education's Alumni Association by calling 610-758-3226.

## ACADEMIC SERVICES

***Library & Technology Services (LTS):*** The exponential growth and increasing sophistication of information technology offer new and exciting opportunities for enhanced teaching, learning, and research. At Lehigh University, one merged organization called Library and Technology Services (LTS) delivers communications, computing, distance education administration, enterprise systems implementation, library, and media services to capitalize on these new opportunities. Additional information about Library and Technology Services can be found at [www.lehigh.edu/lts](http://www.lehigh.edu/lts) and in the university catalog.

In Iacocca Hall, LTS maintains two PC public sites, A-122 and D-109, and one Apple Lab, E-106, where campus-licensed software applications and a networked printer may be used. A-122 and E-106 are also teaching spaces with a projector, so they sometimes are used for College of Education classes starting at 4:00 p.m. A full description of computing sites and classrooms on campus can be found on the LTS web page ([www.lehigh.edu/classrooms/](http://www.lehigh.edu/classrooms/)), while a list of software applications is accessible at: [www.lehigh.edu/computing/software](http://www.lehigh.edu/computing/software)

LTS' College of Education Team is dedicated to addressing the information needs of the College, including voice and data transmission, personal computing, networks and library collections. The team serves the needs of faculty and students by providing programs and services that stimulate the use of Lehigh's information systems as a vibrant intellectual resource. Helpful personal assistance is available from staff in navigating networks for remote access, researching a topic through the scholarly literature or using a specific software application. Through Lehigh's campus-wide information systems and World Wide Web connections, students and faculty anywhere in the world can ask reference questions, request photocopies of documents, initiate an interlibrary loan, or recall books. The College of Education LTS Team staffs the team office in Room E107 (1<sup>st</sup> floor of Building A) Iacocca Hall Mon.-Thurs, 2:00 p.m. to 5:00 p.m., or by appointment. The team's phone number is 610-758-4881. Individual team members' contact information:

**Librarian**  
TBD

**Computing Consultant**  
Maryann Karweta  
Phone: 610-758-3985  
email: [msk4@lehigh.edu](mailto:msk4@lehigh.edu)  
Room E107, 111 Iacocca Hall

**Manager, Instructional Technology**  
Ilena Key  
Phone: 610-758-5045  
email: [ilk204@lehigh.edu](mailto:ilk204@lehigh.edu)  
Room E107, 111 Iacocca Hall

**Libraries:** Lehigh University has two major facilities, the Linderman Library and the Fairchild-Martindale Library. The Lehigh University library collection comprises over one million volumes and subscriptions to more than 25,000 periodicals, many of them in electronic format.

The historic Linderman Library has reopened after an extensive renovation that created a laboratory and showcase for humanities programs and collections, as well as an intellectual center for the campus at large. The 1878 high Victorian rotunda and the 1929 grand reading room were retained in all their magnificence. Among the new features are four seminar rooms, a computer classroom, a quiet study space, five group studies, a cafe, and wireless access throughout. Linderman houses books and journals in the humanities, as well as Lehigh's impressive collection of rare books, including Darwin's *Origin of Species* and James John Audubon's four-volume elephant folio edition of *Birds of America*. Eleven digital library projects highlight various aspects of the collection, ranging from "Digital Bridges" (books on 19th century bridge construction) to "Beyond Steel" (materials examining the social and cultural impact of the Lehigh Valley's industrial past). In addition Special Collections holds some 30 separate archival collections that focus on industrial and regional history.

The Fairchild-Martindale Library contains books, journals, newspapers, audio-visual resources, and microform collections in all branches of science, engineering, mathematics, and the social sciences, including business and education. It provides collaborative learning spaces, wireless connectivity, and comfortable lounge areas. As a government depository, the Fairchild-Martindale Library holds more than 235,000 printed federal and Pennsylvania documents, as well as additional government publications on microform.

The "MyLibrary" tab on the campus portal offers students, faculty, and staff a full range of electronic indexes, reference works, full-text databases, and image databases customized for specific disciplines, easily accessible from on and off campus. Lehigh's own online catalog (named "ASA" after Lehigh founder Asa Packer) provides direct links to electronic resources. Personalized interlibrary loan software ("Illiad") allows for easy borrowing from collections in other libraries and offers a gateway to request desktop delivery of scanned articles in Lehigh's print journal collection (JSCAN). Twenty-six million books in Pennsylvania's largest academic libraries may be identified immediately for quick borrowing through a shared online catalog. Students and faculty may borrow books directly from other academic libraries in the Lehigh Valley.

For a brief overview of some important things to know about the libraries at Lehigh, please see:

[10 Things Every First Year Student Should Know](http://www.lehigh.edu/library/fys/) (<http://www.lehigh.edu/library/fys/>)

[What Every New Graduate Student Should Know](http://www.lehigh.edu/library/ngs/) (<http://www.lehigh.edu/library/ngs/>)

[Every Distance Education Student Should Know](http://www.lehigh.edu/library/guides/distance/) (<http://www.lehigh.edu/library/guides/distance/>)

**Networking and Voice Communications:** Lehigh University is a "wired" campus in every sense of the word. A high-speed fiber optic backbone network ties together campus buildings and student residences, including fraternities and sororities. The Campus Portal allows each member of the Lehigh community to fully customize their access to web-based information and applications. Student computer use in the residences is supported by the WIRED program ([www.lehigh.edu/wired](http://www.lehigh.edu/wired)). Staff communicate with students in advance of their arrival at Lehigh to identify for them compatible hardware and software for use on the campus network. When students bring their computers to campus, staff assist them with their initial setup and provide continuing assistance with any networking problems throughout the semester.

Lehigh also provides secure wireless connectivity in many campus settings ([www.lehigh.edu/wireless](http://www.lehigh.edu/wireless)). Through Lehigh's enterprise systems, convenient interactive services such as online course registration and online grades are offered to students. There is also a parent portal configured to parent's needs and interests. Library and Technology Services supports a telephone system.

**Computing:** Providing technology and consulting services to support classroom teaching, laboratories, and other aspects of the academic and research programs is a strategic priority for Lehigh University. About 600 Windows and Macintosh personal computers are distributed across campus for convenient use by students at more than 27 computing sites. For example, there are more than 100 computers in the libraries and computing center, and 100 in Rauch Business Center. A twenty-four hour site at Grace Hall has 30+ machines. There are e-readers, tablets, and portable laptops equipped with wireless networking available for short-term loan at the Libraries and at the Media Center.

Students and faculty have access to site-licensed software applications and central file storage from on and off campus. LTS provides software at public sites such as desk top publishing and graphics software, programming languages, mathematical and statistical packages, and specialized applications for engineering, scientific publishing, and creative writing.

Lehigh provides access to a variety of high performance computing systems suitable for large scale computation and compute-intensive applications. These systems contain over 2000 processing cores and over 4 terabytes of memory available to tackle the most complex and demanding research projects. For more information, see [www.lehigh.edu/computing/hpc](http://www.lehigh.edu/computing/hpc). University computing capacity and Internet bandwidth are continuously being increased to meet escalating demand and the campus is also connected to the research-based Internet2 network.

The Technology Resource Learning Center supports faculty. LTS provides technical support for the many computer classrooms, suitable for individual "hands-on" instruction, and 85% of all Lehigh University classrooms are equipped with permanently-installed computer-projection systems. Laptops

and portable computer projectors are available through Instructional Media Services to enable faculty or students to give computer-based presentations in any space.

***Instructional Media Services:*** Instructional Media Services operates two facilities in Fairchild Library to provide students with access to and instruction in a wide range of media resources: the Media Center and the Digital Media Studio. The Media Center offers a variety of media resources including scanning, an extensive media collection, and loaner projectors, laptops and audio recorders. Videos and DVDS are available for viewing in the Center (all users) and for short-term loan (faculty and graduate students). The Center coordinates their acquisition for classroom use. The Media Center is also the location of Lehigh's Technology Resource Learning Center which offers faculty the services of instructional designers and the use of a high technology demonstration classroom with Internet2 teleconferencing capability.

The Digital Media Studio offers students and faculty consulting assistance, a video editing lab, and a wide range of technology to support the creation of professional audio, graphic, and video materials for classroom presentations, projects, and portfolios. Students can scan and edit text, and these images can be output to printers or to computer files for further manipulation. Digital still and video cameras, a video and photography studio, and editing software facilitate the production of audio and video material to support the academic program.

A third media facility, the International Multimedia Resource Center (IMRC), is located in nearby Maginnes Hall. The IMRC trains students to produce web-based, graphic, video projects and consults with faculty wishing to explore new approaches to educational technology. It conducts workshops in web-authoring and multimedia production, and includes flexible seating, a web-capture whiteboard, scanners, a slide scanner, computer and viewing stations, as well as the technology to support it as the campus broadcasting hub.

***Student Services:*** The library, computing center, and most distributed computing facilities are open seven days per week and for evening hours during the fall and spring semesters. During final exams the Fairchild-Martindale Library is open 24 hours. For most of these hours, a help desk located at the Fairchild-Martindale Library provides general help for students and faculty onsite and for telephone inquiries relating to both library research and computing. Help desk staff refer more specialized questions to experts as needed.

Students may also take advantage of virtual help desks where they enter the questions or problems relating to library research, computing hardware or software, or telecommunications at any hour of the day or night for response at a later time, usually within one working day. Most library and computing services are available electronically, for example, interlibrary loan and seminar registrations. "Live chat" library reference and computing help services are also available during many hours.

Each semester Library and Technology Services offers an extensive program of seminars and course-based instructional sessions for students. Attendees learn how to use software applications, library resources, and the Web-authoring tools. LTS professionals work closely with faculty to integrate library, computing and media resources into the curriculum. They facilitate the use of course management software, online courses of various kinds, and course projects in a wide range of disciplines using interactive Web sites created by faculty and students.

Through seminars and policies on the use of print and electronic resources, students are taught computer ethics, recommended computing practices such as frequent backup and password changes, and an understanding and respect for state and federal laws governing copyright, privacy, and destruction or vandalism of library resources or computer systems, networks, databases or software. A free electronic newsletter, LTS Digest, with quick tips and updates is published throughout the year and is available to students who subscribe. There is also a newsletter, the LTS Connection.

Library and Technology Services maintains a variety of facilities for printing, scanning, copying, and duplicating within the constraints of copyright and yearly paper consumption restrictions. In the library, public photocopiers, scanners, and microform printers are maintained for convenience in copying print or microform resources. The Digital Media Studio (described under Instructional Media Services) can duplicate audio and video resources. There are printers at most computing sites. Students are strongly encouraged to print responsibly by using the duplex feature, never printing multiple copies, and examining documents to eliminate unneeded sections before printing.

The ***English Language Learning Center*** offers English language learning support through free individual and small group tutoring. The ESL Office also houses a small English language resource center with books, tapes, and computer programs. For more information, refer to their website at [www.lehigh.edu/~inesl/home/frameset.htm](http://www.lehigh.edu/~inesl/home/frameset.htm) or contact the Director (Coxe Hall, Room 204; 610-758-6099).

## COLLEGE OF EDUCATION GRIEVANCE PROCEDURES

While our goal should be to resolve disagreements, misunderstandings and conflicts through discussions among those involved, there are times when more formal procedures of resolution are needed in order to resolve student grievances. For this reason, students in the College of Education may seek redress of grievances through various agencies and procedures within the college and the broader university. The sections that follow describe procedures to be employed in appealing specific types of grievances.

If a student feels his or her grievance is not addressed by one of the procedures below, however, or the student is unsure how to proceed and would like advice on available options for recourse, that student may meet with the Associate Dean for the College of Education (A325 Iacocca Hall, 610-758-3249), the Dean of Students Office (UC 210; 610-758-4156; <http://www.lehigh.edu/~indost/>) or one of the university ombudspersons (<http://www.lehigh.edu/~inombuds/contact.html>).

### ***Mark/Grade Appeals***

1. A student (or group of students) questioning the validity of an assigned mark must file a *written* appeal with the course instructor no later than the last day of classes of the semester following receipt of the final course mark. In the case of spring and summer courses, this means the last day of class of the fall semester, while for fall courses, this means the last day of classes of the spring semester. These deadlines do not, however, limit the ability to correct a mark/grade based on miscalculation or data entry error.
2. In this written appeal, the student(s) shall, using the *Mark/Grade Appeal* form, provide the title and number of the course taken, the name of the course's instructor(s), the term (Fall, spring, summer) and year in which the course was taken, the specific mark under appeal and what it covered (for example, homework assignment, project, presentation, field experience, final course mark) and a detailed description of the reason(s) the assigned mark is inappropriate. Students may obtain the *Mark/Grade Appeal* form online at [https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE\\_GradeAppealForm.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE_GradeAppealForm.pdf), or from either the program coordinator for their program or the departmental coordinator, Donna Ball, in A325.
3. If the student(s) and instructor(s) are unable to resolve the disagreement to the satisfaction of the student(s), the written appeal—now with a written response from the instructor(s)—moves forward to the director of the academic program. (In certain cases involving adjunct instructors, however, the appeal may go first to a faculty supervisor appointed by the academic program. If such a supervisor is involved, he or she meets with the student(s) and instructor(s) and attempts to help resolve the disagreement. If unable to do so, that supervisor adds his or her comments on the merits of the appeal and sends the appeal packet to the program director.)

The program director meets with the parties to seek a resolution. If the program director is unable to facilitate resolution, he or she adds comments on the merits of the appeal to the appeal package and it then moves to the department chair who follows the same procedures in attempting to resolve the difference. If he or she is also unsuccessful, the appeal package—now including the department chair's comments—moves to the Dean of the College of Education who examines the entire packet, interviews the student(s) and instructor(s)—if the dean deems such interviews necessary—and issues a decision on the grade appeal.

4. If, upon receiving the decision of the dean, the student or students involved still wish to pursue appeal, they may use the formal university graduate petition process described below under *Right of Appeal of Academic Grievances*.



### ***Redress of Grievances Based on Discrimination***

Any student complaint of discrimination, if such complaint is not within the jurisdiction of the Committee on Standing of Graduate Students (SOGS) or the university judicial system, shall be dealt with in accordance with the university discrimination grievance procedures. This includes appeals regarding accommodations granted by the Office of Academic Support for Students with Learning Disabilities.

For the purpose of these procedures, a *grievance* is a claim that a student has been discriminated against on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation or veteran status, in violation of the university's policy on Equal Opportunity/Affirmative Action/Non-Discrimination.

Before filing a formal grievance, the complainant should discuss the complaint with the Associate Dean of Students (UC 210; 610-758-4156; <http://www.lehigh.edu/~indost/>) who will then advise on an appropriate course of action. This step provides an opportunity for the informal resolution of a situation that may be discriminatory. In such a resolution, the Associate Dean of Students may refer the student to other sources of help or serve as a mediator between the student and the perceived source of the problem.

Where the matter is not subject to informal resolution, the student may file a formal grievance with the Associate Dean of Students (UC 210) who serves as designee for the Provost for receipt of such grievances under the university's Policy on Equal Opportunity/Affirmative Action/Non-Discrimination. Such formal grievances will be handled using the university discrimination grievance procedures detailed in the university student handbook.

### ***Redress of Grievances Based on Harassment***

Grievances based on harassment are covered under university procedures specified in the university policy on harassment. To obtain a copy of the policy, as well as information on the university person(s) you should contact, please visit:

<http://www.lehigh.edu/~inprv/faculty/harassmentinformation.html>

### ***Redress of Other Course-related Academic Grievances***

1. A student (or group of students) with a complaint that arises out of any course but is not covered by one of the procedures above should bring the complaint first to the instructor of the course in which the source of the grievance occurred. This grievance may be presented orally, although the student(s) should make clear the nature of the grievance and what action he/she/they would like taken to resolve that grievance.
2. If, after meeting with the instructor, students do not feel satisfied, they prepare a written grievance to take to the director of the academic program in which the course is offered. This written grievance, which must be completed using the *Course-related Non-grade Grievance* form, shall document the title and number of the course taken, the name of the course's instructor(s), the term (fall, spring, summer) and year in which the course was taken, a description of the events or actions leading to the complaint and a proposed resolution to the complaint. Students may obtain the *Course-related Non-grade Grievance* form online ([https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE\\_CourseRelatedNonGradeGrievanceForm.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE_CourseRelatedNonGradeGrievanceForm.pdf)), or from either the program coordinator for their program or the departmental coordinator, Donna Ball, in A325.
3. The program director asks the instructor(s) to submit a written response to the grievance and attaches this response to the student grievance packet. The program director then meets with the parties to seek a resolution. If unable to do so, he or she adds comments to the grievance package



and it then moves to the department chair who follows the same procedures in attempting to resolve the situation. If he or she is also unsuccessful, the grievance package –now including the department chair’s comments— moves to the Dean of the College of Education who examines the entire packet, interviews the student(s) and instructor(s) —if the dean deems such interviews necessary— and issues a decision on the grievance.

4. If the student/group of students has/have serious concerns about meeting with the instructor, he/she/they may skip the meeting described under #1 above and move the grievance directly to the director of the academic program. Similarly, if students have serious concerns about meeting with the program director (#2 above), the grievance may move directly to the department chair. In either case, the grievance must be written, being sure to include the information specified in #2 above.

While skipping individuals in the hierarchical grievance procedure is not a recommended course of action, if students have *serious* concerns about holding such meetings, they may choose to do so. This does not, however, eliminate the ability of the individual skipped to respond to the grievance packet. It simply eliminates the face-to-face meeting that might have resolved the grievance without moving to the next higher level. If students have such serious concerns, they may consult the Associate Dean for the College of Education (A325 Iacocca Hall, 610-758-3249), the Dean of Students Office (UC 210; 610-758-4156; <http://www.lehigh.edu/~indost/>) or one of the university ombudspersons (<http://www.lehigh.edu/~inombuds/contact.html>) for guidance on how to submit the grievance.

5. If, upon receiving the decision of the dean, the student or students involved still wish to seek redress, they may use the formal university graduate petition process described below under *Right of Appeal of Academic Grievances*.

### ***Redress of Non-course-related Grievances***

1. A graduate student (or group of graduate students) with a grievance related to an activity **outside** courses –including research activities— that is not covered by one of the procedures listed above, should bring that grievance first to the responsible faculty or staff member. In the meeting with that faculty or staff member, students may describe their grievance orally, provided that they make clear the nature of the grievance and how they would wish it redressed.
2. If, after meeting with the responsible faculty or staff member, students wish to pursue the matter further, they use the *Non-course-related Grievance* form to prepare a written grievance that (1) identifies the individuals involved, (2) notes when the events or actions leading to the grievance occurred, (3) describes why they were inappropriate and (4) proposes actions to resolve the grievance. Students may obtain the *Non-course-related Grievance* form online ([https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE\\_NonCourseRelatedGrievanceForm.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/COE_NonCourseRelatedGrievanceForm.pdf)), or from either the program coordinator for their program or the departmental coordinator, Donna Ball, in A325.
3. The written grievance then moves to the appropriate program director or university supervisor, who asks the responsible faculty or staff member to submit a written response to the grievance and attaches this response to the student grievance packet. The program director or university supervisor then meets with the parties involved and seeks to resolve the grievance. If unable to do so, he or she adds comments on the merits of the grievance to the grievance package and it then moves to the department chair who follows the same procedures in attempting to resolve the situation. If he or she is unsuccessful, the grievance package –now including the department chair’s comments— moves to the Dean of the College of Education who examines the entire packet, interviews the student(s) and responsible faculty or staff member —if the dean deems such interviews necessary— and issues a decision on the grievance.

4. If the student/group of students has/have serious concerns about meeting with the responsible faculty or staff member, he/she/they may skip the meeting described under #1 above and move the grievance directly to the director of the academic program or the appropriate university staff supervisor. Similarly, if students have serious concerns about meeting with the program director or university staff supervisor (#3 above), the grievance may move directly to the department chair. In either case, the grievance must be written, being sure to include the information specified in #2 above.

While skipping individuals in the hierarchical grievance procedure is not a recommended course of action, if students have *serious* concerns about such meetings, they may choose to do so. This does not, however, eliminate the ability of the individual skipped to respond to the grievance packet. It simply eliminates the face-to-face meeting that might have resolved the grievance without moving to the next higher level. If students have such serious concerns, they may consult the Associate Dean for the College of Education (A325 Iacocca Hall, 610-758-3249), the Dean of Students Office (UC 210; 610-758-4156; <http://www.lehigh.edu/~indost/>) or one of the university ombudspersons (<http://www.lehigh.edu/~inombuds/contact.html>) for guidance on how to submit the grievance.

5. If, upon receiving the decision of the dean, the student or students involved still wish to seek redress, they may use the formal university graduate petition process described below under *Right of Appeal of Academic Grievances*.

### ***Right of Appeal of Academic Grievances***

In general, a graduate student has the right to petition on any academic matter of concern. Petition forms are available online ([https://coe.lehigh.edu/sites/coe.lehigh.edu/files/LU\\_GradStudentPetitionForm.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/LU_GradStudentPetitionForm.pdf)), or from all program coordinators in the College of Education, as well as the Deans Office (A325 Iacocca Hall).

With the exception of grievances involving discrimination and harassment, which are covered by separate policies and sets of procedures, student failing to gain satisfaction using the procedures described above may appeal by petition to the Committee on Standing of Graduate Students (SOGS). This committee includes the graduate associate deans of all four colleges, the Director of Graduate Student Life and a representative from the Graduate and Research Committee (GRC). The SOGS committee meets regularly with the Registrar and considers all graduate petitions. The Registrar's Office notifies the petitioner of the decision of the committee.

If a petitioner is not satisfied with the decision of the SOGS Committee, he or she may appeal the decision to the full GRC. Appeals to the full GRC are, however, rare and the appellant must make clear in writing why the decision of the SOGS Committee was inappropriate and why whatever resolution the petitioner proposes is more appropriate.

## LEHIGH UNIVERSITY GRADUATE PETITIONS

Students wishing to petition, use the official university *Graduate Petition* form (shown on the page after next and available online at: [https://coe.lehigh.edu/sites/coe.lehigh.edu/files/LU\\_GradStudentPetitionForm.pdf](https://coe.lehigh.edu/sites/coe.lehigh.edu/files/LU_GradStudentPetitionForm.pdf)).

This PDF document allows the petitioner to check various types of requests, or check OTHER and then describe his or her request in 50 words or less. The petitioner has approximately 200 words to describe the reason(s) why what he or she has requested should be granted. Once again, the petitioner enters this text directly into the PDF form. Alternatively, the petitioner may prepare the text in a word-processing document and then cut-and-paste the text from that document. If the petitioner needs more than 200 words, he or she may note that fact on the form and then print out an additional page and attach it.

Whenever possible, however, the petitioner should make his or her *very best* effort to use the PDF and not attach additional pages. This environmentally conscious approach not only reduces use of paper, it is also more efficient.

The petitioner may save the form to his or her computer and complete it in several sessions. Once the petitioner has completed the form, he or she prints out a copy for distribution to obtain the necessary signatures and recommendations.

The *Graduate Petition* form notes the exact nature of required documentation and the petitioner, as well as those faculty and administrators who subsequently consider the petition, should be certain to include that required documentation. Otherwise, the petition will likely be tabled until such documentation is provided. This will delay a petition by at least two weeks and can lead to a petition being denied for lack of documentation if that documentation is not provided in a timely fashion after the petition is tabled.

Faculty may attach additional printed pages to make clear why they support or oppose the petitioner's request. Each faculty or administrative signer must either recommend *approve* or *deny*. Signers are, however, allowed in their comments to make clear any reservations they have in supporting the petitioner.

### ***Petition-consideration Process***

1. A student obtains a petition form and (1) checks the appropriate boxes for what action he/she wants taken ["I respectfully request: ..."] **and** (2) enters text telling why that action is more appropriate than the action already taken ["Reasons: ..."]. The student fills out the top of the petition, entering contact information, prints the form and then signs and dates it.
2. The signed form then goes to the student's academic adviser. That adviser reviews the petition, makes a recommendation ["Approve" or "Deny"], provides any justification for his/her recommendation and then signs and dates the form.
3. The doubly signed form goes next to the graduate coordinator who reviews the petition and any attachments, makes a recommendation ["Approve" or "Deny"], provides any justification for his/her recommendation and then signs and dates the form.
4. The triply signed form next goes to the department chair who reviews the petition and any attachments, makes a recommendation ["Approve" or "Deny"], provides any justification for his/her recommendation and then signs and dates the form.
5. Now carrying four signatures, the petition form goes to the dean's office where the associate dean reviews the petition and any attachments, makes a recommendation ["Approve," "Deny" or "Defer to SOGS"], provides any justification for his/her recommendation and then signs and

dates the form. [Associate deans recommend “Defer to SOGS” when they feel there may be cross-college issues that should be discussed before making a recommendation.]

6. The petition leaves the college at this point and goes down to the registrar’s office. The registrar reviews the petition and any attachments, checks the student’s record for any additional relevant information, and determines if the petition is covered by a recent precedent by the Committee on the Standing of Graduate Students (SOGS). If so, the registrar acts on the petition based on that precedent. If not, the registrar distributes the petition electronically to all members of SOGS and schedules it for discussion at the next SOGS meeting.
7. The SOGS committee meets every other week, including some meetings in the summer, and typically considers between four and 12 petitions at each meeting. Each petition is discussed and carefully considered and the committee votes to *approve*, *deny*, or *table* the petition.
8. If a petition is tabled, the graduate associate dean from the petitioner’s college notifies the department/program of that fact and requests the missing documentation. A petition may remain on the table for *no more than two meetings*; if the requested documentation has not been supplied by then, the petition is automatically denied.
9. If the committee decides to *approve* or *deny* the petition, the registrar’s office notifies the petitioner of the decision of the committee.
10. If a petitioner is not satisfied with this decision, he or she may appeal to the Graduate and Research Committee (GRC). This appeal should be in the form of a letter to the GRC that the student delivers to the chair of the GRC. In this letter, the student should make clear (1) what action he or she wishes taken instead of the action taken by SOGS, (2) why the action taken by SOGS was inappropriate, and (3) why the requested action is the more appropriate action. For more details, visit: <http://www.lehigh.edu/~indost/conduct/handbook/sect4.shtml>
11. The GRC as a whole considers the student’s appeal and issues its decision.



## Graduate Student Petition

Student Name:		LIN #	
Local Address:		Department	
		College:	
Local Phone #:		Email Address:	

I respectfully request...  
(Choose one or more from list at right and check all applicable boxes related to your request):

<input type="checkbox"/> Extension of time to <b>doctoral degree</b> [D1 & D2]	<input type="checkbox"/> Extension of time-to-degree for <b>master's</b> [D2]
<input type="checkbox"/> Registration change: Drop 1 course; add 1 course (Course swap) [D3, D6 & D9]	<input type="checkbox"/> Waiver of late fee [D6]
<input type="checkbox"/> Late addition of one or more courses [D3, D6 & D9]	<input type="checkbox"/> Late withdrawal from a course (Course drop) [D6 & D9]
<input type="checkbox"/> Extension of time to remove incomplete [D8]	<input type="checkbox"/> Tuition-related appeal [D4]
<input type="checkbox"/> Permission to carry an overload [D7]	<input type="checkbox"/> Waiver of registration in semester of graduation
<input type="checkbox"/> Transfer from previous program to new program [D5]	<input type="checkbox"/> Readmit to academic program after time away
<input type="checkbox"/> OTHER [D10] (Describe on right in 50 words or less.):	

Please describe the reason(s) you believe what you request above should be granted. (Accepts approx. 200 words; attach separate page if need more space.)

**Required Documentation**  
Student submitting petition or those asked to approve it MUST provide the documentation listed on the right (as indicated by #'s in brackets after each request above).

<input type="checkbox"/> [D1] New doctoral timeline to degree with major milestones + adviser confirmation student likely to complete within extension
<input type="checkbox"/> [D2] Adviser explains why student unable to complete in allotted time to degree and confirms coursework still valid (not too old).
<input type="checkbox"/> [D3] Instructor confirms late add is OK and student can make up any missed work.
<input type="checkbox"/> [D4] Instructor provides final date student attended class or participated in course (or confirms student never attended/participated).
<input type="checkbox"/> [D5] Both old and new programs agree to program transfer.
<input type="checkbox"/> [D6] Student (and/or instructor) explains why request to change registration after the applicable deadline.
<input type="checkbox"/> [D7] Student states whether is TA, GA, RA or Undergrad and explains why can't take coursework under existing load limitations.
<input type="checkbox"/> [D8] Instructor confirms incomplete is in research or non-research course + supports extension with reason for student delay.
<input type="checkbox"/> [D9] Completed and signed Drop/Add form
<input type="checkbox"/> [D10] Documentation supporting the need for OTHER action identified above and confirming the reasons given above

**IMPORTANT:** To allow adequate time for members of the SOGS Committee to review this petition before the meeting at which it is to be considered, the Registrar's Office MUST receive your completed petition WITH ALL SIGNATURES BELOW no later than 4:45pm the Thursday before that meeting.

Student Signature (above)	Date signed
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### ADMINISTRATIVE CONSIDERATION:

Each person listed below is to review the student's request, any attachments, and the recommendations of those who have considered that request before him or her. If a person signing below is unable to fit his or her comments into the recommendation and signature block or wishes to include more comprehensive comments or information, he or she may prepare that as a separate document and attach it to this form.

Adviser:	Name(s)	Email Address	Date	Recommendation & signature
Grad Program Director:	Name	Email Address	Date	Recommendation & signature
Department Chair:	Name	Email Address	Date	Recommendation & signature
Dean's Office:	Name	Email Address	Date	Recommendation & signature
Registrar Action:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Date	Initials
Other comments/conditions (35 words or less):				

VERSION 1: May 2013

## GRADUATION

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

1. Students must file an "Application for Degree."  
(Deadline for filing the January application is November 1; deadline for filing the spring application is March 1.) (A student must be registered in the semester in which they graduate. The one and only exception is, If they finish their coursework by the 10<sup>th</sup> day of the fall term they do not need to be registered in the fall semester if they will be graduating in January. They must be registered in the spring term if they are graduating in the spring.)
2. Students must be certain that they have completed all coursework for any incomplete grades that they have received.
3. Dissertations must be cleared by the Dean of the College of Education.
4. Financial obligations must have been met. Tuition, fees, bookstore charges, library fines, and motor vehicle fines must all be paid before getting clearance for graduation.
5. All library books must be returned.
6. The interdepartmental clearance sheet must be completed. This form requires the signature of Facilities Services before it is submitted to the Registrar at least three days before graduation.
7. Masters students must file their masters program as soon as they have registered for the final classes they need to graduate.

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

**Application for Degree.** Candidates for degrees to be conferred on University Day in May must file an application for degree with the registrar by March 1. Candidates for degrees to be conferred in January must file by November 1. Candidates for degrees to be conferred in September must file by July 1. Late application for a degree will incur a penalty fee. The calendar for meeting deadlines is published in the Lehigh University catalog and on the Registrar's website: [www.lehigh.edu/~inrgs/main.shtml](http://www.lehigh.edu/~inrgs/main.shtml) where you click on the appropriate academic calendar under quick links.

### ***Eligibility Criteria for Participation in University Doctoral Hooding Ceremony***

**Purpose:** The doctoral hooding ceremony takes place on the weekend prior to the May commencement exercises and recognizes the Ph.D. and Ed.D. recipients with the traditional bestowing of the doctoral hood. This policy defines the criteria that determine which students are eligible to participate in the doctoral hooding ceremony.

**Eligibility:** A student may participate in the doctoral hooding ceremony if he or she meets any ONE of these criteria. To preserve the integrity and dignity of the ceremony, there will be no exceptions.

1. The student has completed ALL requirements for the Ph.D. or Ed.D. and is cleared by the Registrar for graduation in the May commencement exercises.
2. The student received his or her Ph.D. or Ed.D. on one of the *preceding* fall or winter degree-granting dates.
3. The student has completed ALL requirements for the Ph.D. or Ed.D. except for a required internship that will be completed before August 31 in the same year as the hooding ceremony (that is, roughly three months after the hooding ceremony). In this case, the dissertation must be defended, signed, and submitted to University Microfilms by the close of business on the last day of classes in the spring semester prior to the hooding ceremony.

Such students must petition the Standing of Graduate Students Committee (SOGS) for permission to participate, and SOGS will determine whether the student's circumstances meet the eligibility criteria. The petition must be submitted to the Registrar at least 10 days prior to the May Commencement.



## CAREER SERVICES

The students of the College of Education are invited to visit the center and meet with career counselors about their career or continuing education plans. Students are invited to use the Career Services Information Center's extensive on-campus recruiting system, workshops and seminars, and counseling to develop career options and cultivate job opportunities. The Career Services office is located in Rauch Business Center, Suite 484, and may be reached at 610-758-3710. The office is open Monday-Friday from 8:15 a.m. until 4:45 p.m. Visit their website: [www.lehigh.edu/careerservices/](http://www.lehigh.edu/careerservices/) for more information.

***Workshops, Seminars, and Individual Consultations:*** Career Services recognizes that graduate students' needs differ from those of undergraduates. Whether working individually or in small group presentations, career counselors want to help you plan your career and seek meaningful employment. Workshops and seminars normally take place at 4:00 p.m.; however, classes and organizations may request a special workshop held at a time convenient for students. Seminars and workshops include resume writing, on-campus interviewing, traditional/behavioral interviews, job fair strategies, networking techniques, career portfolios and more. Staff members are available by appointment for private consultation. If you need to schedule an appointment outside of regular office hours, do not hesitate to ask when you call the office.

***Career Services Resources:*** Resources in Career Services' library include books and articles on career planning, information on career opportunities, occupational information and job-search directories, a library of employer literature and a directory of alumni contacts (LUCAN) who have volunteered to assist students with their job-search strategies. Resources are constantly being updated – if there is a book or reference item you would like added to the library, please call the librarian. The Career Services Library is located in Rauch Business Center, 610-758-3716. Visit <http://careerservices.web.lehigh.edu/node/12> for information on resources for grad students. Be sure to click on their Career Planning Guide that details the procedures for students seeking professional employment, and offers both suggestions on how to prepare for interviews and sample application letters and resumes.

***On-campus Interviews/Lehigh Listings Online:*** Lehigh Career Services maintains a web-based job listings service that houses hundreds of internships, part-time and full-time positions of interest to students in the College of Education. All graduate students may register to access the system for free, and utilize it to search for positions by level, degree, major, location or company. In addition, students interested in corporate occupations are welcome to participate in the On-Campus Interviewing (OCI) program. From October to April more than 350 employers interview graduate and undergraduate students. Be aware that many companies interview students from many programs, not just Engineering and Business. The entire OCI process, including the job search, resume submission and application, notification of interview selection, and interview sign-up, is carried out entirely online.

***International Students:*** All of the services available at Career Services are also provided for international students. In addition, the staff work closely with the Office of International Affairs to address special concerns of this segment of the student body in a comprehensive manner. A mini-course consisting of a series of workshops is held in the fall to orient students who wish to acquire work experience either in the United States or in other countries.

## UNIVERSITY DISSERTATION AWARDS

There are two university-related dissertation awards that are awarded annually, the Elizabeth V. Stout Dissertation Award and the Council of Graduate Schools/ University Microfilms International Distinguished Dissertation Award. Each award is discussed below, including all relevant information on which dissertations are eligible, how they are nominated and how recipients are selected. While this discussion incorporates all university requirements and processes, it focuses specifically on how dissertations completed in academic programs in the College of Education may be nominated and selected for these awards.

### ***Elizabeth V. Stout Dissertation Award***

One Stout Dissertation Award may be awarded in each of the four colleges each year to recognize significant scholarly achievement in a dissertation project. Stout Dissertation Awards are university-level awards, selected by the colleges. Recipients receive an honorarium, a citation, and recognition at the doctoral hooding ceremony.

**Eligibility:** In order to be eligible, a dissertation must be completed *after* the last day of classes of the previous year and *before* the last day of classes of the current year. For example, for consideration for the 2013 Stout Award, a dissertation must have been completed after April 27, 2012 (last day of classes, spring 2012) and before April 27, 2013 (last day of classes, spring 2013). If all committee-required revisions have not been completed and approved *and* all necessary graduation paperwork submitted prior to the last day of spring classes, a dissertation is not eligible.

**Nomination Process:** In January of each year, all COE program directors are notified by email that nominations for the Stout Award for the college will be due no later than the last day of classes in the spring semester.

Each of the six academic programs in the COE may nominate *one* dissertation for the award. If, in any given year, a program does not have an eligible dissertation or feels no completed dissertation is worthy of consideration that year, that program may decline to submit a nomination and will inform the associate dean that they will not be submitting a nomination.

COE academic programs may develop their own procedures for selecting this single nominee but they must ensure that all eligible dissertations receive due consideration at the program level.

Prior to nomination, each program must confirm that the author of the dissertation to be nominated (the “nominee”) is willing to have his/her dissertation nominated and agrees to prepare the required nomination packet (see next section).

In cases of interdisciplinary doctoral dissertations, the relevant COE academic program(s) should work with all academic programs involved to promote the nomination of a worthy dissertation, whether the involved academic programs are all in the COE or are located in different colleges. When more than one college is involved, the nomination must come from college in which the author of the dissertation is enrolled.

**Nomination Packet:** The nominee prepares a narrative synopsis of the dissertation, not to exceed 10 pages, double-spaced using 10- or 12-point type with at least 1” margins on all four sides.

Appendices that contain non-textual material (for example, charts, tables, maps, illustrations, and the like) may be attached after the synopsis. Each item must be numbered and include the name of the nominee.

The nomination packet must include three letters of reference that evaluate the scholarly significance and quality of the dissertation. One of these three letters must be from the nominee’s dissertation

supervisor, one letter must be from another member of the nominee's dissertation committee, and the final letter may be from any other person the nominee's chooses.

Lastly, a copy of the nominee's vita must be provided at the same time as the nomination packet.

**Submission Process:** At or before 5:00 pm on the last day of classes in the spring, the program director forwards the nomination packet to the COE associate dean with a cover letter, addressed to the selection committee, in which the program director endorses the nomination on behalf of the COE academic program. The full nomination packet, which now includes this cover letter, should be submitted electronically as a PDF.

As noted above, if a COE academic program does not choose to submit a nomination, its program director should notify the associate dean of this fact no later than 5:00 pm on the last day of spring classes.

Only complete nomination packets submitted by the deadline will be considered.

**Selection Process:** All nominations are considered by an award selection committee consisting of four members. Three of these members are voting members chosen in rotation to assure equal representation across academic programs over a six-year cycle. The fourth member is the COE associate dean who serves as chair, coordinating committee logistics and facilitating its deliberations, but who is not a voting member.

The committee chair distributes the PDF nomination packets to the committee electronically and provides a copy of the evaluation instrument. This instrument evaluates the nomination packet on five criteria:

1. Potential impact of dissertation study on field (including documentation in recommendation letters)
2. Quality of research methodology employed
3. Quality of abstract: Completeness
4. Quality of abstract: Logic
5. Quality of abstract: Clarity and Expression.

Each committee members is asked to use the evaluation instrument to rank the nominations before the selection committee meets.

The chair schedules a meeting to discuss these ranking and to come to consensus on a *single* college nomination for the Stout Dissertation Award to submit to the COE dean at least two weeks prior to the May commencement date. The COE dean endorses the committee's selection and forwards to the Provost's Office the name of the person selected to receive the Stout Dissertation Award for the COE. The dean then sends congratulatory emails to the recipient, as well as nominees who were not selected, and the dean publicly announces which individual will receive the award.

The Provost's Office administers the Stout Awards, as selected by the four colleges.

### ***Council of Graduate Schools/UMI Distinguished Dissertation Awards***

Each year the university nominates outstanding dissertations for consideration for the Council of Graduate Schools/University Microfilms International Distinguished Dissertation Awards (CGS/UMI awards) in an appropriate discipline, based on the CGS schedule for recognition in specific discipline areas. CGS follows a two-year cycle in four discipline areas, recognizing two discipline areas per year.

In odd-numbered years, one award is presented in *Humanities and Fine Arts (including history and literature)*, and one award is presented in the *Biological and Life Sciences*. In even-numbered years,

one award is presented in the *Social Sciences (including Education)*, and one award is presented in *Mathematics, Physical Sciences, and Engineering*.

**Eligibility:** In order to be eligible for the CGS/UMI award, a dissertation must be associated with a doctoral degree granted in the 20-month period preceding the last day of classes in the spring semester. For example, for consideration for the 2014 CGS Award, the doctoral degree would have to have been awarded *after* May 2012 or be scheduled *to be awarded* at commencement in May 2014. This includes dissertations successfully defended with degrees conferred in fall 2012, spring 2013, fall 2013 and spring 2014. If all aspects of a doctoral degree have not been completed prior to the last day of spring classes and all necessary graduation paperwork submitted, a dissertation is not eligible.

**Nomination Process:** In January of even-numbered years, the email call for program nominations for the Stout Award also notes that nominations for the CGS/UMI award are due in the same timeframe (no later than the last day of classes in the spring semester).

Each of the six academic programs in the COE may choose to nominate the same person the program nominates for the Stout Award, or that program may choose to nominate a second *single* dissertation for the CGS/UMI award. The major reasons for a program's choosing to nominate a dissertation other than the one they choose to nominate for the Stout Award would likely be that the CGS/UMI award's broader eligibility allows a program to nominate a dissertation that either (1) would be ineligible for the present year's Stout Award or (2) was stronger than the program's nominee for that Stout Award.

If, in any given year, a program does not have an eligible dissertation or feels no completed dissertation is worthy of being considered for selection as the university's one CGS/UMI award nominee that year, a program may decline to submit a CGS/UMI award nomination and will inform the associate dean that they will not be submitting a nomination.

COE academic programs may develop their own procedures for selecting their single CGS/UMI award nominee but they must ensure that all eligible dissertations receive due consideration at the program level.

As noted earlier, prior to nomination, each program must confirm that the nominee is willing to have his/her dissertation nominated and agrees to prepare the required nomination packet (see next section).

In cases of interdisciplinary doctoral dissertations, the relevant COE academic program(s) should work with all academic programs involved to promote the nomination of a worthy dissertation, whether the involved academic programs are all in the COE or are located in different colleges. When more than one college is involved, the nomination must come from college in which the nominee is enrolled.

**Nomination Packet:** The nomination packet is identical to the packet described under the Stout Dissertation Award. That is,

- The nominee prepares a narrative synopsis of the dissertation, not to exceed 10 pages, double-spaced using 10- or 12-point type with at least 1" margins on all four sides.
- Appendices that contain non-textual material (for example, charts, tables, maps, illustrations, and the like) may be attached after the synopsis. Each item must be numbered and include the name of the nominee.
- The nomination packet must include three letters of reference that evaluate the scholarly significance and quality of the dissertation. One of these three letters must be from the nominee's dissertation supervisor, one letter must be from another member of the nominee's dissertation committee, and the final letter may be from any other person the nominee's chooses.
- A copy of the nominee's vita must be provided at the same time as the nomination packet.

**Submission Process:** At or before 5:00 pm on the last day of classes in the spring, the program director forwards the nomination packet to the COE associate dean with a cover letter, addressed to the

selection committee, in which the program director endorses the nomination on behalf of the COE academic program. The full nomination packet, which now includes this cover letter, should be submitted electronically as a PDF.

If a COE academic program is submitting *separate* nominations for the CGS/UMI Distinguished Dissertation Award and the Stout Dissertation Award, those packets must be self-contained PDFs, including separate cover letters. They must not be a single combined PDF file with a single cover letter.

As noted above, if a COE academic program does not choose to submit a nomination for the CGS/UMI award, its program director should notify the associate dean of this fact no later than 5:00 pm on the last day of spring classes.

Only complete nomination packets submitted by the deadline will be considered.

***Selection Process:*** In even-numbered years, the same four-person selection committee (described above under the Stout Dissertation Award) selects the college's single nominee for the CGS Dissertation Award.

If academic programs submitted *additional* nomination packets for the CGS/UMI Distinguished Dissertation Award, the chair will have distributed those packets with the Stout Award nomination packets and the committee will have followed the same deliberation process (see above) to arrive at a single college nomination for consideration for selection as the university's CGS/UMI award nominee and the committee chair will notify the dean of the nominee's name.

If no additional CGS/UMI award nomination packets were submitted, the recipient of the Stout Dissertation Award automatically becomes the college's nominee for the CGS/UMI Distinguished Dissertation Award and the chair so notifies the dean.

In either case, the dean's office sends the CGS/UMI award nomination packet for that individual to the Provost's Office at the same time as providing the name of the individual selected to receive the Stout Award for the college.

At the university level, if there is more than one dissertation nominated in a currently active CGS/UMI award discipline area, a committee designated by the Provost will select the single university nominee and the Provost's Office will forward each discipline-area nomination to CGS for inclusion in their recipient selection process.

## OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Located at 526 Brodhead Avenue, the [Office of Research and Sponsored Programs](#) (Phone 610-758-3021, Fax 610-758-5994) is responsible for assisting the faculty in the preparation of proposals; preparing and administering contracts, grants, and agreements; serving as a liaison between faculty and contracting agencies and companies; working with faculty in patent and copyright matters; reviewing liaison agreements; and monitoring institutional compliance with sponsor policies for fiscal integrity on all research contracts, grants, and agreements received by the university. The office is also charged with overseeing ethical aspects of research, as outlined below. See their website for a more complete listing: <http://research.cc.lehigh.edu/contact-orsp>

***Protection of Human Subjects in Research:*** 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.

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

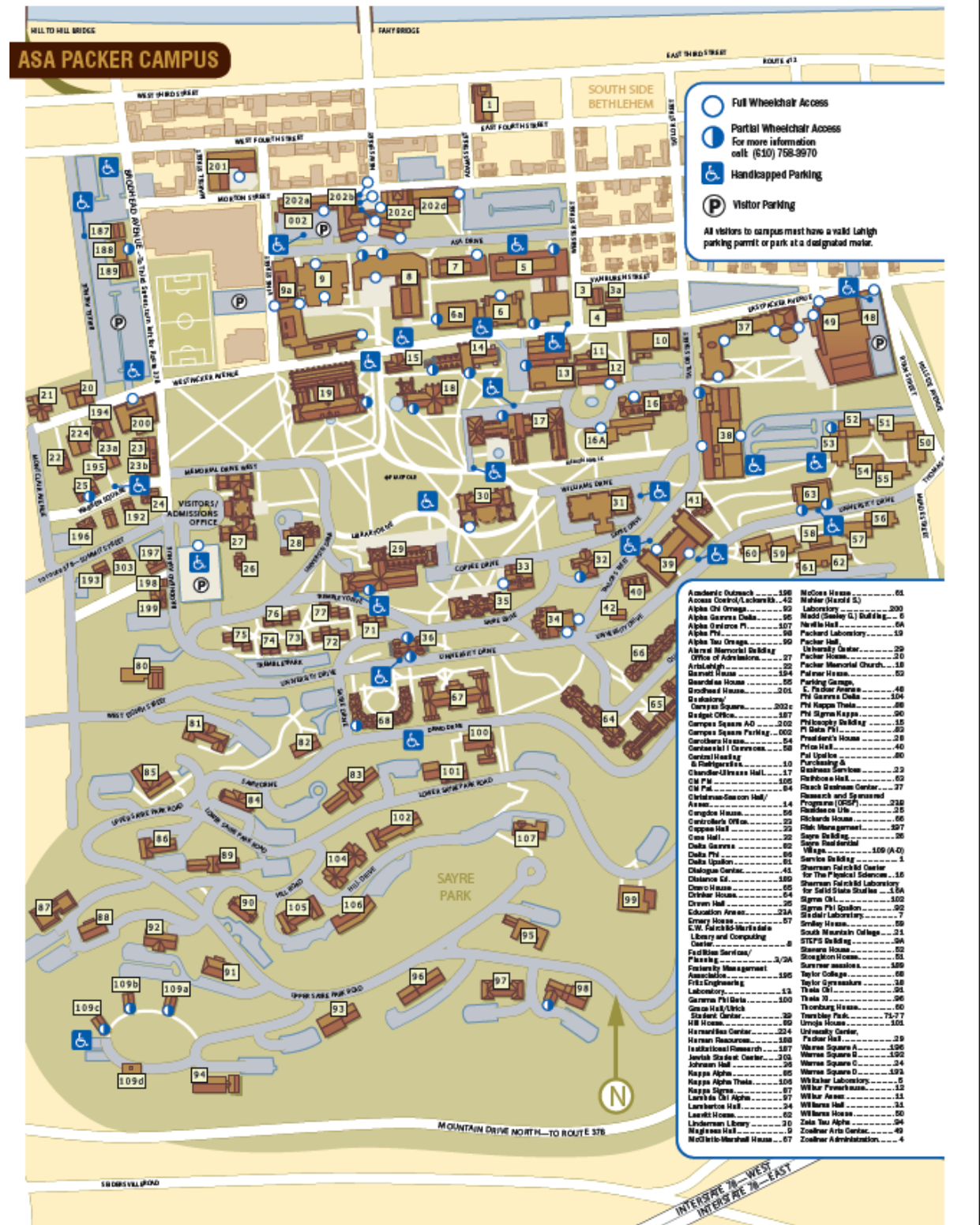
All reviews of research projects involve use of IRBNet.org. Graduate students must submit their proposed projects for IRB review online. Visit <http://research.cc.lehigh.edu/irb> to learn how to use this system. The review process begins when your project is submitted electronically, provided you have supplied all the required information. The IRB meets on the second Tuesday of each month (except March 1<sup>st</sup>, Tuesday). All information should be submitted at least two weeks in advance of each meeting (although one month or more in advance is optimal).

***Intellectual Property:*** Any member of the university faculty, staff, or student body who develops or conceives of a patentable or copyrightable property while employed at Lehigh as a direct result of regular university duties, or of using university facilities, must disclose that property to the university through the Office of Research and Sponsored Programs. The appropriate procedure is outlined in *Rules and Procedures of the Faculty*, section 5.3.8.



## CAMPUS MAP

Visit <http://www4.lehigh.edu/about/luevents/maps/printablemaps.aspx> for more online maps.



# LEHIGH UNIVERSITY

# ACADEMIC CALENDAR SPRING 2009 THROUGH SPRING 2013

([HTTP://WWW.LEHIGH.EDU/REGISTRAR/CAL\\_SCHED/ACADEMIC\\_CAL.HTML](http://www.lehigh.edu/registrar/cal_sched/academic_cal.html))

## Fall Semesters

Event	2015-2016 Fall 2015	2016-2017 Fall 2016	2017-2018 Fall 2017
First Year Student Check In	August 20 (Thu)	August 25 (Thu)	August 24 (Thu)
First Day of Class/Registration Day	August 24 (Mon)	August 29 (Mon)	August 28 (Mon)
Last day for Web Registration	August 30 (Sun)	September 4 (Sun)	September 3 (Sun)
Last Day Add without instructor permission	August 30 (Sun)	September 4 (Sun)	September 3 (Sun)
Degree Awarding Date	August 30 (Sun)	September 4 (Sun)	September 3 (Sun)
Labor Day - Classes held	September 7 (Mon)	September 5 (Mon)	September 4 (Mon)
Last Day Drop/Add without a "W" and Registration	September 4 (Fri)	September 9 (Fri)	September 8 (Fri)
Last Day to select OR cancel Pass/Fail	September 11 (Fri)	September 16 (Fri)	September 15 (Fri)
Rosh Hashanna	September 14 (Mon)	October 3 (Mon)	September 21 (Thu)
Yom Kippur	September 23 (Wed)	October 12 (Wed)	September 30 (Sat)
Four o'clock exam Day 1	September 21 (Mon)	September 27 (Tue)	September 26 (Tue)
Four o'clock exam Day 2	September 24 (Thu)	September 28 (Wed)	September 27 (Wed)
Four o'clock exam Day 3	September 29 (Tue)	September 29 (Thu)	September 28 (Thu)
Deadline to apply for January degree	October 1 (Thu)	October 3 (Mon)	October 2 (Mon)
Four o'clock exam Day 4	September 30 (Wed)	October 5 (Wed)	October 3 (Tue)
Four o'clock exam Day 5	October 1 (Thu)	October 6 (Thu)	October 4 (Wed)
Pacing Break	October 12-13	October 17-18	October 16-17
Mid Term Grades Due	October 9 (Fri)	October 14 (Fri)	October 13 (Fri)
Four o'clock exam Day 1	October 27 (Tue)	November 2 (Wed)	November 1 (Wed)
Four o'clock exam Day 2	October 29 (Thu)	November 3 (Thu)	November 2 (Thu)
Four o'clock exam Day 3	November 2 (Mon)	November 8 (Tue)	November 7 (Tue)
Four o'clock exam Day 4	November 4 (Wed)	November 9 (Wed)	November 8 (Wed)
Four o'clock exam Day 5	November 5 (Thu)	November 10 (Thu)	November 9 (Thu)
Reserved registration period for Spring (Specific dates)	November 9-20 (Mon-Fri)	November 7-18 (Mon-Fri)	November 6-17 (Mon-Fri)
Last day for January doctoral candidates to deliver	November 10 (Tue)	November 15 (Tue)	November 14 (Tue)
Last Day to withdraw with a "W"	November 10 (Tue)	November 15 (Tue)	November 14 (Tue)
Thanksgiving Break	November 25-27 (Wed-Fri)	November 23-25 (Wed-Fri)	November 22-24 (Wed-Fri)
Last day for hourly exams	November 24 (Tue)	December 2 (Fri)	December 1 (Fri)
Last Day of Classes	December 4 (Fri)	December 9 (Fri)	December 8 (Fri)
Last day to withdraw with WP/WF grades	December 4 (Fri)	December 9 (Fri)	December 8 (Fri)
Last day for January masters candidates to electronically	December 4 (Fri)	December 9 (Fri)	December 8 (Fri)
Last day for January doctoral candidates to complete all	December 4 (Fri)	December 9 (Fri)	December 8 (Fri)
Review/Consultation/Study Period -Tue classes	December 5 (Sat)	December 10 (Sat)	December 9 (Sat)
Review/Consultation/Study Period -Mon classes	December 7 (Mon)	December 12 (Mon)	December 11 (Mon)
Final Exams Begin	December 8 (Tue)	December 13 (Tue)	December 12 (Tue)
Final Exams End	December 16 (Wed)	December 21 (Wed)	December 20 (Wed)
Grades Due	TBD	TBD	TBD

## Spring Semesters

Event	2015-2016 Spring 2016	2016-2017 Spring 2017	2017-2018 Spring 2018
Degree Awarded Date	January 24 (Sun)	January 22 (Sun)	January 21 (Sun)
First Day of Class/Registration Day	January 25 (Mon)	January 23 (Mon)	January 22 (Mon)
Last Day for Web Registration	January 31 (Sun)	January 29 (Sun)	January 28 (Sun)
Last Day Add without instructor permission	January 31 (Sun)	January 29 (Sun)	January 28 (Sun)
Last Day Drop/Add without a "W"	February 5 (Fri)	February 3 (Fri)	February 2 (Fri)
Last Day to select OR cancel Pass/Fail	February 12 (Fri)	February 10 (Fri)	February 9 (Fri)
Last Day to apply for University Day degree	February 1 (Mon)	February 1 (Wed)	February 1 (Thu)
Four o'clock exam Day 1	February 23 (Tue)	February 22 (Wed)	February 21 (Wed)
Four o'clock exam Day 2	February 25 (Thu)	February 23 (Thu)	February 22 (Thu)
Four o'clock exam Day 3	February 29 (Mon)	February 28 (Tue)	February 27 (Tue)
Four o'clock exam Day 4	March 2 (Wed)	March 1 (Wed)	February 28 (Wed)
Four o'clock exam Day 5	March 3 (Thu)	March 2 (Thu)	March 1 (Thu)
Mid Term Grades Due	March 11 (Fri)	March 10 (Fri)	March 9 (Fri)
Spring Break	March 14-18	March 13-17	March 12-16
Classes Resume	March 21 (Mon)	March 20 (Mon)	March 19 (Mon)
Four o'clock exam Day 1	April 5 (Tue)	April 4 (Tue)	April 4 (Wed)
Four o'clock exam Day 2	April 7 (Thu)	April 5 (Wed)	April 5 (Thu)
Four o'clock exam Day 3	April 11 (Mon)	April 6 (Thu)	April 10 (Tue)
Four o'clock exam Day 4	April 13 (Wed)	April 12 (Wed)	April 11 (Wed)
Four o'clock exam Day 5	April 14 (Thu)	April 13 (Thu)	April 12 (Thu)
Passover - classes held on weekdays	April 23 (Sat)	April 11 (Tue)	March 31 (Sat)
Good Fri - classes held	March 25 (Fri)	April 14 (Fri)	March 30 (Fri)
Last Day to withdraw with a "W"	April 19 (Tue)	April 18 (Tue)	April 17 (Tue)
Last day for May doctoral candidates to deliver dissertation	April 15 (Fri)	April 14 (Fri)	April 13 (Fri)
Reserved registration period for Summer and Fall (Specific	April 11-22	April 10-21 (Mon-Fri)	April 9-20 (Mon-Fri)
Last day for hourly exams	April 29 (Fri)	April 28 (Fri)	April 27 (Fri)
Last day for May doctoral candidates to complete all	May 6 (Fri)	May 5 (Fri)	May 4 (Fri)
Last day for May masters candidates to electronically	May 6 (Fri)	May 5 (Fri)	May 4 (Fri)
Last Day of Classes	May 6 (Fri)	May 5 (Fri)	May 4 (Fri)
Last day to withdraw with WP/WF grades	May 6 (Fri)	May 5 (Fri)	May 4 (Fri)
Review/Consultation/Study Period -Tue classes	May 7 (Sat)	May 6 (Sat)	May 5 (Sat)
Review/Consultation/Study Period -Mon classes	May 9 (Mon)	May 8 (Mon)	May 7 (Mon)
Final Exams Begin	May 10 (Tue)	May 9 (Tue)	May 8 (Tue)
Final Exams End	May 18 (Wed)	May 17 (Wed)	May 16 (Wed)
Grades Due	TBD	TBD	TBD
University Day Commencement	May 23 (Mon)	May 22 (Mon)	May 21 (Mon)
Deadline to apply for September degree	July 1 (Fri)	July 3 (Mon)	July 2 (Mon)
Last day for September doctoral candidates to deliver	July 22 (Fri)	July 21 (Fri)	July 20 (Fri)
Last day for September masters candidates to electronically	August 5 (Fri)	August 4 (Fri)	August 3 (Fri)
Last day for September doctoral candidates to complete all	August 5 (Fri)	August 4 (Fri)	August 3 (Fri)

## FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER	SEE PAGE(S)
What financial aid is available? How and when does one apply? Who determines who is eligible to receive aid and by what criteria?	The Chairperson and Dean of the College, in collaboration with the program directors, award scholarships, fellowships, and assistantships to graduate students who demonstrate superior qualifications and performance. Graduate assistants are also employed by various offices in the university. New graduate students apply by filling out the Application for Financial Aid in the Application for Admission booklet. Continuing graduate students apply by filling out the Financial Aid form available from the program coordinator no later than February 1 for the following academic year.	15-18
How can I defer my tuition payment until I receive reimbursement from my employer?	Refer to <a href="http://www.lehigh.edu/~inburs/gr_employer_defer.html">www.lehigh.edu/~inburs/gr_employer_defer.html</a> for this information.	6
How do I get on the Network or the Web? Which computer labs have these capabilities?	To access the Network and Web, you need a Lehigh University ID card that is issued upon presentation of a Bursar's receipt at the ID Office in the University Center. After allowing a processing period of 24 hours, you may secure an e-mail address by typing <i>open</i> at the Network Server login prompt and following the instructions. You must have your Lehigh University student ID with you to obtain an account number. All computer labs have these capabilities. In Iacocca Hall, the labs are located in A122, E106 (which is an Apple MacIntosh Lab), D109, and D117. Except for the MacIntosh Lab, all sites, locations, hours and pertinent information are listed in the university telephone directory or can be obtained by calling 610-758-3990.	7, 36
How can I tell what courses are being offered?	Visit <a href="http://www.lehigh.edu/education/admissions/adm_course_listings.html">www.lehigh.edu/education/admissions/adm_course_listings.html</a> each semester to see courses offered in the College of Education. This listing is continually updated, with the date of the revision in the upper right-hand corner. In addition to courses offered in a particular semester, this site also has the COE Master Course List that describes all approved COE courses. A list of courses to be offered each semester outside the COE is posted at: <a href="http://www.lehigh.edu/registrar/cal_sched/class_sched.html">http://www.lehigh.edu/registrar/cal_sched/class_sched.html</a> For the university catalog listing and describing all approved university courses, visit <a href="http://www3.lehigh.edu/academics/catalog/html/">www3.lehigh.edu/academics/catalog/html/</a>	30-31
Can I take just one course per semester/summer term?	As a non-degree student, you may enroll for courses listed as open to non-degree students and can choose to take only one course at a time. As a student admitted to a degree program, you may take a single course in a semester. Please be aware, however that master's degree students must complete their programs in six years and doctoral students must complete their programs in 10 years or less if admitted after receiving the bachelor's degree or in 7 years or less if admitted after receiving the master's degree. Doctoral programs also require students to fulfill the concentrated learning requirement by completing at least 18 credits in a 15-month consecutive period.	13-14, 27, 29,
Can I register for courses that require field placements if I do not have	As soon as you are admitted to a program that requires placements in schools and other educational settings, you are expected to obtain your four clearances, a fact noted in the letter offering you admission. For new students there is a short grace period to allow you to obtain these after admission, but failure to do so in a timely fashion can result in your being dropped from courses involving	23-26

QUESTION	ANSWER	SEE PAGE(S)
When and how do I register?	Registration should be done online ( <a href="http://www.lehigh.edu/education/admissions/adm_online_registration.html">www.lehigh.edu/education/admissions/adm_online_registration.html</a> ). The university uses an online registration procedure that allows students to electronically register from on or off campus. Students need first to meet or speak with an adviser. Once this is done, the adviser will assign an "Alternate PIN" to allow you to register online at <a href="http://www.lehigh.edu/~inrgs/bannerweb.shtml">www.lehigh.edu/~inrgs/bannerweb.shtml</a> . Instructions for web-enabled registration are available on the Registrar's Office home page. Before new students can register, they must activate their accounts at <a href="http://www.lehigh.edu/open2/open.cgi">www.lehigh.edu/open2/open.cgi</a> . Any student registering for a course that needs <i>special permission</i> (for example, a course in another college, undergraduates registering for graduate courses, departmental permission, etc.) must obtain a departmental override for web registration or secure appropriate signatures on the paper registration form. Registration for graduate students is held for two weeks during the previous term at a time designated in the university calendar (refer to the Registrar's website or the university catalog). Graduate students are strongly urged to register during this period of time; graduate students who do not register by a certain date are assessed late registration fees. Students should consult with their advisers concerning appropriate course selections.	27, 30, 31
What is the parking policy on campus?	<i>All</i> motor vehicles operated on university property by full- or part-time students, faculty, and staff, must be registered with the Parking Services Office located on the first floor of Johnson Hall (610-758-3893). Any enrolled student who wishes to park on campus --regardless of whether he/she lives on campus or off, is full- or part-time, is an undergraduate, graduate, ROTC, LVAIC, graduate assistant, teaching assistant, or research assistant-- is required to purchase a parking permit. Upon presentation of a properly completed request form, a state registration card for the vehicle being registered, a valid University ID and payment of required fee, a parking permit will be issued by Parking Services. A maximum of one annual (or bi-annual) permit will be issued per person; student parking permits are valid for the Fall and Spring semesters. Parking for either (or both) Summer Session(s) requires an additional permit and fee. Students may either appear in person at the Parking Services office or follow instructions on the registration form mailed to their home address during the summer. Registrations are not accepted by phone. All student parking fees are due prior to the issuance of a permit. No student may register the vehicle of another student. Temporary and visitor parking is available at meters or by using the Zoellner garage at \$3.00 per entry. Tokens and SMARTcards for the meters and garages are available at Parking Services. Changes in license plates must be reported immediately to Parking Services. RAs, GAs and TAs who have duties on lower campus may be eligible to purchase a special RGT parking permit. RA/GA/TA eligibility will be verified through the department and a limited number of these permits is issued each year. Visit: <a href="http://www.lehigh.edu/~inubs/parking/regulations_complete.shtml">http://www.lehigh.edu/~inubs/parking/regulations_complete.shtml</a>	7-9
How can I drop a class or change my schedule? How much will I get back if I drop this class now?	To drop a class, an Add/Drop form signed by the student's adviser must be submitted to the Registrar's Office. To change your schedule, you should consult with your adviser and see the program coordinator for the proper form and procedure. Refer to the Bursars Office ( <a href="http://www.lehigh.edu/~inburs/refund.html">www.lehigh.edu/~inburs/refund.html</a> ) for information regarding refunds. <i>Please note that the date used to calculate refunds is based on when a properly signed withdrawal or drop/add is received by the Registrar's Office.</i> Adding a course late requires the approval of both the adviser and instructor, and you must petition to do so.	29, 31, 33
Are classes canceled tonight? How are canceled classes made up?	If the university closes for any reason, the announcement can be obtained by dialing 610-758-NEWS, following various radio and TV stations or visiting the campus webpage <a href="http://www4.lehigh.edu/insidelehigh/default.aspx">www4.lehigh.edu/insidelehigh/default.aspx</a> . At times when instructors need to cancel a class, they should notify you by electronically. Canceled classes are made up at the discretion of the instructor.	9-10
How do I transfer credits from outside Lehigh to my graduate program? Are there limits?	To transfer credits to your program in the College of Education, you must submit a course transfer petition through your adviser. A maximum of 6 credits may be transferred from an accredited college or university to a master's program. You must meet all the requirements for eligibility for a course to transfer and your petition must be endorsed by your program. You must also have an official transcript sent to the Registrar.	28-29



## FREQUENTLY CALLED OFFICES

Main Lehigh University Phone Number 610-758-3000

OFFICES	WEB	PHONE	LOCATION
Athletic Facilities	<a href="http://www.lehighsports.com/">www.lehighsports.com/</a>	610-758-4313	Taylor Gymnasium, 641 Taylor Street
Bursar	<a href="http://www.lehigh.edu/~inburs/">www.lehigh.edu/~inburs/</a>	610-758-3160	Alumni Memorial - Ground Floor
Bus Service Information	<a href="http://www.lehigh.edu/~inubs/parking/routes.shtml">www.lehigh.edu/~inubs/parking/routes.shtml</a>	610/691-1700	24 hour information line
Career Services	<a href="http://careerservices.web.lehigh.edu/node/10">http://careerservices.web.lehigh.edu/node/10</a>	610-758-3710	484 Rauch Business Center 621 Taylor Street
Chaplain's Office	<a href="http://www.lehigh.edu/~incha/incha.html">www.lehigh.edu/~incha/incha.html</a>	610-758-3877	101 Johnson Hall 36
College of Education Admissions	<a href="http://www.lehigh.edu/education/admissions/adm.html">www.lehigh.edu/education/admissions/adm.html</a>	610-758-3231	Iacocca Hall L101 & L104 (1 <sup>st</sup> Floor, Building A)
College of Education Associate Dean	-----	610-758-3249	Iacocca Hall A325-J
College of Education Dean	-----	610-758-3221	Iacocca Hall A325-C
College of Education Multicultural Resource Center and Student Lounge	<a href="http://www.lehigh.edu/mrc/">www.lehigh.edu/mrc/</a>	610-758-2105	Iacocca Hall B103 (1 <sup>st</sup> Floor)
College of Education Office of Teacher Certification	<a href="http://coe.lehigh.edu/otc/overview">http://coe.lehigh.edu/otc/overview</a>	610-758-5648	Iacocca Hall L102 & L107 (1 <sup>st</sup> Floor, Building A)
Counseling Services	<a href="http://www.lehigh.edu/~incso/">www.lehigh.edu/~incso/</a>	610-758-3880	Johnson Hall, 4th Floor, 36
Education and Human Services Department Chairperson		610-758-3241	Iacocca Hall A325-H
English as a Second Language	<a href="http://www.lehigh.edu/~inesl">www.lehigh.edu/~inesl</a>	610-758-6099	Coxe Hall, Room 205, 32 Sayre Drive
Financial Aid	<a href="http://www.lehigh.edu/~infao/index.htm">www.lehigh.edu/~infao/index.htm</a>	610-758-3181	218 W. Packer Avenue
Graduate Life Center	<a href="http://www.lehigh.edu/gradlife/">www.lehigh.edu/gradlife/</a>	610-758-4722	217 W. Packer Avenue
Health and Wellness Center	<a href="http://www.lehigh.edu/health/">www.lehigh.edu/health/</a>	610-758-3870 or 610-758-3871	Johnson Hall, 3rd Floor, 36
Hillel Society (Jewish Student Center)	<a href="http://www.lehigh.edu/~inhil/">www.lehigh.edu/~inhil/</a>	610-758-4869	216 Summit Street
Human Resources	<a href="http://www.lehigh.edu/~inhro/">www.lehigh.edu/~inhro/</a>	610-758-3900	428 Brodhead Avenue
Identification Cards (ID)	<a href="http://www.lehigh.edu/~inluid/">www.lehigh.edu/~inluid/</a>	610-758-5843	442 Ulrich Student Center,
International Students and Scholars	<a href="http://www.lehigh.edu/~intnl/">www.lehigh.edu/~intnl/</a>	610-758-4859	Coxe Hall, 32 Sayre Drive
Library & Technology Services Help	<a href="http://www.lehigh.edu/helpdesk/helpdesk.html">www.lehigh.edu/helpdesk/helpdesk.html</a>	610-758-4357 (610-758-HELP)	-----
College of Education LTS Team	<a href="http://coe.lehigh.edu/globalonline/admissions/lts">http://coe.lehigh.edu/globalonline/admissions/lts</a>	610-758-4881	E104 Iacocca Hall (1 <sup>st</sup> Floor)
Computer Accounts	<a href="http://www.lehigh.edu/account/">http://www.lehigh.edu/account/</a>	610-758-4890	8A Packer Avenue
E.W. Fairchild-Martindale Library	<a href="http://library.lehigh.edu/">http://library.lehigh.edu/</a>	610-758-3075	8A Packer Avenue
Linderman Library	<a href="http://library.lehigh.edu/">http://library.lehigh.edu/</a>	610-758-3040	30 Library Drive
Newman Ctr (Catholic Campus Ministry)	<a href="http://www.lehigh.edu/~innew/">www.lehigh.edu/~innew/</a>	610-758-4148	661 Taylor (near Taylor Gymnasium)
Ombudspersons Office	<a href="http://www.lehigh.edu/~inombuds/">www.lehigh.edu/~inombuds/</a>	-----	-----
Parking	<a href="http://www.lehigh.edu/~inubs/parking/">www.lehigh.edu/~inubs/parking/</a>	610-758-7275 (610-758-PARK)	106 Johnson Hall, 1st Floor
Registrar	<a href="http://www.lehigh.edu/registrar/index.html">www.lehigh.edu/registrar/index.html</a>	610-758-3200	Alumni Memorial, Ground Floor
Research and Sponsored Programs	<a href="http://www.research.cc.lehigh.edu/contact-orsp">www.research.cc.lehigh.edu/contact-orsp</a>	610-758-4402	526 Brodhead Avenue
University Police	<a href="http://www.lehigh.edu/~inlpd/index.shtml">www.lehigh.edu/~inlpd/index.shtml</a>	610-758-4200 (24 hours a day)	Johnson Hall, Room 221



## COMMENT SHEET

Dear Graduate Student:

We hope this handbook has proved useful in helping you to find your way around Lehigh University and the College of Education. In the hopes of ever improving this book we would appreciate any comments you wish to offer, be they additions, corrections, deletions or just letting us know if this book was useful or not.

Thank you for your help and best wishes as you pursue your education with us.

*Please return to:*

Dean's Office  
College of Education, Lehigh University

Donna Ball  
Iacocca Hall - Room A325  
111 Research Drive  
Bethlehem, PA 18015-4794