



LEHIGH
UNIVERSITY.

COLLEGE of EDUCATION

111 Research Drive
Bethlehem, PA 18015



Graduate Student Handbook



2008-2009 Edition

www.lehigh.edu/education

LEHIGH UNIVERSITY NON-DISCRIMINATION STATEMENT

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

Revision February 2009

GRADUATE STUDENT HANDBOOK

College of Education

For immediate help, we have provided answers to 10 of the most frequently asked questions in the College of Education. See pages 29-30.

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:

Dean Gary Sasso
College of Education A325 Iacocca Hall
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www.lehigh.edu/education

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THE COLLEGE OF EDUCATION STAFF AND STRUCTURE

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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, post-baccalaureate certificates in various concentrations, the doctor of education, and the doctor of philosophy. A total of 685 students were registered in advanced study during the 2007-2008 academic year.

Education & Human Services Department

Dr. George DuPaul, Chairperson, 610-758-3252, gjd3@lehigh.edu
Dr. Linda Bambara, Associate Chairperson, 610-758-3271, lmb1@lehigh.edu
Donna Ball, Coordinator, 610-758-3241, db00@lehigh.edu

There is one department with six academic programs within the college including: 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, values collaboration and teamwork, and embraces societal challenges. See the following pages for program information.

In addition to the single department with six core programs, there are four other units within the College of Education:

Centennial School

Dr. Michael P. George, Director, 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. www.lehigh.edu/centennial

The Center for Developing Urban Educational Leaders (CDUEL)

Dr. George P. White, Director, 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. www.lehigh.edu/education/cduel

The Center for Promoting Research to Practice (CPRP)

Dr. Edward S. Shapiro, Director, 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. www.lehigh.edu/education/cprp

The Office of International Programs (OIP)

Dr. Daphne Hobson, Director, 610-758-5737, ddh2@lehigh.edu

The Office of International Programs is committed to promoting global awareness and transcultural understanding to educators worldwide. The programs provide professional development and degree opportunities for teachers and school administrators using innovative technologies, evocative teaching strategies and current research. It challenges learners to appreciate the complexities of schooling in the midst of globalization. www.lehigh.edu/lbl

Additionally, the College of Education administers the following three Community Supports Programs for People with Disabilities www.lehigh.edu/education/sped/support/masters.html. Numerous opportunities for employment are offered through these programs. Positions, as available, are announced.

Community Choices

Dr. [Christine Cole](#), Executive Director

Community Choices provides innovative and inclusive day supports for adults with severe disabilities. Master's degree students are typically employed as full-time instructors in the program's varied community-based sites, with full-time salary plus tuition benefits. For more information contact Donna Lacey, Program Director, at 610-758-3229, dll205@lehigh.edu.

Lehigh Support for Community Living

Dr. [Linda Bambara](#), Executive Director

This program provides innovative community living supports in home and community settings for adults with developmental disabilities. Community inclusion and person-centered planning are emphasized. Master's degree students are typically employed as part-time support staff (stipend plus full tuition) or as full-time program supervisors (salary plus tuition benefits). For more information contact Dr. Freya Koger, Program Director, 610-758-4888, fk03@lehigh.edu, or Amy McCrae, 610-758-3247, alm2@lehigh.edu.

Transition and Assessment Services

Drs. [Linda Bambara](#) and [Christine Cole](#), Executive Directors

In partnership with local school districts, this program provides individualized transition services for students age 18-22 with developmental disabilities and provides supported employment services for young adults. All services are provided in inclusive work and community, including college settings. Master's degree students are typically employed full-time at various work and community based sites. For more information contact Dr. Freya Koger, Program Director, 610-758-4888, fk03@lehigh.edu.

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 are given an opportunity to take a 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 those individuals that are interested in taking a few courses in the College. For information call Donna Johnson at 610-758-3231 or e-mail ineduc@lehigh.edu.

Financial assistance. 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.

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.

Other opportunities for financial assistance are available through our field-based programs: Community Choices, Lehigh Support for Community Living, and Lehigh University Transition and Assessment Services.

The faculty and staff of the College/Department along with their telephone number and e-mail address are listed on the following page. For each major program, the degrees and certifications offered are listed.

All degree and certification programs have been reviewed and approved by the Pennsylvania Department of Education. The doctoral School Psychology and Counseling Psychology 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 the Pennsylvania Department of Education and is a member of the University Council of Education Administration. The Teaching, Learning and Technology and the Special Education teacher education programs are accredited by the Pennsylvania Department of Education.

<u>Program</u>	<u>Degree</u>	<u>Certification</u>
COMPARATIVE AND INTERNATIONAL EDUCATION www.lehigh.edu/education/cie/		
Globalization and Educational Change	M.Ed.	
*Globalization and Educational Change – <i>OIP</i>	M.Ed.	
*Teaching English as a Second Language - TESOL Graduate Certificate – <i>OIP</i>		LU Certificate
<i>Faculty</i>		
Iveta Silova	ism207@lehigh.edu, 610-758-5750, Room A308	
Alexander W. Wiseman (Program Coordinator).....	aww207@lehigh.edu, 610-758-5740, Room A306	
<i>Staff</i>		
Audree Chase-Mayoral	amc308@lehigh.edu, 610-758-3219, Room A314	
COUNSELING PSYCHOLOGY www.lehigh.edu/education/cp/		
Counseling Psychology	Ph.D.	
Counseling and Human Services	M.Ed.	
Elementary School Counseling	M.Ed.	PA Certification
Secondary School Counseling	M.Ed.	PA Certification
*International Counseling – <i>OIP</i>	M.Ed.	
International Counseling Graduate Certificate		LU Certificate
*International Counseling Graduate Certificate – <i>OIP</i>		LU Certificate
<i>Faculty</i>		
Grace Caskie	grc204@lehigh.edu, 610-758-6094, Room A229	
Arpana G. Inman (Program Co-Coordinator)	agi2@lehigh.edu, 610-758-4443, Room A231	
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Tina Q. Richardson (Program Co-Coordinator).....	tqr0@lehigh.edu, 610-758-3269, Room A225	
Arnold R. Spokane	ars1@lehigh.edu, 610-758-3257, Room A233-A	
<i>Staff</i>		
Mary F. Yotter.....	mfy0@lehigh.edu, 610-758-3250, Room A213	
<i>Fax</i>	610-758-3227	
EDUCATIONAL LEADERSHIP www.lehigh.edu/education/edl/		
Educational Leadership	Ed.D.	
*Educational Leadership – <i>OIP</i>	Ed.D.	
Educational Leadership	M.Ed.	
*Educational Leadership – <i>OIP</i>	M.Ed.	
Educational Leadership/Business Administration	MBA / M.Ed.	
K-12 Principal Certification		PA Certification
Superintendant Certification		PA Certification
Supervisor of Curriculum and Instruction		PA Certification
Supervisor of Pupil Services		PA Certification
Supervisor of Special Education		PA Certification
*Principal Certification – <i>OIP</i>		PA Certification
Teacher Leadership Graduate Certificate		LU Certificate
*Teacher Leadership Graduate Certificate – <i>OIP</i>		LU Certificate
<i>Faculty</i>		
Margaret E. Barber	meb205@lehigh.edu, 610-758-3246, Room A223	
Brad Cressman	bkc2@lehigh.edu, 610-758-3805, Room A219	
Timothy R. Lucas	trl5@lehigh.edu, 610-758-3403, Room A217	
Jill Sperandio	jjs204@lehigh.edu, 610-758-3392, Room A207	
George P. White (Program Coordinator)	gpw1@lehigh.edu, 610-758-3262, Room A211	
Roland K. Yoshida	rky2@lehigh.edu, 610-758-6249, Room A215	
Perry A. Zirkel.....	paz0@lehigh.edu, 610-758-3239, Room A221	
<i>Staff</i>		
Mary Yotter.....	mfy0@lehigh.edu, 610-758-3250, Room A213	
<i>Fax</i>	610-758-3227	

Program	Degree	Certification
SCHOOL PSYCHOLOGY www.lehigh.edu/education/sp/		
School Psychology	Ph.D.	
School Psychology (Educational Specialist)	Ed.S.	PA Certification

Faculty

Christine L. Cole (Program Coordinator) clc2@lehigh.edu, 610-758-3270, Room A317
George J. DuPaul (Department Chairperson) gjd3@lehigh.edu, 610-758-3252, Room A325-H
Robin Hojnoski roh206@lehigh.edu, 610-758-3268, Room A315
Patricia H. Manz phm3@lehigh.edu, 610-758-5656, Room A309
Christine Novak cgn208@lehigh.edu, 610-758-3544, Room A311
Edward S. Shapiro ess2@lehigh.edu, 610-758-3258, Room L111-A

Staff

Sharon Warden sy00@lehigh.edu, 610-758-3256, Room A320

Fax 610-758-6223

SPECIAL EDUCATION www.lehigh.edu/education/sped/		
Special Education	Ph.D.	
Special Education	M.Ed.	PA Certification
Special Education Certification Only		PA Certification
*Special Education Graduate Certificate – OIP		LU Certificate

Faculty

Linda M. Bambara (Associate Chairperson) lmb1@lehigh.edu, 610-758-3271, Room A313
Nanette Fritschmann nsf206@lehigh.edu, 610-758-4793, Room A312
Lee Kern (Program Coordinator) lek6@lehigh.edu, 610-758-3267, Room A319
Christine Novak cgn208@lehigh.edu, 610-758-3544, Room A311

Staff

C. Lynn Tax clt4@lehigh.edu, 610-758-5648, Room A107
Sharon Warden sy00@lehigh.edu, 610-758-3256, Room A320

Fax 610-758-6223

TEACHING, LEARNING AND TECHNOLOGY www.lehigh.edu/education/tlt/		
Learning Sciences and Technology: Teaching, Learning and Technology	Ph.D.	
Elementary Education	M.Ed.	PA Certification
Elementary Education Certification Only		PA Certification
Instructional Technology	M.S.	
Secondary Education (12 credits in teaching area)	M.A.	PA Certification
Secondary Education (9 credits in teaching area)	M.Ed.	PA Certification
Secondary Education Certification Only		PA Certification
Technology Use in the Schools Graduate Certificate		LU Certificate
*Technology Use in the Schools Graduate Certificate – OIP		LU Certificate

————— Pennsylvania Department of Education Teacher Certification Programs —————

Biology 7-12	Earth and Space Science 7-12	Environmental Education K-12	Physics 7-12
Chemistry 7-12	Elementary K-6	General Science 7-12	Social Sciences 7-12
Citizenship Education 7-12	English 7-12	Mathematics 7-12	Social Studies 7-12

Faculty

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Staff

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Donna J. Toothman djt0@lehigh.edu, 610-758-3230, Room A108

Fax 610-758-3243

***NOTE: Office of International Programs** administers the programs with the **OIP** notation next to the program of study. These programs are designed specifically for current and aspiring teachers/administrators working abroad using a hybrid model (on-line and on-site instruction). For more information about these programs, please contact intlcoe@lehigh.edu or visit www.lehigh.edu/lbl.

CHECKLIST

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

- Did I find out when my program orientation is?
- Did I set up an appointment to register with my advisor? (see department phone numbers)
- Did I take care of the necessary forms for health insurance?
- Did I register my vehicle and get a parking permit?
- Did I register for classes?
- Did I make payment for the semester or receive a waiver until loans arrive at the Bursar's Office?
- Did I get my student identification card?
- Did I sign up for and access my computer account?
- Did I take care of the necessary steps for financial aid? FAFSA (Free Application for Federal Student Aid) was sent.
- I received, completed, and returned to the Office of Financial Aid the *Graduate Financial Aid Form* and included a copy of my most current tax return.
- The appropriate loan applications have been completed and returned to the Office of Financial Aid. I have contacted and applied for the loan(s) through a bank or other financial institution.
- I have followed through with the Office of Financial Aid and they are currently processing my loan application(s).

**For immediate help, we have provided answers to
the ten frequently asked questions in the
College of Education. Go to pages 29-30.**

THE BASICS

Graduate Student Orientation: Programs in the College of Education offer a new student orientation to provide information about registering for courses and departmental procedures. Call your program secretary for information about when and where these orientations will be held. These orientations usually take place at the beginning of the fall semester. Teaching and laboratory assistants also attend workshops designed to acquaint them with the responsibilities of these positions as well as provide rudimentary skills to help them carry out their duties. These workshops are usually held the week before fall classes begin.

The [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. www.lehigh.edu/~intl/

Student Identification Cards: All currently registered full time, or part time, students are entitled to receive a university ID card. Graduate students must wait one day after registering for classes to obtain a university ID card at the [ID Office](#), located in the Ulrich Student Center. 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 of ID card eligibility, or the procedures of receiving your ID card, please contact the ID Office at 610-758-5843, or email inluid@lehigh.edu. Upon graduation or withdrawal from the university, or upon termination of employment, 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 refer to their website: www.lehigh.edu/~inluid/

Deferred Tuition: If your graduate tuition at Lehigh University is reimbursed to you by your employer, you can request a deferment of the payment of your graduate tuition. You may defer your tuition until a date later than registration, which is specified by the Bursar's Office each semester, or until the date of the reimbursement from your company, whichever is sooner. A new deferment form must be completed and submitted and a deferment fee paid 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. There is a \$50.00 fee each time you wish to have your tuition deferred. The deferment fee and any other charges on the 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 on this can be found at www.lehigh.edu/~inburs/gr_employer_defer.html.

Bookstore: The [Lehigh University Bookstore](#) is located in Campus Square (ground level, 610-758-3375, fax 610-758-3709 and toll free 888/LEHIGH1). The bookstore carries all texts needed for courses, a large collection of general books, personal supplies, gifts, clothing and souvenirs. Regular hours are Monday-Friday 8 a.m.-5 p.m. and Saturday 10 a.m.-3 p.m. and Sunday 12 p.m.-5 p.m. Dates of extended hours are published in advance. 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. The bookstore will gladly order an item for you if it is out of stock. 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 campus licensed copy of the Microsoft Suite including MS-WORD, as well as 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 in Linderman Library. To open an account, visit the web page www.lehigh.edu/open to activate your account. You must have your nine digit LIN (Lehigh I.D. Number) and PIN (Personal Identification Number) handy. Details at www.lehigh.edu/helpdesk/faq/accounts/glossary.htm.

The Lehigh user account, a single user name and password, is all you need for using the LAN (including instructor's stations), Lehigh e-mail, and library services online. 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(4357) anytime.

Your Lehigh ID Card serves as your library card. Graduate students may charge library books out for the semester. To use PALCI, a web search and borrow gateway, which allows simultaneous searching of academic library catalogs in Pennsylvania and a request function, simply login to PALCI from the library home page and supply your L.I.N. 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.

Connecting from Off-Campus: You may connect to most library and some computing resources from off campus. For library resource access off campus use the OFF CAMPUS URL which is always starts with <https://login.ezproxy.lib.lehigh.edu/login?url=>. This special URL then prompts for your Lehigh user name and password. For some applications setting up a VPN (Virtual Private Network) connection is preferable. See www.lehigh.edu/wired/info/vpninfo.html

Motor Vehicle Registration: All motor vehicles operated on University property by full- or part-time students, faculty, staff, etc. must be registered with the Parking Services Office located on the first floor of Johnson Hall (610-758-3893). A parking permit will be issued for a fee upon presentation of your vehicle registration. Permits may be handled through the mail. Registration forms are available in each department or in the Parking Services Office or via their website www.lehigh.edu/~inbus/parking/index.html. Please include a copy of your car registration if registering by mail.

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 www.lehigh.edu/~inbus/transportation/routes.html. 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).

Adverse Weather Policy: 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:** WAEB, 790 AM; WEST, 1400 AM; WLVR, 91.3 FM; WZZO, 95.1 FM; WLEV, 96.1 FM; WODE, 99.9 FM; WFMZ, 100.7 FM; B104.1, 104.1 FM; WCTO, 96.1 FM; **TELEVISION:** 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 Friday at 5:00 p.m. through Monday at 7:30 a.m.
- 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, 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 Students When Buses Do Not Run: The Provost issues decisions on whether or not the university will remain open during inclement weather. On the rare occasions the university does remain open in less than favorable weather, yet the buses do not run which means some students may not be able to attend class. Under these conditions, students are to be excused from class that day and given extensions for assignments and exams if necessary. The most up-to-date information on bus stoppages can be heard by calling 610-758-1700. After 4:30 p.m., the transportation services website is not updated until the next day.

Brown and White: This campus newspaper is published on a regular basis. Besides publishing articles about current events at Lehigh, this advertises campus events such as lectures, concerts, movies, and sports. This publication usually can be found at the Information Desk in the lobby of Iacocca Hall and can be found on-line at www.thebrownandwhite.com/

Banking Services: Wachovia Bank has a full-service branch on the second floor of the University Center. There is an ATM machine located on the second floor of Iacocca Hall for deposits and withdrawals. Of course, other local banks serve South Bethlehem.

Copying and Printing Services: Copying and Printing Services is located in Building J at 118 ATLSS Drive, (610-758-5408). For a charge, students may have documents copied, resumes printed, material bound, etc. by the staff at [Printing & Mailing Services](#). Their normal hours of operation are Monday - Friday 8:15 a.m. - 4:45 p.m. See also [Graduate Student Center](#) for information on their free services.

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 rented generally on a yearly basis. Information on monthly rents is provided below. The University's bus service is available to all students and provides continuous transportation to and from the main campus. Residents receive bus schedules at the beginning of each academic term. All graduate apartments and houses are smoke free. www.lehigh.edu/~ingrador/housing_needs.html

Off-Campus Housing: It is recommended you use "Before You Sign, Your Guide to Off-Campus Living" to aid you in your search of an off-campus apartment. As a service to our students, they also provide a listing of city-inspected off-campus apartments. Both the guide and the apartment listings are available from their office as well as on-line at the above listed URL. Students who are looking for roommates can connect with other students on the Roommate Forum. Please contact Christina Bell, Associate Director of Residential Services, 610-758-3500, cnb5@lehigh.edu, or Dale Kochard, Executive Director of Community and Regional Affairs, 610-758-5801, dak304@lehigh.edu, if you need further information.

STUDENT LIFE SERVICES

Graduate Student Life Student Affairs website: 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. Services for students with physical disabilities are coordinated by the director of Facilities Services in conjunction with the Dean of Students Office. Academic support services for students with learning disabilities and other cognitive and sensory disorders are coordinated by the Dean of Students Office. The Dean of Students Office works in conjunction with faculty members to provide appropriate classroom accommodations for students with a diagnosed learning disability. 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.

Health & Wellness Services: The university offers health services to all students at 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 to Friday. Providers include nurse practitioners and physicians. A registered nurse is present to see patients on Saturday 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. 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. 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, which 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. Students are urged to check with their parents regarding existing insurance coverage and to consider purchasing the university-sponsored plan if they are not adequately covered. Please consult your insurance carrier or physician if your plan is of the managed care/preferred provider type. For more information on their services, visit www.lehigh.edu/health.

Health Insurance: A relatively low-cost, University sponsored plan can be purchased through the Bursar's Office (Basement level, Alumni Memorial Building, 610-758-3160). *Students who miss the cutoff date must wait until the registration period of the following regular academic semester to purchase insurance through Lehigh.* Students are expected to carry medical insurance and are urged to check with their parents regarding their existing insurance plans. Please consider purchasing the University sponsored plan. The Office of the Graduate Student Council also has several plans available and can provide information. You can download information at: www.lehigh.edu/~ingrador/new_student_orientation.html. They can be reached by calling 610-758-4722. The Health Center's services, however, are available to all registered students whether or not they participate in the University's insurance plan.

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](#), 610-758-489, for details.

University Counseling and Psychological Services (www.lehigh.edu/~incso/index.shtml), located on the top floor in Johnson Hall, offers, free of charge, a wide range of services related to the personal, interpersonal, and psychological needs of all Lehigh students. 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. All contacts are confidential unless someone is in imminent danger, and information is released only with informed consent. A counselor on-call is available to assist with emergencies that arise after hours via 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. The Chaplain's Office arranges Protestant, ecumenical and interfaith services, while the [Newman Center](#) Association chaplain arranges Roman Catholic masses (610-758-4148). Jewish services are arranged through the [Hillel Foundation](#) (610-758-4869), with most services held at the Jewish Student Center on Summit Avenue. Religious services for all the world's major religions are in the area. There are Christian, Jewish and Muslim services on campus and in the community, and Hindu and Buddhist temples in the area. 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. www.lehighsports.com/

Legal Services: The University does not offer a campus legal service to students. Contact the Bar Association of Northampton County and the Bar Association of Lehigh County offer lawyer referral services that 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.

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

Types of Students

Regular and Associate Student Status: At the present time, Lehigh admits students in one of two categories: regular or associate. Only those students who have been admitted officially by the College of Education as regular or associate graduate students may register for graduate courses (400-level courses) and take them for credit. Students should check their letter of admission to determine which status applies. If you have any questions concerning your letter, please call our Admissions Office at 610-758-3231 in the College of Education.

For all students, you are reminded that the Registrar will require an official final transcript before grades or a Lehigh transcript are released. Also, students admitted under associate status during the late admission period and who clearly qualify for admission as regular graduate students, may petition for regular status after classes begin if all credentials are in order.

Other associate graduate students may petition for regular status if they fulfill the conditions stated in their admissions letter.

Non-Degree student status is offered to qualified applicants for the purpose of taking one or more graduate courses without seeking a degree. No more than 12 hours of graduate study may be taken as a non-degree student. Non-degree students may seek admission to a degree program at any time but must meet all regular admissions criteria. Visit www.lehigh.edu/education/academics/non_degree.html for information on applying and the courses available or call our Admissions Office at 610-758-3231

International Students: The [Office of International Students and Scholars](#) (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. 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 for international students and scholars with other offices and departments on campus, and with national and international agencies. For more information, contact the OISS at 610-758-4859.

FINANCIAL AID FOR GRADUATE STUDENTS

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 the type 2, as 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 type 3), as outlined, 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 coordinator no later than February 1.***

Graduate Assistant (GA) is a technical term used to describe specific types of Lehigh University student employees. 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 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 GA is a half-time position, and each GA provides services to Lehigh University of up to 20 hours per week. Quarter-time and eighth-time GA appointments are possible for full-time graduate students, with stipends and tuition remission appropriately reduced;
- 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 GAs receive tuition remission for, at most, 10 credit hours in a regular semester. No GA may register for more than 10 credit hours. A student who is a 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
- 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. 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 be employed on one-third time under which arrangement two-thirds of the student's time is devoted to graduate work and one-third to service to the University. Tuition fees are not waived for any graduate assistant devoting less than one-half time service to the University. The availability of these assistantships is based on the needs of the department. GAs are also employed regularly by the 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) or by 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 coordinator within the Department of Education and Human Services. Check with program secretary for deadline. The department Chairperson will make recommendations for the recipients of these awards based on merit. Students are not required to submit a financial statement.

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. 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 are candidates for graduate degrees, devoting full-time to a program of graduate work (which may include teaching, research, and other academic activities as well as courses), and are appointed to receive compensation for participating in a research program by which they meet requirements for the degrees sought. Compensation generally consists of 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 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), which 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 above the SAR data). 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.

A brief synopsis on loans and work-study awards is given above. Further literature as well as all required forms, are available from the Office of Financial Aid. The financial aid transcript information is required from each postsecondary school attended whether or not financial aid was received.

PURSuing A DEGREE

Grading Policy: Course grades and their weightings are as follows:

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

The meaning of each grade is:

A, A-:	excellent;
B+, B, B-:	good;
C+, C:	competent;
C-:	continuation competency (the student has achieved the level of proficiency needed for the course to satisfy prerequisite requirements);
D+, D, D-:	passing, but performance is not adequate to take any subsequent course which has the course as a prerequisite;
P:	passing grade when pass-fail grading is used;
F:	failing;
N:	incomplete;
X:	absent from the final exam;
Z:	absent from the final exam and incomplete.

Minimum Academic Standards: Graduation requirements mandate that a graduate student receive no more than 12 credits with a grade less than B-. Furthermore, grades below C will not count towards graduation. Students with more than 12 credit hours with grades below B- in courses numbered 200 or higher will not be permitted to continue in their program. Pass-fail registration for graduate students is not permitted. Grades are not reported for dissertation registration.

Graduate Student Scholastic Requirements. The following guidelines state the minimum requirements for all graduate students. **Individual degree programs may have higher standards.**

Associate and Non-Degree Students: will be placed on probation when they receive their first grade below a "B-" and will be dropped for poor scholarship at the end of a term when the student is assigned either two "C", "C-" OR "C+" grades or one grade below "C-". If an associate student is assigned two grades below a "B-" in the same term the student is eligible to be dropped without any term on probation. Once on probation, students remain on probation until they are granted regular status or receive degree. Students who are eligible to be granted regular status but fail to apply by the regular student deadline will be evaluated according to the regular student criteria.

Regular Students: will be placed on probation at the end of the term in which they are assigned their fourth grade below a "B-" in courses numbered 200 or above; will be dropped for poor scholarship at the end of any term in which they are assigned their fifth grade below a "B-". Once regular students are placed on probation they will remain on probation until they receive their degrees.

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

- Change of status from an associate (or non-degree) to a regular graduate student
- Readmission as a graduate student following an absence of five consecutive years
- Lehigh University graduate student wishing to transfer to another department for pursuit of a graduate degree
- Transferring credits from an accredited college or university to a Lehigh University graduate program.
- Readmission of graduate students who have been dropped for poor scholarship are ineligible to enroll for the next regular term. After one term away they may petition for readmission. The department and the dean's office must approve the petition. The student will be readmitted on probation and may be dropped again with any additional grades below a "B-".

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 when the student first registers for courses. Students should confer with their advisors 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 advisor;
- 2) File a *Master's Degree Program* with the program secretary. 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 10th 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 also must 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 secretary 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: A maximum of 6 credits may be transferred from an accredited college or university to a Lehigh University Master's degree program. A petition must be submitted through the program coordinator and the department Chairperson with their recommendation to the Registrar along with course descriptions and an official transcript. All courses must be assigned a grade of B or better to be eligible. The credits may not have been submitted as part of the requirements for any previous degree.

Comprehensive Examination: Candidates for the Master's degree in some programs are required to pass a comprehensive examination given by the major department. The department will specify these requirements.

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 of an acceptable dissertation embodying the results of original research.

Two documents should be followed when completing the doctorate. Both are available on our website www.lehigh.edu/education/academics/downloadable_materials.html

Procedures for completing the doctorate in the College of Education are specified in the document *Lehigh University College of Education, Procedures for the Matriculation of Students in the Ed.D. and Ph.D. Programs*.

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.

Second, the dissertation must be prepared following the rules outlined in a publication entitled, *College of Education, Lehigh University, Guidelines for the Preparation of the Doctoral Dissertation*. University procedures must be followed if the dissertation involves human subjects (see *Protection of Human Subjects in Research* in the Office of Research and Sponsored Programs section later in this booklet).

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 advisor and instructor to the Registrar's office. It is possible to *Add/Drop* on line with the approval of advisor and instructor, when applicable. 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 student who has not been registered in a Lehigh graduate program for a continuous period of five years must petition for readmission. Petitions must be approved by the Chairperson of the Department of Education and Human Services then forwarded to the Registrar's Office.

UNIVERSITY CATALOG

The University catalog can be found on-line at www3.lehigh.edu/academics/catalog/html/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 give only part of their time to graduate work must restrict the size of their course load accordingly. The maximum registration in a summer session is 6 credits. Registration can now be done on-line. Contact your program secretary for more information.

Full-time Status: Full-time status is indicated for graduate students who register for a minimum of 9 credit hours each semester or 3 credit hours in each summer session. After fulfillment of degree credit hour requirements and in some other circumstances, full-time status may be maintained when the student is registered for fewer than 9 credit hours. In such cases, the status must be certified by the Department Chairperson and by the Dean. Full-time status may be maintained for students who have completed all degree credit hour requirements, even when not registered for courses, while continuing a program of full-time research. In this case, the student's status must be certified by the Department Chairperson and the Dean.

Full-time status for a graduate student is important for at least three reasons: 1) only full-time students are eligible for financial aid; 2) international students may require full-time status for compliance with visa requirements; and 3) such information is used as input to University and national surveys on graduate education.

Registration: The University uses an on-line registration procedure that allows students to electronically register from on or off campus. Students need to meet or speak with an advisor. Once this is done, the advisor will assign an "Alternate PIN" in order for that student to register on-line. The student may register from the advisor's office or elsewhere. The link is www.lehigh.edu/~inrgs/bannerweb.shtml. Instructions for web enabled registration are available on the Registrar's Office home page www.lehigh.edu/~inrgs/bannerweb.shtml. New students must first activate their account at www.lehigh.edu/~inrgs/bannerweb_activation.shtml in order to register (note that this is not their e-mail account). Any student registering for a course that needs special permission (i.e. course in another college, undergraduates registering for graduate courses, departmental permission, etc.) will require the student to get a departmental override for web registration OR 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 pages 27-28 of this document, the Registrar's website and/or the University catalog). Graduate students are strongly urged to register during this period of time. Also, full-time and full-time certified graduate students need to register by a certain date or be assessed penalties. Students should consult with their advisors concerning appropriate course selections.

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 certified 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](#) website.

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 advisor must be submitted to the Registrar's Office before the deadlines noted above. It is possible to *Add/Drop* on line with the approval of advisor and instructor, when applicable.

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

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

Absent from the Final Exam: The grade X is used to indicate absence from the final examination when all other course requirements have been met. The grade in parentheses is determined by including in the grade calculation an F (or 0 score) for the missing final exam. The X grade may be removed by a make-up examination if the absence was for good cause (e.g., illness or other emergency). To be eligible for a make-up examination, a graduate student must file a petition and the petition must be approved by the Graduate and Research Committee. The instructor schedules and administers the make-up exam. Parenthetical grades are not required for research courses.

The grade Z is used to indicate both absence from the final examination and incompleteness of one or more course requirements. The instructor calculates the parenthetical grade using an F (or 0 score) for the final examination and either an F (or 0 score) or a substitute method of calculation for the incomplete work. The Z grade may be removed by the procedures described above for removal of the X grade. Graduate students have a calendar year to complete course work following an Z grade unless an earlier completion deadline is specified by the instructor. Z grades which are not removed remain on the record of graduate students. All petitions for exceptions are sent to the Registrar's Office. Parenthetical grades are not required for 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 10th 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 most efficiently online, 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/~inrgs/transcrp.shtml for more specific information on transcripts.

TUITION AND EXPENSES

Tuition and Fees for 2008-2009

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

Per credit hour	\$525
Tuition	
Audit per course (per credit)*	\$525
Per Semester	\$525
Maintenance of Candidacy	
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 payment (after announced date)	\$200
Returned check fine	\$ 35
Identification card replacement	\$ 15
Dissertation, Microfilming/binding	\$ 90
Internship fees (vary by program area)	\$100
Counseling and Human Services	
Counseling Psychology (doctoral)	\$100
Educational Leadership	\$225
School Psychology (specialist)	\$100
School Psychology (doctoral)	\$100
Special Education	\$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

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 tuition refund. The tuition refund for withdrawals or dropped courses is calculated on a daily basis. No refund for tuition can be made for courses or workshops with five class sessions or less after the first day of class. Additional penalties may apply to withdrawals from special programs or courses held at off-campus locations, such as Study Abroad or Geology Field Camp. 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 web for explicit and current information: www.lehigh.edu/~inburs/refund.html

SUPPORT RESOURCES

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. In order to provide a forum for complaints regarding academic and non-academic matters, the GRC will schedule hearings for individual graduate student grievances. Graduate students may petition, via the Associate Dean of Graduate Studies, for extensions of time to complete degrees and for reinstatement to programs. Students denied admission to graduate study, even though they are not members of the University community, may also present petitions to the GRC.

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.

College of Education Student Life Enhancement Committee, 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 meet the following objectives: Assist new graduate students in developing a sense of community, expand collaboration between graduate students across all programs, provide graduate students exposure 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.

The Graduate Student Center is housed in Christmas-Saucon Rooms #36 and #38 on 14 E. Packer Avenue. It is the home of the [Graduate Life Office](#) and the [Graduate Student Senate](#). Hours of operation are 9am - 4pm, Monday through Friday during the school year, and limited hours during winter break and summer session. Visit www.lehigh.edu/gradlife/gsc.html or more information.

Graduate Student Senate (GSS), located in Christmas-Saucon Hall, Room 38 phone 610-758-4722, e-mail gss@lehigh.edu. The GSS 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 the actual representation, visit www.lehigh.edu/gss/home_deptReps.html. The 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; 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.

Graduate Student Life Office 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 Student Life, 14 East Packer Avenue, Christmas-Saucon Hall, 610-758-3648, kaha@lehigh.edu.

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 individual or small group tutoring for students enrolled in undergraduate math courses, and 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 their website www.lehigh.edu/~incent/consult.shtml for on-line information and also their online writing lab.

Travel Grant Program: The purpose is to assist graduate students in attending professional conferences and is intended to cover expenses that graduate students would otherwise be forced to pay out-of-pocket. It is intended to supplement existing funds, not to supersede them. The Travel Grant Application can be found at www.lehigh.edu/gss/apps_travelGrants.html.

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 or contact the College of Education's Alumni Association by calling 610-758-3226.

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.

College of Education Graduate Program Coordinators: In the Department of Education and Human Services, six program coordinators whom the Chairperson appoints have the responsibility to process applications for graduate study, to ensure that students fulfill requirements for advanced degrees, and that applications for Master's degree programs, petitions, and doctoral candidacy proposals are correctly processed.

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 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 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 web page at www.lehigh.edu/classrooms/. A list of software applications is accessible at www.lehigh.edu/computing/software.

Each full-time student receives access to an enhanced Microsoft Professional software package for his or her own computer. In addition, LTS provides other 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. The Campus Portal allows members of the Lehigh community to fully customize their access to web-based information and applications.

Library Research Readiness Checklist: Before you start to review this checklist, please make sure that you have handy your own:

1. Lehigh user name & password
2. LIN (the nine digit Lehigh ID Number)
3. Lehigh ID Card

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

[10 Things Every First Year Student Should Know](#)
[What Every New Graduate Student Should Know](#)
[Every Distance Education Student Should Know](#)

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 throughout. Linderman houses books and journals in the humanities and 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 their 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.

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. 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. The front line WIRED consultants are well-trained students who live in the residences and can readily provide prompt, on-site assistance. See www.lehigh.edu/wired.

Lehigh also provides secure wireless connectivity in many campus settings. Visit www.lehigh.edu/wireless/. Full-time graduate and undergraduate students who live off-campus in the local area are eligible for a free university-provided Internet Service Provider (ISP). 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, with voice-mail services to the entire campus, including residence facilities.

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 microcomputers (PCs and Apple personal computers) are distributed across campus for convenient use by students at more than 24 computing sites. For example, there are more than one hundred computers in the libraries and computing center, and another hundred in Rauch Business Center. A twenty-four hour site at Grace Hall has 30+ machines. There are 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 space from the campus sites or their residence facility. Each full-time student receives access to an enhanced Microsoft software package for his or her own computer. In addition, LTS provides other 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 a variety of high performance computing options suitable for research and computer-intensive applications. Among them are: multiple blade servers, an 8 quad core processor compute server, three Beowulf clusters, and a Condor grid to utilize cycles on workstations and on many other resources. For more information, see www.lehigh.edu/computing/hpc. University computing capacity and Internet bandwidth are constantly 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 innovation-see the Faculty Development section of this catalog for details. Library and Technology Services provides technical support for the many computer classrooms, suitable for individual "hands-on" instruction. 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 media resources, scanners, and color printers. Resources include audio, video, and electronic media and the equipment and viewing spaces needed for their use. More than 5,000 videos and DVDs are available for viewing or short-term loan, and 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 graphics training lab, and a wide range of technology for the creation of professional audio, graphic, or video materials for classroom presentations, projects, and portfolios. Students can scan and edit text, photographs, and slides, and these images can be output to printers or to computer files for further manipulation. Video cameras, a video and photography studio, and editing software facilitate the production of audio and video material to support the academic program. Students can use digital cameras, a photo-quality printer, and image-manipulation software.

A third media facility, the International Multimedia Resource Center (IMRC), is located in nearby Maginnes Hall and offers a collaborative learning environment. In cooperation with the College of Arts and Sciences, the IMRC assists students in using multimedia resources and producing Web-based and multimedia projects. The IMRC assists faculty in incorporating educational technology into the academic curriculum with workshops that emphasize Web-authoring, Web site design, and multimedia production. Student language and cultural learning is enhanced through the provision of interactive multimedia resources at the IMRC and the adjacent World View Room can be used for viewing satellite programming and international news broadcasting.

Student Services: The library, computing center, and most distributed computing facilities are open seven days per week and for extensive evening hours during the fall and spring semesters. For most of these hours, a help desk located at the Fairchild-Martindale Library provides general help for students and faculty on-site and for telephone inquiries relating to both library research and computing. Help desk staff refer more specialized questions to experts as needed. There is also a service desk located at the Computing Center and at Linderman Library.

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, requests for books to be recalled, film rental requests, 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, the extensive print and electronic 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.

Library and Technology Services maintains a variety of facilities for printing, copying, and duplicating within the constraints of copyright. In the library, public photocopiers 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. Printers at public sites handle most computer print jobs, and there is a printer designated for very large print jobs in the Fairchild-Martindale Computing Center.

Library & Technology Service Team: 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 our campus-wide information systems and World Wide Web connections, Lehigh 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 Iacocca Hall, Room E107, Monday-Thursday, 2:00 p.m. 5:00 p.m. or by appointment. The Team Phone number is 610-758-4881. Individual team members may be reached as indicated below:

Librarian

Jean Johnson
Phone: 610-758-4889
e-mail: jj04@lehigh.edu
96 Fairchild-Martindale
Computing Center 8B

Computing Consultant

Maryann Karweta
Phone: 610-758-3985
e-mail: msk4@lehigh.edu
Room E107, 111 Iacocca Hall

Instructional Technologist

Ilena Key
Phone: 610-758-5045
e-mail: ilk204@lehigh.edu
Room E107, 111 Iacocca Hall

English as a Second Language: 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 or contact the Director; Coxe Hall, Room 204; 610-758-6099.

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 10th 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 of \$40. The calendar for meeting deadlines is published in Lehigh University catalog and on the Registrar's website: www.lehigh.edu/~inrgs/main.shtml - click on the appropriate academic calendar under quick links.

CAREER SERVICES

The students of the College of Education are invited to visit the center and meet with career counselors regarding their career or continuing education plans. Students are invited to use the office's extensive Career Services Information Center's 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/ 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 four o'clock; 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 the 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 www.lehigh.edu/~incpp/students/resourcesGradStudents.html 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, suggestions on how to prepare for interviews and sample letters of applications 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 to 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 Education 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.

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Located at 526 Brodhead Avenue, phone 610-758-3021, Fax 610-758-5994, the [Office of Research and Sponsored Programs](#), 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.

Obtain the latest version of the forms from the ORSP website: www.lehigh.edu/~inors/inorsub.htm. Using an outdated form may delay the review.

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.

To begin the review process the investigator should first contact the Office of Research and Sponsored Programs for the appropriate forms. These are: *A Human Subjects Questionnaire* and a *Sample Informed Consent Form*. These completed forms, a copy of the proposed study and of all testing instruments should then be submitted to the IRB via the Office of Research and Sponsored Programs. The review process will not begin until the committee has all the required information. The IRB meets on the second Tuesday of each month (except March 1st, Tuesday). All information should be submitted well in advance of each meeting (at least one month in advance is optimal, two weeks in advance is required).

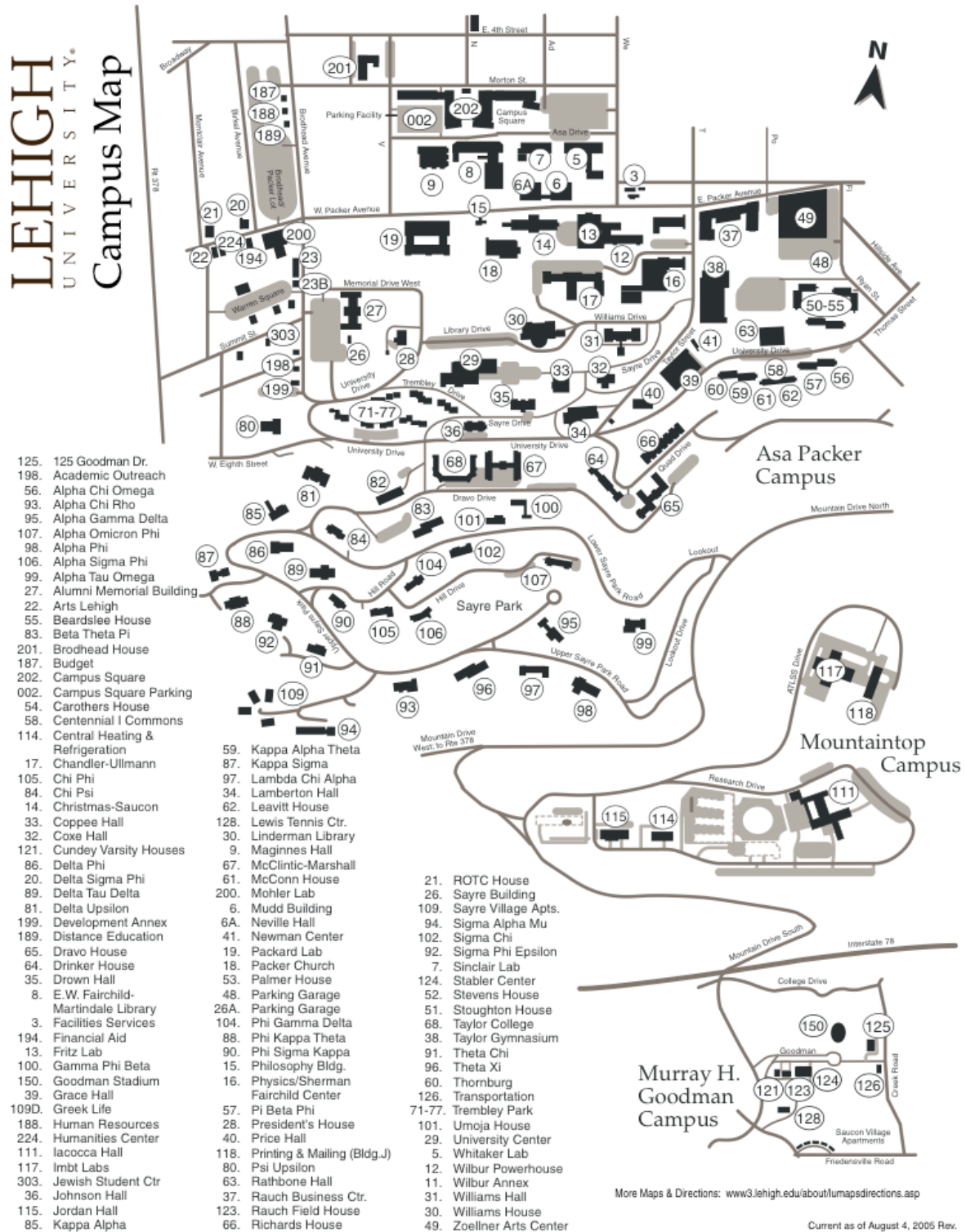
Intellectual Property: Any member of the University faculty, staff, or student body who develops or conceives of a patent able or copyrightable property while employed at Lehigh as a direct result of regular University duties, or of using University facilities, must disclose that property to the University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

CODE OF CONDUCT

Please refer to the web site of Student Affairs, Dean of Students, Student Handbook as indicated below: www.lehigh.edu/~indost/conduct/handbook/sect6.shtml.

CAMPUS MAP

Visit www3.lehigh.edu/about/maps/printablemaps.asp for more on-line maps.



ACADEMIC CALENDAR SPRING 2009 THROUGH SPRING 2013

Fall Semesters

Event	2009-2010 Fall 2009	2010-2011 Fall 2010	2011-2012 Fall 2011	2012-2013 Fall 2012
First Year Student Check In	August 20 (Thursday)	August 26 (Thursday)	August 25 (Thursday)	August 23 (Thursday)
First Day of Class/Registration Day	August 24 (Monday)	August 30 (Monday)	August 29 (Monday)	August 27 (Monday)
Last day for Web Registration	August 28 (Friday)	September 3 (Friday)	September 2 (Friday)	August 31 (Friday)
Last Day Add without instructor permission	August 28 (Friday)	September 3 (Friday)	September 2 (Friday)	August 31 (Friday)
Last Day Drop/Add without a "W" and Registration	September 4 (Friday)	September 10 (Friday)	September 9 (Friday)	September 7 (Friday)
Degree Awarding Date	September 6 (Sunday)	September 5 (Sunday)	September 4 (Sunday)	September 2 (Sunday)
Labor Day - Classes held	September 7 (Monday)	September 6 (Monday)	September 5 (Monday)	September 3 (Monday)
Last Day to select OR cancel Pass/Fail	September 11 (Friday)	September 17 (Friday)	September 16 (Friday)	September 14 (Friday)
Rosh Hashanna	September 19 (Saturday)	September 9 (Thursday)	September 29 (Thursday)	September 17 (Friday)
Yom Kippur	September 28 (Monday)	September 18 (Saturday)	October 8 (Saturday)	September 26 (Wednesday)
Four o'clock exam Day 1	September 22 (Tuesday)	September 28 (Tuesday)	September 26 (Monday)	September 27 (Thursday)
Four o'clock exam Day 2	September 23 (Wednesday)	September 29 (Wednesday)	September 27 (Tuesday)	October 1 (Monday)
Four o'clock exam Day 3	September 24 (Thursday)	October 5 (Tuesday)	October 4 (Tuesday)	October 2 (Tuesday)
Four o'clock exam Day 4	September 30 (Wednesday)	October 6 (Wednesday)	October 5 (Wednesday)	October 3 (Wednesday)
Four o'clock exam Day 5	October 1 (Thursday)	October 7 (Thursday)	October 6 (Thursday)	October 4 (Thursday)
Pacing Break	October 5-6 (Mon-Tue)	October 11-12 (Mon-Tue)	October 10-11 (Mon-Tue)	October 8-9 (Mon-Tue)
Mid Term Grades Due	October 14 (Wednesday)	October 20 (Wednesday)	October 19 (Wednesday)	October 16 (Tuesday)
Four o'clock exam Day 1	October 28 (Wednesday)	November 3 (Wednesday)	November 2 (Wednesday)	October 31 (Wednesday)
Four o'clock exam Day 2	October 29 (Thursday)	November 4 (Thursday)	November 3 (Thursday)	November 1 (Thursday)
Four o'clock exam Day 3	November 3 (Tuesday)	November 9 (Tuesday)	November 8 (Tuesday)	November 6 (Tuesday)
Four o'clock exam Day 4	November 4 (Wednesday)	November 10 (Wednesday)	November 9 (Wednesday)	November 7 (Wednesday)
Four o'clock exam Day 5	November 5 (Thursday)	November 11 (Thursday)	November 10 (Thursday)	November 8 (Thursday)
Deadline to apply for January degree	November 2 (Monday)	November 1 (Monday)	November 1 (Tuesday)	November 1 (Thursday)
Registration for Spring	November 9-20 (Mon-Fri)	November 8-19 (Mon-Fri)	November 7-18 (Mon-Fri)	November 5-16 (Mon-Fri)
Last day for January Doctoral candidates to deliver approved dissertation drafts to dean	November 10 (Tuesday)	November 16 (Tuesday)	November 15 (Tuesday)	November 13 (Tuesday)
Last Day to drop a class with a "W"	November 10 (Tuesday)	November 16 (Tuesday)	November 15 (Tuesday)	November 13 (Tuesday)
Thanksgiving Break	November 25-27 (Wednesday-Friday)	November 24-26 (Wednesday-Friday)	November 23-25 (Wednesday-Friday)	November 21-23 (Wednesday-Friday)
Last day for hourly exams	November 24 (Tuesday)	December 3 (Friday)	December 2 (Friday)	November 30 (Friday)
Last Day of Classes	December 4 (Friday)	December 10 (Friday)	December 9 (Friday)	December 7 (Friday)
Last day to drop a class or withdraw with WP/WF grades	December 4 (Friday)	December 10 (Friday)	December 9 (Friday)	December 7 (Friday)
Last day for January masters candidates to submit unbound thesis copies to the Registrar's Office	December 4 (Friday)	December 10 (Friday)	December 9 (Friday)	December 7 (Friday)
Last day for January doctoral candidates to complete all degree requirements	December 4 (Friday)	December 10 (Friday)	December 9 (Friday)	December 7 (Friday)
Review/Consultation/Study Period - Tuesday classes	December 5 (Saturday)	December 11 (Saturday)	December 10 (Saturday)	December 8 (Saturday)
Review/Consultation/Study Period - Monday classes	December 7 (Monday)	December 13 (Monday)	December 12 (Monday)	December 10 (Monday)
Final Exams Begin	December 8 (Tuesday)	December 14 (Tuesday)	December 13 (Tuesday)	December 11 (Tuesday)
Final Exams End	December 16 (Wed)	December 22 (Wed)	December 21 (Wed)	December 19 (Wed)

Spring Semesters

Event	2008-2009 Spring 2009	2009-2010 Spring 2010	2010-2011 Spring 2011	2011-2012 Spring 2012	2012-2013 Spring 2013
Degree Awarded Date	January 11(Sun)	January 17 (Sun)	January 16 (Sun)	January 15 (Sun)	January 13 (Sun)
First Day of Class/Registration Day	January 12(Mon)	January 18 (Mon)	January 17 (Mon)	January 16 (Mon)	January 14 (Mon)
Last Day for Web Registration	January 16(Fri)	January 22 (Fri)	January 21 (Fri)	January 20 (Fri)	January 18 (Fri)
Last Day Add without instructor permission	January 16(Fri)	January 22 (Fri)	January 21 (Fri)	January 20 (Fri)	January 18 (Fri)
Last Day Drop/Add without a "W" and Registration	January 23(Fri)	January 29 (Fri)	January 28 (Fri)	January 27 (Fri)	January 25 (Fri)
Last Day to select OR cancel Pass/Fail	January 30(Fri)	February 5 (Fri)	February 4 (Fri)	February 3 (Fri)	February 1 (Fri)
Four o'clock exam Day 1	February 11(Wed)	February 17 (Wed)	February 16 (Wed)	February 15 (Wed)	February 13 (Wed)
Four o'clock exam Day 2	February 12(Thu)	February 18 (Thu)	February 17 (Thu)	February 16 (Thu)	February 14 (Thu)
Four o'clock exam Day 3	February 17(Tue)	February 23 (Tue)	February 22(Tue)	February 21 (Tue)	February 19 (Tue)
Four o'clock exam Day 4	February 18(Wed)	February 24 (Wed)	February 23 (Wed)	February 22 (Wed)	February 20 (Wed)
Four o'clock exam Day 5		February 25 (Thu)	February 24 (Thu)	February 23 (Thu)	February 21 (Thu)
Mid Term Grades Due	February 27(Fri)	March 15 (Mon)	March 14 (Mon)	March 12 (Mon)	March 4 (Mon)
Last Day to apply for University Day degree	February 27(Fri)	March 1 (Mon)	March 1 (Tue)	March 1 (Thu)	March 1 (Fri)
Spring Break	March 2-6 (M-F)	March 8-12 (M-F)	March 7-11 (M-F)	March 5-9 (M-F)	March 11-15 (M-F)
Classes Resume	March 9(Mon)	March 15 (Mon)	March 14 (Mon)	March 12 (Mon)	March 18 (Mon)
Four o'clock exam Day 1	March 25(Wed)	April 1 (Thu)	March 30 (Wed)	March 28 (Wed)	March 28 (Thu)
Four o'clock exam Day 2	March 26(Thu)	April 5 (Mon)	March 31 (Thu)	March 29 (Thu)	April 1 (Mon)
Four o'clock exam Day 3	March 31(Tue)	April 6 (Tue)	April 5 (Tue)	April 3 (Tue)	April 2 (Tue)
Four o'clock exam Day 4	April 1(Wed)	April 7 (Wed)	April 6 (Wed)	April 4 (Wed)	April 3 (Wed)
Four o'clock exam Day 5		April 8 (Thu)	April 7 (Thu)	April 5 (Thu)	April 4 (Thu)
Passover - classes held on weekdays	April 9(Thu)	March 30 (Tue)	April 19 (Tue)	April 7 (Sat)	March 26 (Tue)
Good Friday - classes held	April 10(Fri)	April 2 (Fri)	April 22 (Fri)	April 6 (Fri)	March 29 (Fri)
Last Day to drop a class with a "W"	April 3(Fri)	April 9 (Fri)	April 8 (Fri)	April 6 (Fri)	April 5 (Fri)
Last day for May doctoral candidates to deliver approved dissertation drafts to dean	April 3(Fri)	April 9 (Fri)	April 8 (Fri)	April 6 (Fri)	April 5 (Fri)
Registration for Summer and Fall	Mar 30-Apr 10 (M-F)	April 12-23 (M-F)	April 11-22 (M-F)	April 9-20 (M-F)	April 8-19 (M-F)
Last day for hourly exams	April 17(Fri)	April 23 (Fri)	April 22 (Fri)	April 20 (Fri)	April 19 (Fri)
Last day for May doctoral candidates to complete all degree requirements	April 24(Fri)	April 30 (Fri)	April 29 (Fri)	April 27 (Fri)	April 26 (Fri)
Last day for May masters candidates to submit unbound thesis copies to the Registrar's Office	April 24(Fri)	April 30 (Fri)	April 29 (Fri)	April 27 (Fri)	April 26 (Fri)
Last Day of Classes	April 24(Fri)	April 30 (Fri)	April 29 (Fri)	April 27 (Fri)	April 26 (Fri)
Last day to drop a class or withdraw with WP/WF grades	April 24(Fri)	April 30 (Fri)	April 29 (Fri)	April 27 (Fri)	April 26 (Fri)
Review/Consultation/Study Period -Tuesday classes	April 25(Sat)	May 1 (Sat)	April 30 (Sat)	April 29 (Sat)	April 27(Sat)
Review/Consultation/Study Period -Monday classes	April 27(Mon)	May 3 (Mon)	May 2 (Mon)	April 30 (Mon)	April 29 (Mon)
Final Exams Begin	April 28(Tue)	May 4 (Tue)	May 3 (Tue)	May 1 (Tue)	April 30 (Tue)
Final Exams End	May 6(Wed)	May 12 (Wed)	May 11 (Wed)	May 9 (Wed)	May 8 (Wed)
University Day Commencement	May 18(Mon)	May 24 (Mon)	May 23 (Mon)	May 21 (Mon)	May 20 (Mon)
Deadline to apply for September degree	July 1(Wed)	July 1 (Thu)	July 1 (Fri)	July 2 (Mon)	July 1 (Mon)
Last day for September Doctoral candidates to deliver approved dissertation drafts to dean	July 24(Fri)	July 23 (Fri)	July 29 (Fri)	July 27 (Fri)	July 26 (Fri)
Last day for September masters candidates to submit unbound thesis copies to the Registrar's Office	August 14(Fri)	August 13 (Fri)	August 12 (Fri)	August 17 (Fri)	August 9 (Fri)
Last day for September doctoral candidates to complete all degree requirements	August 14(Fri)	August 13 (Fri)	August 12 (Fri)	August 17 (Fri)	August 9 (Fri)

TEN FREQUENTLY ASKED QUESTIONS

1. 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 Coordinators, 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 secretary no later than February 1 for the following academic year. See pages 11-12 in this handbook for further details.

2. How can I defer my tuition payment until I receive reimbursement from my employer?

Refer to www.lehigh.edu/~inburs/gr_employer_defer.html for this information.

3. Can I take just one course?

In some programs you can take one course to transfer or for personal reasons. You may take one course in a semester while in a degree program, but for a doctoral program, the residency requirement (18 credit hours within a 12 month period) must be satisfied.

4. What are the procedures for transferring credits between programs in the College of Education and from outside of Lehigh University?

To transfer credits between programs in the College of Education, a petition must be submitted through the program coordinators and the department Chairperson. A maximum of 6 credits may be transferred from an accredited college or university to a Master's program. A petition must be submitted through the program coordinator and the department Chairperson with their recommendation to the Registrar along with course descriptions and an official transcript. All courses must be assigned a grade of B or better to be eligible. The credits may not have been submitted as part of the requirements for any previous degree.

5. What courses are being offered?

Visit www.lehigh.edu/education/admissions/adm_course_listings.html each semester for the 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 of the approved COE courses. Refer to www3.lehigh.edu/academics/catalog/html/ for the University catalog that lists and describes all approved courses in the University.

6. How and when do I register?

Registration should be done on-line. See www.lehigh.edu/education/admissions/adm_online_registration.html. The University uses an on-line registration procedure that allows students to electronically register from on or off campus. Students need to meet or speak with an advisor. Once this is done, the advisor will assign an "Alternate PIN" in order for that student to register on-line. The student may register from the advisor's office or elsewhere. The link is www.lehigh.edu/~inrgs/bannerweb.shtml. The instructions for web enabled registration are available on that Registrar's Office home page. New students must first activate their account at www.lehigh.edu/~inrgs/bannerweb_activation.shtml in order to register (note that this is not your e-mail account). Any student registering for a course that needs special permission (i.e. course in another college, undergraduates registering for graduate courses, departmental permission, etc.) will require the student to get a departmental override for web registration OR 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 pages 27-28 of this document, the Registrar's website or the University catalog). Graduate students are strongly urged to register during this period of time. Also, full-time and full-time certified graduate students need to register by a certain date or be assessed penalties. Students should consult with their advisors concerning appropriate course selections.

7. 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 *open* 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.

8. What is the parking policy on campus?

All motor vehicles operated on University property by full or part-time students, faculty, staff, etc. must be registered with the Parking Services Office located on the first floor of Johnson Hall (610-758-3893). A parking permit will be issued for a fee upon presentation of your vehicle registration. Any student enrolled full or part-time, living off campus (including undergraduate, graduate, ROTC, LVAIC, graduate assistant, teaching assistant, or research assistant), are required to purchase a parking permit. Students may purchase a commuter permit for \$40.00 for the academic year using a personal check, cash, VISA, MasterCard, or South Mountain Gold Plus Card. Graduate students attending evening classes after 4:00 p.m. may purchase an evening permit for \$25.00 that allows for parking in faculty/staff lots after 4:00 p.m. only. Research assistants, graduate assistants, and teaching assistants may purchase an RGT permit at a cost of \$50.00 for the academic year. Verification of RA/GA/TA status will be done through the individual's department and banner. A limited number of these permits are issued in a given year. Permits may be handled through the mail. Registration forms are available from the program secretary, on-line or from the Parking Services Office. Please include a copy of your owner's card if registering by mail. Please refer to www.lehigh.edu/~inbus/parking/index.html for complete information.

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 advisor must be submitted to the Registrar's Office. To change your schedule, you should consult with the program secretary for the proper form and procedure. Refer to the Bursars www.lehigh.edu/~inburs/refund.html for information regarding refunds. ***Please note that the date used to calculate refunds is based on when a properly authorized withdrawal or dropladd is received by the Registrar's Office.*** It is possible to *Add/Drop* on line with the approval of advisor and instructor, when applicable.

10. 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, various radio stations (see page 7), or the campus webpage www3.lehigh.edu/insidelehigh/default.asp. At times when instructors need to cancel a class, they should notify you by e-mail or via blackboard. Canceled classes are made up at the discretion of the instructor.

FREQUENTLY CALLED OFFICES

Main Lehigh University Phone Number 610-758-3000

Offices	Web	Telephone Number	Location
Athletic Facilities	www.lehighsports.com/	610-758-4313	Taylor Gymnasium 641 Taylor Street
Bursar	www.lehigh.edu/~inburs	610-758-3160	Alumni Memorial - Ground Floor
Bus Service Information	www.lehigh.edu/~inbus/transportation/routes.html	610/691-1700	24 hour information line
Career Services	www.lehigh.edu/careerservices	610-758-3710	484 Rauch Business Center 621 Taylor Street
Chaplain's Office	www.lehigh.edu/~incha/incha.html	610-758-3877	101 Johnson Hall 36
College of Education Admissions	www.lehigh.edu/education/admissions/adm.html	610-758-3231	Iacocca Hall A325-J
College of Education Dean	www.lehigh.edu/education/profiles/sasso.html	610-758-3221	Iacocca Hall A325-C
College of Education Multicultural Resource Center and Student Lounge	www.lehigh.edu/mrc/	610-758-2105	Iacocca Hall B103
Counseling Services	www.lehigh.edu/~incso	610-758-3880	Johnson Hall, 4th Floor, 36 University Drive
Education and Human Services Chairperson of Department	www.lehigh.edu/education/profiles/dupaul.html	610-758-3241	Iacocca Hall A325-H
English as a Second Language	www.lehigh.edu/~inesl	610-758-6099	Coxe Hall, Room 205, 32 Sayre Drive
Office of Financial Aid	www.lehigh.edu/~info	610-758-3181	218 W. Packer Avenue
Graduate Student Center	www.lehigh.edu/gradlife/gsc.html	610-758-4722	Christmas-Saucon Hall, Rooms 36 and 38 4 E. Packer Avenue
Health and Wellness Center	www.lehigh.edu/health/	610-758-3870 or 3871	Johnson Hall, 3rd Floor, 36 University Drive
Hillel Foundation (Jewish Student Center)	www.lehigh.edu/~inhil	610-758-4869	216 Summit Street
Human Resources	www.lehigh.edu/~inhro	610-758-3900	428 Brodhead Avenue
Identification Cards (ID)	www.lehigh.edu/~inluid	610-758-5843	442 Ulrich Student Center, 39 University Drive
International Students and Scholars	www.lehigh.edu/~intl/	610-758-4859	Coxe Hall, 32 Sayre Drive
Library & Technology Services Help	www.lehigh.edu/helpdesk/helpdesk.html	610-758-4357 (8-HELP)	
College of Education LTS Team		610-758-4881	Room E104 Iacocca Hall, 111 Research Drive
Computer Accounts		610-758-4890	8A Packer Avenue
E.W. Fairchild-Martindale Library		610-758-3075	8A Packer Avenue
Linderman Library		610-758-3040	30 Library Drive
Newman Hall (Catholic Center of LU)	www.lehigh.edu/~innew	610-758-4148	661 Taylor (near Taylor Gym)
Ombuds Office	www.lehigh.edu/~inombuds/		
Parking	www.lehigh.edu/~inbus/parking	610-758-7275 (8-PARK)	106 Johnson Hall, 1st Floor, 36 University Drive
University Police	www.lehigh.edu/~inlpd	610-758-4200 (24 Hours)	Johnson Hall, Room 221
Registrar	www.lehigh.edu/~inrgs	610-758-3200	Alumni Memorial, Ground Floor
Office of Research and Sponsored Programs	www.lehigh.edu/~inors/inors.html	610-758-4402	526 Brodhead Avenue

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
Lehigh University
College of Education
Donna Ball
Iacocca Hall - Room A325
111 Research Drive
Bethlehem, PA 18015-4794**