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</tbody>
</table>
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COLLEGE OF BUSINESS AND ECONOMICS FACULTY LIST
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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.

Statement of Purpose

This Graduate Student Handbook is prepared and issued by the Dean’s Office, College of Business and Economics. It is intended to serve as a reference for graduate students and for those involved in graduate education in the College of Business and Economics at Lehigh University. The original source for some of the procedures and policies listed herein is the Rules and Procedures of the Faculty issued by Lehigh University. The Office of Financial Aid provides information on financing graduate education. The University reserves the right to change at any time the rules governing admission, tuition and fees, courses, the granting of degrees, or other regulations affecting graduate students.

Every attempt has been made to provide accurate and timely information of use to the graduate community. Errors and omissions should be brought to the attention of Andrew J. Ward, Associate Dean, Graduate Programs Office RBC 190, anw309@lehigh.edu.

This document may be found in the CBE Graduate Student Portal at:

- [http://portal.lehigh.edu](http://portal.lehigh.edu)
- Log in with Lehigh user name and password
- GRAD CBE Tab
- Academics Channel
University and College Procedures

Admission

To be considered for admission as a graduate student in the College of Business and Economics, the candidate must apply for a degree program through the Graduate Programs Office in the College. The decision to admit a student rests with the faculty admissions committee and the associate dean or program director. An offer for admission stands for one year following the semester for which the offer was made. If more than one year elapses, the College reserves the right to reconsider the offer.

Students must have earned a baccalaureate from an accredited college or university. International students must have at least four (4) years of university level education.

Applicants may be admitted as regular, associate, or non-degree students. Except for qualified Lehigh undergraduates, only those who have been admitted officially by the Graduate Programs Office may register for graduate courses or take them for credit.

Regular Graduate Students

Only regular graduate students are candidates for advanced degrees. Application deadlines vary by program; please consult with the department or the Graduate Programs Office for deadline information. Application materials required for admission as a regular graduate student include:

- Completed online application (https://applyweb.com/lehighbg)
- Official transcripts for all post-secondary education
- Official test scores (GMAT® scores taken at any time as long as official scores are available from Pearson-Vue®, or GRE® taken after August 1, 2011 for the MBA program; GMAT for the MS in Accounting and Information Analysis program; GMAT or GRE for all other programs,
- A minimum of two (2) years of full-time professional work experience is required for the MBA Program
- Two (2) letters of recommendation from employers or faculty members
- Personal essay
- Resume
- $100 application fee.

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

- An undergraduate grade point average (GPA) of at least 2.75 out of 4.0;
- An average of at least 3.0 for the last two semesters of undergraduate study;
- Scores above the 75th percentile on the GMAT or GRE;
- A graduate GPA of at least 3.0 on a minimum of twelve credit hours of graduate work at other institutions;
- Successfully completed the probationary conditions as an associate graduate student as described below.

Satisfying one of these five conditions is a necessary but not sufficient condition for admission as a regular graduate student.

International applicants are required to demonstrate English language skills equal to those required of degree-seeking students in the college. All international applicants who are non-native speakers of English must take the TOEFL (Test of English as a Foreign Language). A minimum score of 600 on the paper based test (PBT) or 94 on the internet-based test (iBT) is required for admission. This requirement may be waived if the applicant has studied in an English-speaking university for at least one year.

Individual departments may have more stringent requirements. Only complete applications will be processed.
**Associate Graduate Students**

Applicants who do not qualify for regular student status may be offered associate graduate student status. Applications for admission which are considered in the late admission period (consult program deadlines) can only be granted associate student status. Applicants for associate student status may submit unofficial transcripts; GMAT/GRE scores are not required at the time of application. If a student is unable to furnish GMAT scores, the committee will require an outstanding undergraduate record, preferably from an AACSB International (The Association to Advance Collegiate Schools of Business) accredited school, in order to consider admission under associate student status. All other application documents are required.

All official transcripts must be submitted to the Graduate Programs Office before the end of the first semester. Official transcripts that indicate the final degree award are also required. If an official transcript is not submitted by the end of the first term, grades earned during the semester will not be released and further registration will be prohibited.

Individuals who submit a complete application including test scores during the late admission period and, who are admitted as associate students but who are qualified for regular student status, may petition for the latter after the start of classes.

Associate graduate students must meet the academic standards for grades that are set by the College of Business and Economics graduate admissions committee. All associate students must maintain a 3.0 cumulative grade point average to continue registering for courses. The number of credits that a student is permitted to take is set by the Committee but may not exceed nine (9) credit hours or one semester for full-time students. Associate students are permitted one grade of "C", "C+" or "B-" during their probationary period. A grade below "C-" is a failing grade and will result in the student being dismissed from the program. An associate student who is assigned two grades below a “B-” in the same term will be dismissed from the program without any term on probation. More stringent academic requirements may be imposed at the discretion of the Graduate Admissions Committee. Students must achieve a 3.0 grade point average to successfully complete the requirements for regular student status.

After the probationary period is completed, an associate student must petition for regular student status in order to continue in their program. Official GMAT or GRE test scores must be submitted at this time if they have not been previously submitted. Courses completed during a successful probationary period may count toward a graduate program if they are a part of an approved program.

Associate graduate students are not eligible for college-awarded (merit-based) financial aid.

**Non-Degree Students**

Non-degree status is available for students who do not intend to enter a degree program. Non-degree students may also complete a certificate program or pursue individual courses.

The admission criteria for non-degree graduate students are:

- A bachelor’s degree from an accredited institution with an overall grade point average of at least 3.0. Applicants with undergraduate GPAs below 3.0 may be admitted with the approval of the department in which they wish to take courses, or;
- Evidence that the applicant is presently a student in good standing in an appropriate graduate program at an accredited institution, or;
- Evidence that the applicant has received an appropriate graduate or other advanced degree from an accredited institution.
- International applicants are required to demonstrate English language skills equal to those required of degree-seeking students in the college. All international applicants who are non-native speakers of English must take the TOEFL (Test of English as a Foreign Language). A minimum score of 600 on the paper based test (PBT) or 94 on the internet-based test (iBT) is required for admission. This requirement may be
waived if the international non-degree applicant has studied in an English-speaking university for at least one year. Individual departments may have more stringent requirements.

Admission decisions for non-degree applicants are made by the Associate Dean or other responsible official designated by the Associate Dean for this purpose. The signature of the designated official on the application and registration forms confers admission to non-degree graduate student status. Informal transcripts will be accepted for initial admission, but formal transcripts must be submitted to Lehigh before the student can receive any transcript or grade report from the University or enroll for additional courses.

Non-degree students may take no more than twelve credit hours of graduate study within the College of Business and Economics. Any transcript or other record from the University will clearly indicate the student status as non-degree. Non-degree graduate students are not eligible for college-awarded (merit-based) financial aid.

Non-degree students who wish to become degree-seeking must reapply to the Graduate Programs Office and fulfill the requirements for a complete application for regular graduate student status.

Non-degree students must meet all of the requirements of the course and will receive official grades. 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 has accumulated either two “C”, “C-” or “C+” grades or one grade below “C-”.

If a student applies and is accepted to a degree program at a later date, courses taken as a non-degree student may be eligible to be used as part of the degree program. Courses must meet the degree and time requirements as determined by the University and degree program regulations.

Academic standards set forth by the Lehigh University Code of Conduct apply to students admitted in non-degree status in the College of Business and Economics.

**Readmission**

A student who has not been registered in a Lehigh graduate program for a continuous period of one (1) year must petition for readmission. Petitions must be reviewed by the reviewed by program advisor and the associate dean. A new application and appropriate documentation may be required if the records are no longer available.

**Lehigh University Undergraduates**

A Lehigh undergraduate with a 3.0 cumulative grade point average who has achieved Junior standing may take any 400-level course for which he or she is qualified. The qualifications are defined by the department and are certified by the course instructor, student’s advisor, department chairperson, and undergraduate and graduate associate deans through petition to the Graduate and Research Committee. For additional information on constraints on undergraduates taking graduate level courses, undergraduate students should consult undergraduate regulations in the university catalog.

Current students of Lehigh University, who are within a few credit hours of meeting the requirements for a baccalaureate degree, may enroll in a limited amount of work for graduate credit. Undergraduate students must meet all course prerequisites. Courses restricted as “MBA students only” require professional, post-baccalaureate work experience; therefore, they may not be taken unless the student is a non-traditional student. Lehigh undergraduates may apply course credits taken as an undergraduate toward a graduate degree under the following conditions:

- The course credits may not have been submitted as part of ANY of the requirements for a previous degree;
- Courses must be at the 400 level. A grade of "B" or better must be attained;
- A maximum of twelve credit hours of 400 level coursework taken while an undergraduate may be used in a Master’s degree program.
- Courses for possible graduate credit are approved in advance by the course instructor, department chairperson, and the dean of the college
Code of Conduct

Academic Disciplinary Procedures

Graduate Students at Lehigh are expected to comport themselves in a professional and responsible manner:

Intellectual honesty and mutual respect are not accidental values in a university. They are, for students and professors alike, a presupposition of the pursuit of truth, which brings universities into existence in the first place. It is essential that an academic community uphold these values through rules designed to protect the freedom to teach and learn. The student conduct system is one mechanism by which the university endeavors to develop in all students a sense of responsibility to the Lehigh University community. When students fail to act in accord with the rules and regulations of the community, the university must hold them accountable for their actions. The purpose of the student conduct system is not solely to punish students for transgressions, but to help them understand and accept their obligations as citizens of this academic community. This University Code of Conduct has been developed to promote student growth, to provide accused students with fundamental fairness and educate the University community about the meaning of that phrase, to protect the rights of individuals, and to uphold the educational mission of the university.

The authority for administering student discipline in accordance with the student judicial system is vested by the university charter in the faculty and is described in the Code of Conduct found at http://studentaffairs.lehigh.edu/content/student-handbook-section-3-lehigh-university-student-conduct-system. It is the responsibility of all students to familiarize themselves with this code.

Categories of Offenses

Offenses involving academic dishonesty include:

- Cheating on quizzes or examinations;
- Collusion involving students giving or receiving unauthorized or unacknowledged assistance;
- Computer dishonesty;
- Grade falsification;
- Plagiarism;
- Other forms including data falsification, fabrication of data or deceitful alteration of collected data, unauthorized copy of or collaborating on homework assignments.

All violations involving academic dishonesty shall always be referred to the Committee on Discipline. Please also view the Provost’s office website on academic integrity at http://www.lehigh.edu/~inprv/faculty/academicintegrity.html.

Other categories of offenses covered include:

- Offenses against another person;
- Offenses against the peace;
- Offenses involving property;
- Offenses against Lehigh;
- Offenses of possession; and,
- Offenses of criminal conduct.

A complete listing and description of offenses is provided in the Code of Conduct and should be reviewed by all students upon admission to the university.
Graduate Student Portal

The college maintains a portal that provides administrative information pertinent to the sections that follow in this document. Students are responsible for the contents of the college’s portal.

Portal Access:

- log into the portal http://portal.lehigh.edu
- Click the ‘GRAD CBE’ tab

Banner

Banner is Lehigh’s Enterprise Wide Information System (LEWIS) and contains a suite of software applications designed to support the university’s operations. Students will use Banner to register for classes, view grades, request transcripts, view charges and pay bills. Students may also view and update their personal contact information.

Banner Access:

- log into the portal http://portal.lehigh.edu/
- Click the Banner icon in the upper right hand corner

Graduate Student Orientation

The college provides the opportunity for students to meet the faculty, administrative personnel, and other students during a graduate student orientation in the week preceding the start of classes. The college orientation is mandatory for incoming students. Dates and times are communicated at least two months in advance by email and through portal posting.

Orientation Access:

- log into the portal http://portal.lehigh.edu/
- Click the GRAD CBE tab
- View Orientation Channel

In addition to the college orientation, the university offers a general graduate student orientation and mandatory teaching assistant (TA) training during the week preceding classes in August and January. Information can be obtained through the Office of Graduate Student Life at http://gradlife.web.lehigh.edu/ or by calling 610-758-4722.

The Office of International Students and Scholars (OISS) conducts its own orientation program for international graduate students and international scholars on non-immigrant visas. This orientation covers topics pertinent to students and scholars from other countries that may require additional assistance. It is also held the week before classes begin in August and January. For additional information visit http://global.lehigh.edu/oiss/students/new-students/orientation

English as a Second Language

All international students must show proof of English proficiency to be admitted to Lehigh. The TOEFL (Test of English as a Foreign Language) is required for all graduate students whose first language is not English. The TOEFL requirement may be waived if a student has completed a degree program at a U.S. university.
If the TOEFL iBT is currently not available in a student’s home country, Paper-Based TOEFL (PBT) scores may be submitted. A minimum PBT score of 600 is required. However, because the PBT does not provide speaking score data, students should be assessed on their speaking proficiency prior to the start of their CBE programs.

The College of Business and Economics has adopted a TOEFL score policy for minimum sub-scores in each category. Individual departments and programs may have higher standards. Students who do not meet the minimum scores are required to complete credit or non-credit English as a Second Language (ESL) course work at Lehigh. ESL or Advanced Business English (GBUS 495 and GBUS 497) courses taken for credit do not count toward degree program requirements.

**College of Business and Economics Minimum TOEFL Sub-scores**

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>25</td>
</tr>
<tr>
<td>Listening</td>
<td>20</td>
</tr>
<tr>
<td>Speaking</td>
<td>24</td>
</tr>
<tr>
<td>Writing</td>
<td>25</td>
</tr>
<tr>
<td>Total Score</td>
<td>94</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOEFL Placement Rubric</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>All minimum scores are met (Composite and Individual sections).</td>
<td>Unconditional admission.</td>
</tr>
<tr>
<td>One minimum section score is not met.</td>
<td>Completion of one Advanced Business English (ABE) course or enrollment in the International English Language Center (IELC) within the student’s first semester of study according to the course alignment table below.</td>
</tr>
<tr>
<td>Two or more section scores are not met.</td>
<td>Completion of both Advanced Business English courses during the student’s first semester.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESL Course Alignment Table</th>
<th>Required Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL section</td>
<td>Score</td>
</tr>
<tr>
<td>----------------</td>
<td>-------</td>
</tr>
<tr>
<td>Reading</td>
<td>24 or below</td>
</tr>
<tr>
<td>Listening</td>
<td>19 or below</td>
</tr>
<tr>
<td>Speaking</td>
<td>23 or below</td>
</tr>
<tr>
<td>Writing</td>
<td>24 or below</td>
</tr>
</tbody>
</table>
In some cases, international students may be required to complete credit or non-credit English programs during their first semester at Lehigh in order to progress into master’s course work. International students may carry less than 9 credits (full-time status), but at least 6 credits, if the student is registered for English as a Second Language course work during the student’s first term at Lehigh.

The Master in Accounting and Information Analysis Program requires all international students enrolled in its program to complete ESL’s Advanced Business English (ABE) courses regardless of TOEFL scores, unless the student has completed their undergraduate work at a U.S. institution.

Information on English as a Second Language programs may be found at http://global.lehigh.edu/esl

**Registration**

**Schedule Limitations**

All graduate students using Lehigh University resources and facilities must be registered. Students may register for a maximum of 10 credit hours without intervention from the Graduate Programs Office. Increases in the number of credits may be made based upon verification of the student’s employment status with the University.

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Registration Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time graduate student No university employment</td>
<td>Maximum 15 credit hours each fall and spring semester with advisor approval.</td>
</tr>
<tr>
<td>Full time graduate student University Employment (TA,GA,RA) 20 hours per week</td>
<td>Maximum 10 credit hours each fall and spring semester with advisor approval.</td>
</tr>
<tr>
<td>Full time graduate student University Employment (TA,GA,RA) 13.5 hours per week</td>
<td>Maximum 12 credit hours each fall and spring semester with advisor approval.</td>
</tr>
<tr>
<td>Full time graduate student University Employment (TA,GA,RA) 5 hours per week</td>
<td>Maximum 15 credit hours each fall and spring semester with advisor approval.</td>
</tr>
</tbody>
</table>

Graduate students who are full-time employees of the university may not take more than two courses of graduate work in any one semester, with appropriate approval.

Summer session registration limits are two concurrent courses and no more than 14 summer credits across all summer sessions.

**Full-time Status**

A full-time graduate student must ordinarily register for a minimum of nine credits each semester. Full-time students may not be employed full-time. Identification as a full-time student is important for three purposes: (1) eligibility for financial aid, (2) compliance with visa requirements for international students, and (3) for university and national graduate enrollment data.

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 nine (9) credit hours. In such cases, the status must be certified by the student’s program director and the graduate associate dean of the College. 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. Again, full-time status must be certified by the graduate associate dean.
Below is a list of circumstances for which for full-time student certification would be granted:

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

  AND

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

  OR

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

**Full-time certification form:**

- log into the portal [http://portal.lehigh.edu/](http://portal.lehigh.edu/)
- Click the GRAD CBE tab
- Form located in Important Documents Channel

Completed forms must be signed by the student’s program director and submitted to the college’s graduate associate dean for authorization.

**Pre-Registration Survey**

All *continuing* students must complete the Pre-registration Survey prior to actual course registration for the summer/fall and spring terms. Notice of the survey’s availability is sent from the Office of the Registrar. The purpose of the survey is to comply with federal regulations enacted in the Higher Education Opportunity Act (2008), and its benefits include providing protection for students from identity theft and assisting local and University officials in responding to student health and safety emergencies. Failure to complete the survey prior to course registration will result in an inability to register for the upcoming semester.

**Pre-Registration Survey Access:**

- log into the portal [http://portal.lehigh.edu/](http://portal.lehigh.edu/)
- Click the Banner icon in the upper right hand corner
- Click Student Services
- Click Preregistration Form

**Registration**

Registration for continuing graduate students is scheduled for a two-week period (November for spring courses, April for summer and fall courses) during the previous term at a time designated on the University calendar. All graduate students are strongly encouraged to register in a timely manner as courses which have small pre-enrollment figures may be canceled. Students should review their program requirements and consult their advisor if necessary to choose appropriate courses and complete their registration online. Graduate students who register during the preregistration period will receive an invoice and payment worksheet in the U.S. mail or through the Bursar’s Student Account Suite (see page 14) for their tuition and must either pay the invoice or make payment arrangements before the first day of the semester. Registration announcements and Alternate PIN numbers for registration are sent by the Graduate Programs Office to the student’s Lehigh email address.
Class Schedules and Registration Information Access:

- log into the portal http://portal.lehigh.edu/
- Click the GRAD CBE tab
- View Semester News Channel

Full-time continuing graduate students who fail to register on-line by the closing date for web registration as set by the Registrar’s Office will be assessed a late fee. Advance notice of the closing date is communicated by the Graduate Programs Office in registration materials that are sent to all current students. Dates are also available on the Registrar’s website at http://www.lehigh.edu/registrar

Students who do not register during the preregistration period may register online before the start of classes. Several classes have limited class sizes and students are registered on a first-come, first-served basis. Students who receive financial aid from the College of Business and Economics will have their awards credited to their student accounts by the first day of classes. Students for whom tuition is a Lehigh employee benefit should communicate with the Office of Human Resources regarding the benefit process. Graduate students must pay their tuition bills to the Bursar’s Office by the announced payment date or be assessed a late fee. Receipts are provided upon request.

Auditing a Course

With the consent of the associate dean, the program director and the course instructor, a graduate student may audit one or more courses which shall be outside the approved program of studies for the intended degree.

A student who has attended a course as an auditor shall not be given an anticipatory examination for credit in that course and may not register for the course for credit in the future.

A graduate student who chooses to audit a graduate course without credit must complete a paper registration form through the Graduate Programs Office. If a graduate student wishes to attend selected portions of graduate courses, he or she may do so with the prior approval of the course instructor.

The fee for an audit of a course is the same as taking the course for credit. The student will be charged their graduate per credit hour cost as if the course were to be taken for credit.

A student completing the course in this manner will have the course and the notation “AU” indicated on the permanent record. A student rostered on an audit basis may be withdrawn from the course with a grade “W” for poor attendance.

Pass-Fail Grading

Graduate students are not permitted to take any courses with pass-fail grading.

Late Registration Penalties

A $100 late registration fee will be assessed to students who register between the second and tenth day of class during the fall and spring semesters and the second and fifth day of class during the summer sessions. Students who have not completed the registration process by the tenth day of the regular academic semester or the fifth day of a summer session will not be permitted to attend class.
In addition to maintaining student academic files, the Office of the Registrar also handles requests for transcripts.

Transcript Requests and Grades:

- log into the portal [http://portal.lehigh.edu/](http://portal.lehigh.edu/)
- Click the Banner icon in the upper right hand corner
- Click Student Services

The semester grade timeline and availability are communicated to the student’s Lehigh email account by the Registrar’s office approximately 3 weeks prior to the end of the term.

Final grades may be viewed in the secure Banner area once posted, provided all student credentials are in order and all charges with the Bursar have been cleared.

Change of Personal Record Information

Home address and phone information may be updated at any time during the year.

Access:

- log into the portal [http://portal.lehigh.edu/](http://portal.lehigh.edu/)
- Click the Banner icon in the upper right hand corner
- Click Personal Information
- Click Update Address(es) and Phone(s)

A student will be held responsible for any communication from a university office sent to the address last given to the registrar and may not claim non-receipt and, therefore, of not having received the communication.

A currently enrolled student may change a full, legal name on his or her permanent academic record by presenting the appropriate documentation to the Registrar. To correct the spelling or the proper sequence (not caused by data entry errors) of the name, the student must present a copy of his or her birth certificate or passport. To change a legal name to a new legal name, the student must present a request and a copy of the signed court order showing the authorized new legal name.

For name changes following marriage, a student must present a request in writing and be accompanied by a copy of the marriage certificate. A student who wishes to discontinue the use of a married name and resume use of a maiden name or another name, must present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
Graduate Student Petitions

The right of petition is open to all students at all times. A petition is a request for a change or exception to be made to University policy and procedures, and therefore is evaluated on an individual basis. The Graduate Student Program Petition form must be prepared completely and signed by the student’s advisor, department faculty, graduate coordinator, department chairperson, and the graduate associate dean of the college. The form is then submitted to the Standing on Graduate Students Committee (SOGS) for final action. Below is a partial list of situations that require approval through a graduate petition. Please consult with your advisor or the graduate associate dean’s office prior to filing a petition to clarify the circumstances and any additional documentation that may be required.

- Change of status from an associate (or non-degree) to a regular graduate student
- Readmission as a graduate student following an absence of one year
- Transferring credits from an accredited college or university to a Lehigh University graduate program
- Removal of an incomplete (N) grade after one calendar year has elapsed
- Changing members of the doctoral committee
- Extension of time to complete master’s or doctoral degree requirements
- Changing thesis credits to dissertation credits after the maximum six hours of thesis credit has been satisfied
Tuition and Fees 2014-2015

Tuition

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.B.A.</td>
<td>$1050 per credit hour</td>
</tr>
<tr>
<td>M.S. Economics</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Business and Economics</td>
<td></td>
</tr>
<tr>
<td>M.B.A. and Educational Leadership</td>
<td>$810 per credit hour</td>
</tr>
<tr>
<td>M.B.A. and Engineering</td>
<td>$1340 per credit hour</td>
</tr>
<tr>
<td>M.S. Accounting &amp; Information Analysis</td>
<td>$1200 per credit hour</td>
</tr>
<tr>
<td>M.S. Analytical Finance</td>
<td>$1340 per credit hour</td>
</tr>
<tr>
<td>Classroom Online course access fee**</td>
<td>$100 per course</td>
</tr>
</tbody>
</table>

**Students who choose to register for an online course and are currently receiving financial aid in the form of tuition remission, employee/spouse tuition remission or scholarship from Lehigh University must pay additional fees associated with online courses.

Tuition may increase at the discretion of Lehigh University’s Board of Trustees.

Office of the Bursar

The Office of the Bursar is responsible for student billing and payment.

Office of the Bursar
27 Memorial Drive West
Bethlehem, PA 18015-3093
610.758.3160 (phone)
610.758.3033 (fax)
Email: bursar@lehigh.edu

Telephone Inquiries
Monday - Friday 8:30 AM - 4:00 PM

Office Hours
Monday - Friday 8:15 AM - 4:00 PM
Billing and Payment

Graduate students who register at least six weeks prior to the start of classes will receive an email notification to their Lehigh email account that their tuition bill is ready to view online at the Student Account Suite. Students who register less than six weeks prior to the start of classes will most likely not have a tuition bill generated prior to the start of classes. To remain in good standing, tuition charges must be paid prior to the start of classes even if the student has not received a tuition bill because of late registration for classes. Tuition charges are updated in the Student Account Suite 24 hours after a registration change has been made.

Tuition must be paid in full by the first day of the academic semester or summer session unless prior arrangements are made with the Bursar’s Office for a deferred payment plan.

Student Account Suite Access:

- log into the portal http://portal.lehigh.edu/
- Click the Banner icon in the upper right hand corner
- Click Student Services
- Click Student Bursar Office Records

A graduate tuition payment plan is available to assist graduate students in paying for tuition. This payment option allows students to pay for tuition in three installments. Students must enroll in the plan each participating term along with the appropriate fee. The fee is posted to the Student Account Suite after submission of the payment plan form to the Bursar. Forms should be submitted through the secure Bursar’s Dropbox. Information: http://www.lehigh.edu/~inburs/gr_payplan_page.html.

If the student is employed outside the university and the employer offers tuition reimbursement, the student may obtain a deferment of tuition payment until reimbursement is obtained from the employer. Students must enroll in the plan each participating term along with the appropriate fee. The fee is posted to the Student Account Suite after submission of the deferment form to the Bursar. Both student and employer must sign the deferment form. Forms should be submitted through the secure Bursar’s Dropbox. Information: http://www.lehigh.edu/~inburs/gr_employer_defer.html

Graduate students may use a charge card to pay the balance on their account in the Student Account Suite. Lehigh accepts American Express, Discover, MasterCard, and Visa. The Bursar’s office will also accept credit card information over the phone.

Refunds

Full tuition refunds will be granted for registration cancellations or reductions only if a course is dropped online or when written notice is presented to the Graduate Programs Office or Registrar prior to the first day of semester. A declining refund scale is in effect thereafter. For classes that are scheduled for a full semester, a student suspended or expelled from the University will not be granted a tuition refund. A student who withdraws from a course or courses during the semester is eligible for a partial tuition refund if the course is dropped prior to 60% of the semester is completed. The refund schedules are available from the Bursar’s Office at 610-758-3160 or visit their website at http://www.lehigh.edu/~inburs/refund.html.

Tuition refunds for courses that do not run traditional semester lengths are based on the elapsed time (in percentage terms) between the start date of a course and the date on which the Registrar’s Office receives a formal request for withdrawal. Online courses percent-of-semester-completed are based on access availability, not if/when student first accessed course material. For the tuition refund rates for these courses, please contact the Registrar’s office directly at 610-758-3200.

If the student paid tuition with a credit card, any tuition refund will be processed through that card. Similarly, if the student paid tuition with a check, a refund will be made to the student by university check.
Other Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (for admission consideration)</td>
<td>$100</td>
</tr>
<tr>
<td>Late Registration (completing registration after the announced date)</td>
<td>$100</td>
</tr>
<tr>
<td>Late Payment (after announced payment due date)</td>
<td>$200</td>
</tr>
<tr>
<td>Late Application for Degree</td>
<td>$50</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$35</td>
</tr>
<tr>
<td>ID Card Replacement</td>
<td>$15</td>
</tr>
<tr>
<td>Thesis Microfilming</td>
<td>$55</td>
</tr>
<tr>
<td>Dissertation Microfilming/Binding</td>
<td>$90</td>
</tr>
<tr>
<td>MBA Plus (3 Credit Course) fee</td>
<td>$1050</td>
</tr>
<tr>
<td>MBA Student Orientation Fee</td>
<td>$350</td>
</tr>
<tr>
<td>MS Orientation Fee</td>
<td>$75</td>
</tr>
<tr>
<td>Online Course-Access Fee</td>
<td>$100</td>
</tr>
</tbody>
</table>
Graduation and Commencement

Degree Registration

A student must be registered in the semester in which the degree is conferred. A fall and spring registration will satisfy the registration requirement for the following September graduation. A student must be registered in the spring semester for May graduation and in the fall semester for January graduation. If the student is not currently registered in the term in which they intend to graduate, a Maintenance of Candidacy fee in the amount of a one credit hour tuition charge is assessed.

Application for Degree

Applications for degrees must be received by the Registrar’s Office according to the following schedule:

<table>
<thead>
<tr>
<th>Degree Award Date</th>
<th>Application for Degree Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>October 1</td>
</tr>
<tr>
<td>May (University Day)</td>
<td>February 1</td>
</tr>
<tr>
<td>September</td>
<td>July 1</td>
</tr>
</tbody>
</table>

To apply for the degree online through Banner:
- Log into the portal: [http://portal.lehigh.edu](http://portal.lehigh.edu)
- Click the Banner icon
- Select STUDENT SERVICES
- Select STUDENT ACADEMIC RECORDS
- Select GRADUATION APPLICATION

Should any dates fall on a weekend, the following Monday is considered the deadline. Degree applications filed late will incur a fee of $50.

Program for Masters Degree

The program for master’s degree is used to set forth only the courses and credits that will be declared for the degree. Students should not list prerequisite courses or courses that do not count towards degree requirements on this form. In-progress courses should be listed on the form with the grade blank.

Students must obtain their advisor’s signature on the form and submit it to the graduate associate dean’s office, RBC 190, for signature and final processing.

Ph.D. students
- File the Application for Degree online
- Contact the Graduate Programs Office at 610-758-5280 to schedule an individual consultation regarding graduation requirements.

Clearance

Prior to the awarding of a degree, graduate students must receive clearance from the University. In particular, the following obligations must be satisfied:

- Students must be certain that they have completed all coursework for any incomplete grades that they have received. Grades must be received in the Registrar’s Office no later than the Tuesday before the Degree Award Date.
Theses and dissertations must be cleared by the appropriate authority. Theses are cleared by the Registrar’s Office while dissertations are cleared by the Graduate Programs Office;

Financial obligations must have been met. Tuition, fees, bookstore charges, library fines, and motor vehicle fines must all be paid prior to graduation;

All library books and keys must be returned;

The interdepartmental clearance sheet must be completed. This form requires the signatures of the Associate Dean, the Bursar and Facilities Services before it is submitted to the Registrar at least three days prior to graduation.

All course transfer requirements must be complete

The Clearance Form requires the advisor’s signature and is submitted to the graduate associate dean’s office for final processing.
Financial Aid

Academic Awards

College-awarded merit financial aid is available to both full-time and part-time regular graduate students in good academic standing. Full-time students are eligible for Teaching Assistantships (TAs), Department Research Assistantships (DRAs), Small Business Development Center (SBDC) Analysts, Graduate Assistantships (GAs) and the college’s Research Assistant Program (RAP). These academic awards are made by the college’s financial aid committee and coordinated by the Graduate Programs Office. In addition, several graduate assistantships unrelated to the college can be obtained by applying to administrative offices on campus such as athletics, development, conference services, the libraries etc. Loans are distributed by the Office of Financial Aid.

Full-time and part-time degree-seeking students in good academic standing are eligible for scholarships, fellowships and the college’s Research Assistant Program.

Associate graduate students and non-degree students are not eligible for college-awarded financial aid.

New and continuing students who request fellowships, scholarships, DRAs, TAs, or GAs for the upcoming fall semester must file a financial aid request with the Graduate Programs Office no later than January 15. Calls for continuing student applications are made February 1. Students who receive awards may receive tuition remission and/or a stipend. International students applying for TA and GA positions must earn a satisfactory score on Lehigh University’s TOPSS test in order to maintain their eligibility for TA positions. Tuition remission for qualified TAs is authorized by the graduate associate dean as part of the registration process.

Students receiving tuition remission in the form of fellowship, assistantship, scholarship (including the Presidential Scholarship) or employee benefit must pay additional costs associated with on-line courses. The cost per student for online courses is posted in the GRAD CBE tab of the portal. Students who do not pay the fee before the first day of class will be dropped from the course.

MBA Scholarships may not be applied to distance courses.

The Financial Aid Committee in the College of Business and Economics include both faculty and administrative representatives. The committee makes recommendations for the recipients of these awards based on merit and special skills. Students are not required to submit a financial statement.

Fellowships and Scholarships

Scholarships and fellowships are made to graduate students who demonstrate superior qualifications and performance. There are three types of awards: (1) scholarships that consist of credit hour awards to be applied towards tuition; (2) college and university fellowships that provide both stipend and credit hour awards for tuition; and (3) fellowships that have been designated by a donor for students in a particular discipline. Award type may be limited by the program in which the student is enrolled.

Teaching and Departmental Research Assistantships

Teaching Assistants (TAs) play a vital role in the College by assisting full-time faculty members in conducting basic undergraduate courses. Duties may vary by assignment and may include, but are not limited to, classroom teaching of recitation sections, grading, preparing exams, quizzes and homework assignments and conducting office hours. Departmental Research Assistants (DRAs) assist in research and help faculty perform tasks such as data collection and analysis, statistical modeling, and literature surveys.
TAs and DRAs must be regular full-time students and are required to work approximately 20 hours per week during the academic semester, including exam periods. Compensation for assistantship duties includes tuition remission awards up to nine (9) credit hours each fall and spring semester and a stipend that ranges from $14,000 to $18,100 per academic year. TAs/DRAs may not register for more than 10 credit hours per semester. If the academic award is for 9 credits per term, the student must pay for the 10th credit. A Ph.D. student who is a TA/DRA during the preceding academic year will receive preference for, but not be entitled to, a maximum of three credit hours of course credit in the following summer depending on budget limitations, satisfactory work and academic performance.

TAs/DRAs must make normal progress toward their degree and must complete nine (9) credit hours of coursework each semester with satisfactory grades. All students must maintain a 3.0 GPA at all times while working as a TA/DRA. If a student is not able to complete all coursework within the semester, a note from the academic advisor or the course instructor should be sent to the Associate Dean with an estimate of the completion date.

TAs/DRAs must also demonstrate satisfactory performance in their duties. Evaluations from the supervising professor and academic advisor as well as classroom and student evaluations will be used to measure satisfactory performance.

Any TA or DRA not demonstrating satisfactory academic performance and/or satisfactory performance of their assistantship duties will either be placed on probation for one semester or face immediate suspension from the assistantship program.

All incoming international students and new TAs whose native language is other than English are required to undergo an English testing process upon arrival to Lehigh. The incoming proficiency test measures student’s ability to write, listen and speak at a level that is necessary for success at Lehigh. In accordance with Pennsylvania state law, all international TAs must achieve passing scores on the University’s Test of Presentation and Speaking Skills (TOPSS) test. International students who do not perform well on tests may be required to undergo English training, which would be taken concurrently with their regular courses.

The TOPSS test is administered by the ESL Program. Visit the ESL website for test information at http://global.lehigh.edu/esl/testing

**Graduate Assistantships**

Graduate Assistants (GAs) in the college assist full-time faculty with grading, class preparation, individual student assistance, etc. Compensation is dependent on assigned duties and ranges from five (5) to nine (9) credits of tuition remission per semester and a stipend of up to $10,300 per academic year for masters students, and up to $18,100 for Ph.D. students. GAs are required to work 15 to 20 hours per week and may not register for more than 10 credit hours per semester.

**College Research Assistantship Program**

The college’s Research Assistant Program provides students the opportunity to work with faculty and their research projects. Students are permitted a maximum of two (2) positions under this program. Calls for student applications are made each July for the coming academic year or April for summer positions. Students work 5 hours per week in two of three terms that include the summer, fall semester, and spring semester and are paid a stipend of $2,575 per position. This program is open to both full-time and part-time degree-seeking regular students.
Scholarships

Part-time students may apply for partial scholarships. Scholarships are awarded based on a combination of need, merit and community involvement. A copy of the employer’s tuition reimbursement plan or a letter from the employer stating that no tuition reimbursement is available must be submitted along with the College’s Financial Aid Form. Continuing students will receive notification to apply online after the start of the spring term but before February 1. An estimate of the number of credits to be completed in the following academic year is also required. Continuing students must submit the completed Financial Aid Form by February 15 to be considered for a scholarship in the following academic year.

Scholarships are not automatically renewed and students must reapply each year for scholarships. Some scholarships are for one year only and will not be extended.

Small Business Development Center - Business Analysts and Graduate Assistants

Business Analysts (BAs) in the Small Business Development Center (SBDC) provide management assistance and consulting services to SBDC clients. BAs perform needs assessments and diagnosis to market research, financial statements, and business plan development. Business Analysts are required to work 20 hours per week, and there are additional hours available during non-class periods. Potential Business Analysts must interview for the position and have U.S. work experience. International students are generally ineligible for these positions.

Business Analysts receive a stipend and are awarded a nine (9) credit tuition waiver per semester. Opportunities for summer employment exist for these positions.

Graduate Assistants (GAs) in the Small Business Development Center may work 10 hours a week and receive tuition remission and a stipend.

Health Insurance Plan and Subsidy

Access to good insurance is essential for the health of our students. To this end, the University has established a subsidy program to help eligible graduate students pay for sickness and injury insurance and a payroll deduction option to help students who wish to avoid one large payment (see below for deadlines). The subsidy program is an integral part of the University’s commitment to providing our graduate students with a quality insurance program.

The subsidy program is offered to students who meet all criteria listed below on the payment subsidy date:

1. Full time or certified full time graduate student
2. Receiving assistantship or fellowship payments through the university payroll system
3. Have paid their Lehigh injury and sickness insurance premium in full or are signed up for payroll deduction of premiums

For 2014-15, the annual premium for student only coverage will be $1997. The University will provide a subsidy of $993.50 for the 2014-2015 year, thus, the out-of-pocket cost for individual coverage will be $1003.50. Eligible students will receive a subsidy payment of $496.75, minus the appropriate taxes for each semester during which they qualify. The subsidy will be paid at the end of each semester (with the December 15th and May 15th paychecks). NOTE: If your paychecks stop before these dates, you will not be able to receive the subsidy.

The University’s insurance broker is University Health Plans http://www.universityhealthplans.com. Due to the drastic changes that have been occurring in the insurance industry and in an attempt to provide affordable insurance coverage to our graduate students, the University no longer offers coverage for dependents. In order to help those students that require dependent coverage explore the dependent coverage available, University Health Plans will maintain a website that will list insurance companies that may provide coverage for dependents.
Students enroll in the University Health Plans insurance program by submitting to the Bursar:

1. a completed application for the insurance plan
   http://www.universityhealthplans.com/brochures_pdf/LehighEnrollment1415.pdf  AND

2. payment (check, cash, MasterCard, VISA, AMEX, proof of an approved pending loan, or payroll deduction form http://www.lehigh.edu/~inctr/docs/gradstudent_injury_sick_deduction.doc) before September 9, 2014 (annual 2014/2015 coverage or coverage only for fall 2014 semester) and January 23, 2015 (coverage only for spring 2015 semester for new students).

Subsidy payments are automatically paid to all eligible students each semester and require no application forms. All relevant forms are also available at the Bursar’s Office.

**Parental Leave Policy**

The overarching goal of this policy is to help funded graduate students maintain full-time status and the continuity of their funding. A secondary goal is to help departments ensure the continuity of effort for graduate students with assistantships, especially with respect to teaching responsibilities. An assistantship is financial aid, not employment. This policy states the University’s position on helping its graduate students, as they become parents, to strike a balance between personal or family responsibilities and the responsibilities associated with their program of study.

A student (either the mother or the mother’s partner) who expects the birth of a child or plans the adoption of a child should consult with her/his adviser and work supervisor (e.g., department chairperson, department manager, research principal investigator) and make appropriate arrangements for the anticipated absence from the assistantship assignment. The University’s policy is to not interrupt an assistantship for a parental leave up to 5 weeks, during which time the student is excused from the duties associated with the assistantship.

The student taking the parental leave must be the child’s primary caregiver. Accordingly, if both parents are graduate students, each is entitled to the parental leave for a period during which he or she is the primary caregiver, but the leaves cannot be simultaneous. In all cases, the parental leave must be taken within six months of the child’s birth date or the adoption date.

The student’s department or work supervisor may apply, through the Standing of Graduate Students committee, to the Provost’s Office for a Parental Leave Grant (PLG). The PLG equals the student’s assistantship pay during the parental leave, and is to be used to compensate another student or other students for carrying out the duties of the student who is on leave (typically the case for a teaching assistant). If no other student will be paid and the work stops during the leave, no grant will be made available (this might be the case for some graduate assistantships).

A research assistant funded by a sponsored research grant may be eligible for continuation of support under the terms and conditions of the research grant. If no such support is available, the student’s department may apply for a PLG to take the student temporarily off the research assistantship and continue his or her pay during the leave regardless of whether the research grant pays another student to carry out the duties of the student who is on leave.
Office of Financial Aid

Students may apply for Stafford Loans thru the Office of Financial Aid, 27 Memorial Drive West, (http://www.lehigh.edu/financialaid) 610-758-3181. These funds are awarded using both the Free Application for Federal Student Aid (FAFSA) and the Lehigh University Graduate Financial Aid application. The Office of Financial Aid is also required to obtain information on all previous federal student loan borrowing from any other college(s) attended, as well as an indication that there are no prior defaults on educational loans or refund due the government for overpayment of federal aid. To do this, Lehigh will depend on the information that will be displayed on the Student Aid Report (SAR), which will be obtained from the National Student Loan Data System (NSLDS) filing the FAFSA. This is a federal requirement.

Associate graduate students are classified as non-degree and are not entitled to borrow at the graduate student loan level. It may be possible to borrow as a fifth year undergraduate on a prorated basis. An Office of Financial Aid Loan Coordinator will advise associate graduate students on their borrowing limits.

A brief summary of loan options is provided in the table on the following page. Additional literature and forms are available from the Office of Financial Aid.
<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>Need Based</th>
<th>Forms Needed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Stafford Loans:</td>
<td>(No)</td>
<td>FAFSA <a href="http://www.fafsa.gov/">http://www.fafsa.gov/</a></td>
<td>These are loans made to students attending at least half-time (minimum of 6 credits per term with the exception of summer terms and the minimum is 3 credits.) Another exception to this rule is when a student has been certified full time by their department. A graduate student can borrow up to $20,500 a year. One can receive the maximum yearly Stafford Loan amount over two semesters or after the completion of 18 credit hours. Although these are the loan maximums, a student cannot borrow more than the cost of education minus any other financial aid received.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University Financial Aid Application <a href="http://www.lehigh.edu/~info/forms/13_14/14_Graduate_Student_Aid_Application.pdf">http://www.lehigh.edu/~info/forms/13_14/14_Graduate_Student_Aid_Application.pdf</a></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Student IRS tax form, all schedules and W-2’s</td>
<td></td>
</tr>
<tr>
<td>Graduate Plus Loans</td>
<td>No</td>
<td>All documentation for the Stafford loan as students must have used Stafford Eligibility before applying for this loan</td>
<td>Graduate and professional degree students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other financial assistance received. This includes any other loans or financial assistance awarded by the department of study. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate/Professional PLUS loan.</td>
</tr>
<tr>
<td>Alternative loans</td>
<td>No</td>
<td>University Financial Aid Application <a href="http://www.lehigh.edu/~info/forms/13_14/14_Graduate_Student_Aid_Application.pdf">http://www.lehigh.edu/~info/forms/13_14/14_Graduate_Student_Aid_Application.pdf</a></td>
<td>These loans are applied for and approved by lenders. Loans are credit based. After approval of the loan it is certified by the Financial Aid Office. Student may borrow up to the cost of attendance.</td>
</tr>
<tr>
<td>Federal College Work-Study (FWS)</td>
<td>Yes</td>
<td>FAFSA <a href="http://www.fafsa.gov/">http://www.fafsa.gov/</a></td>
<td>These awards are first offered to undergraduates, and are available to graduate students only if funds are available. Job listings and pay scale information are available on the financial aid website, <a href="http://www.lehigh.edu/financialaid">www.lehigh.edu/financialaid</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University Financial Aid Application <a href="http://www.lehigh.edu/~info/forms/13_14/14_Graduate_Student_Aid_Application.pdf">http://www.lehigh.edu/~info/forms/13_14/14_Graduate_Student_Aid_Application.pdf</a></td>
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<tr>
<td></td>
<td></td>
<td>Student IRS tax form, all schedules and W-2’s</td>
<td></td>
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</tbody>
</table>
Degree Programs and Requirements

Degrees Offered by the College of Business and Economics

- Master of Business Administration (M.B.A.)
- M.B.A. and Educational Leadership
- M.B.A. and Engineering
- M.S. Accounting and Information Analysis
- M.S Analytical Finance
- M.S. Economics
- Ph.D. Business and Economics

Academic Standards and Grades

Minimum Academic Standards

Graduation requirements mandate that a student receive no more than 12 credits with grades less than B-. Grades below C- will not count towards graduation. Grades of D or below are considered failing grades. Students with more than 12 credit hours of grades below B- in 200 level and above courses will not be permitted to continue in their program. Pass-fail registration is not permitted for graduate students. More stringent standards may be applied by an individual program.

Grades

Course grades and their weightings are as follows: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), F (0).

Graduate Grade Point Averages (GPA)

Scholastic requirements for graduate students are expressed in terms of the cumulative grade point average (GPA), the weighted average of grades. The cumulative GPA is computed at the end of each semester and at the end of the second summer session.

Students enrolled in the programs listed below must maintain a cumulative GPA of 3.0. A student will be placed on academic probation if the cumulative GPA drops below 3.0. If a student earns a semester GPA of less than 3.0 while on academic probation, the student will be dismissed from the program to which he or she was admitted. A cumulative GPA of 3.0 is required for graduation.

The Graduate Programs Office calculates an internal CBE Graduate GPA to assess whether the student satisfies the 3.0 GPA requirement for remaining in good standing and to determine whether the student is eligible for graduation from College of Business and Economics graduate programs.

The following rules apply to the CBE’s graduate GPA used for these two purposes.

- The grade point average applies to course work that counts towards the degree program.
- The 3.0 GPA requirement is in effect for the following programs:
  - MBA
  - MBA and Engineering (CBE course work only)
  - MBA and Educational Leadership (CBE course work only)
  - M.S. Accounting and Information Analysis
  - M.S. Analytical Finance
  - M.S. Economics
  - Ph.D. in Business and Economics
• When a CBE Graduate Program allows 300-level Lehigh courses to count toward the graduate program, the CBE’s graduate GPA calculation includes grades in those courses. Such courses could be taken while a graduate student or be transferred from the student’s undergraduate Lehigh record, when permitted by the graduate program.
• The CBE’s graduate GPA calculation does not include grades in prerequisite or background courses, regardless of level. While these courses are not factored into the CBE’s Graduate GPA, students must attain passing grades in them as outlined in their admission letters or in their program descriptions in order to progress into their master’s program course work.

The University's Registrar computes and displays a cumulative graduate grade point average on the student’s transcript. The Registrar’s GPA includes grades in all courses taken in the semester that a graduate student matriculates into a graduate program at Lehigh University and beyond, regardless of level and whether those courses count toward a particular graduate program. When differences between the CBE’s Graduate GPA and the Registrar’s graduate GPA appear, the CBE’s graduate GPA determines whether the 3.0 requirement for good standing or graduation is satisfied.

Withdrawal from a Course

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

University Withdrawal

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

Incompletes

An "incomplete" grade of "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 which justify the use of the "N" grade. If the instructor feels that the use of 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" for any incomplete work unless he or she has informed the class in writing at the beginning of the course of a substitute method of determining the parenthetical grade.

A graduate student has one (1) calendar year to remove incomplete course grades unless an earlier deadline is specified by the instructor. After one year, the N grade will be converted to an F and the N(grade) will be converted to the parenthetical letter grade. Incomplete grades may be extended an additional year with the approval of the course instructor and the graduate coordinator. After two years, outstanding incomplete grades will be converted to an F or the parenthetical mark. After two years, students may appeal to the Committee on Standing of Graduate Students (SOGS) with a timeline and plan for completion. Parenthetical grades are not required for thesis or research courses. Thesis or research project "N" grades may remain beyond one year until the work is completed.

A student’s grade that was originally assigned an N grade when converted or computed will be noted with an "*" asterisk prefix.
Absent from the Final Exam

The grade "X (grade)" indicates absence from the final examination when all other course requirements have been met. The grade in parentheses is determined by including an "F" in the grade calculation for the missing final exam. The "X" grade may be removed by a make-up examination if the absence was for good cause. To be eligible for a make-up examination, a graduate student must file a petition, and the petition must be approved by the Graduate and Research Committee. The instructor schedules and administers the make-up exam. Parenthetical grades are not required for thesis or research courses. If the "X" grade is not removed, it will remain "X(F)" forever.

The "Z (grade)" indicates both absence from the final exam and an incompletion of one or more other course requirements. The instructor calculates the parenthetical grade using an "F" for the final examination and an "F" or a substitute method of calculation for the incomplete work. The "Z" grade may be removed by the procedures described above for the removal of the "X" grade. Graduate students have one calendar year to complete all coursework unless an earlier completion deadline is specified by the instructor. "Z" grades which are not removed remain on the records of the graduate students. All petitions for exceptions are sent to the Graduate and Research Committee. Parenthetical grades are not required for thesis or research courses.

A student’s grade that was originally assigned an X or Z grade when converted or computed will be noted with an “*” asterisk prefix.

Academic Progress

A student will be placed on academic probation if the cumulative GPA drops below 3.0. If a student earns a semester GPA of less than 3.0 while on academic probation, the student will be dismissed from the program to which he or she was admitted. A cumulative GPA of 3.0 is required for graduation.

Readmission

Graduate students who have been dropped for poor scholarship are ineligible to enroll for the next regular (fall or spring) term. After one term away they may petition for readmission. The department and the dean’s office must review the petition. If approved, the student will be readmitted on probation and may be dropped again with any additional grades below a “B-”.

Adequate Academic Progress

The College of Business and Economics (CBE) employs more stringent academic standards than the university in terms of the academic performance of its graduate students. Students failing to meet CBE standards will be placed on probation or dismissed for poor scholarship. In addition, graduate students in the CBE must also continue to make adequate academic progress. Adequate progress is expected of students seeking degrees, non-degree students taking focused coursework toward subsequent admission to an academic program, and students seeking a Lehigh University certificate.

To ensure graduate students in CBE academic programs make adequate progress in those programs, the faculty of the program in which a student is enrolled will review that student’s progress to determine if the student is making adequate progress. Program faculty committees making these decisions shall consist of no fewer than 3 faculty members connected with the program. If, in the judgment of the program faculty, a student is not making adequate progress, the program faculty may vote to bar that student from registering for further coursework in the CBE, or drop the student from the program. In cases where a student is non-degree, such a vote to drop shall have the effect of barring that student from taking further coursework in that academic program, unless (1) that student is subsequently admitted to a CBE academic program and (2) such coursework is required by the student’s subsequent program of study.

The CBE monitors the academic performance of each student for adherence to the college’s academic standards. A review of adequate academic progress would occur at the end of each semester or as needed alongside the academic performance review. Additional events that may trigger an adequate progress review include, but are not limited to:
• A graduate student carrying two or more ongoing incompletes in non-research courses,
• A graduate student withdrawing from the same course more than once,
• A graduate student withdrawing from more than three required courses in a program of study,
• A graduate student failing to complete non-course program requirements in a timely fashion,
• Any CBE faculty member or instructor requesting such a review.

In making decisions about adequate progress, program faculty shall take into consideration a student’s situation. To this end, program directors may request that students clarify the reasons and/or provide evidence behind their failure to make adequate academic progress.

Right of Appeal

Students that feel academic program faculty have erred in (1) barring them from further coursework in the CBE (2) dropping them from the program in which they were enrolled, or (3) barring them from taking non-degree coursework in that academic program, have the right of appeal. Such students may petition to the University’s Standing on Graduate Students (SOGS) committee for review of the matter. The petition process is outlined in the CBE’s Graduate Student Handbook.

Degree Registration

A student must be registered in the semester in which the degree is conferred. A summer or fall registration will satisfy the registration requirements for the following September. Students must be registered in the spring term for May graduation and the fall term for January Graduation. A "Maintenance of Candidacy” fee, equal to one credit hour of tuition, will be assessed to students who are not registered in the term their degree is to be conferred.
Master’s Degree Requirements

Multiple Graduate Degree Credit Requirements

Students pursuing multiple graduate level degrees must meet minimum unique degree credit-hour requirement of courses taken at Lehigh. A single master’s degree requires a minimum of 30 credits (see transfer credit policy for any exceptions); a single doctoral degree requires a minimum of 72 credits or 48 for a student with a prior master’s degree. A student seeking two master’s degrees will be required to take at least 60 credits at Lehigh, but may petition to transfer in credits towards the first master’s degree. No credit used for a master’s degree may be counted towards reducing the 48 unique Lehigh credit-hour minimum for a doctoral degree. No graduate credit may be counted towards two graduate level degrees.

Time and Registration Requirements

The Master’s degree is granted to properly qualified students who complete satisfactorily at least two full semesters (30 credit hours) of advanced work. Candidates for the Master’s degree have six (6) years in which to complete their programs. The time in which to complete the degree begins when the student first registers for courses. Students should confer with their advisors to be certain that specific department and program course requirements are met.

Program for Master’s Degree

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

Each candidate for the Master’s degree must complete the form, "Program for Master’s Degree", setting forth the courses proposed to satisfy the degree requirements. This program must have the approval of the program advisor and the graduate associate dean by February 1 for May graduation, July 1 for September graduation, or October 1 for January graduation.

The minimum program for the Master’s degree includes:

- Not less than 30 semester hours of graduate work;
- Not less than 18 credit hours of courses numbered 400 or above (24 credits for Master of Science in Accounting and Information Analysis program. MBA students must take all courses at the 400 level);
- Not less than 18 hours in the major field of which 15 hours must be 400 level.

The Master’s degree is not granted unless the candidate has earned grades of "A" or "B" in at least eighteen hours of the work in his or her program and in all 300 level courses.

No course in which the grade earned is less than “C-” is credited toward the degree.

Students entering into a degree program offered by the College of Business and Economics in 2014-2015 are required to have a cumulative grade point average of 3.0 in all courses used toward the Program for Master’s Degree in order to qualify for graduation.

No courses at the 300-level or below may be used toward the MBA requirements. All courses credited towards an MBA degree must be numbered 400 or above.
**Transfer Credits**

A maximum of six (6) credit hours may be transferred from an AACSB International (The Association to Advance Collegiate Schools of Business) accredited program to a Lehigh University Master’s Program. A petition must be submitted to the Graduate Programs Office in the College of Business and Economics along with course descriptions, an official transcript and the recommendation of the department chairperson, the advisor and the graduate associate dean. All courses must be assigned a grade of “B” or better to be eligible and must have been completed within 4 years prior to graduate study entry at Lehigh University. The credits may not have been submitted as part of the requirements for any previous degree.

The Master of Science in Accounting and Information Analysis program does not permit transfer courses.

**Thesis and Comprehensive Exams**

Candidates for Master’s degrees other than the MBA may be required to submit a thesis or report based on a research course of at least three (3) credit hours or to pass a comprehensive examination given by the major department. The department will specify which of these requirements applies and may specify both. If required, the thesis may not count for more than six credit hours, and thesis registration is limited to a maximum of six credit hours. The credit to be allowed is fixed by the chairperson of the major department.

If the thesis or research project involves human subjects, the student must complete the university human subjects review packet and receive written approval from the Institutional Review Board.

All approved thesis/dissertations copies must be submitted by the appropriate deadlines in electronic form by following the procedures and guidelines found on the LTS Web site URL [http://libraryguides.lehigh.edu/etdadmin](http://libraryguides.lehigh.edu/etdadmin). Please contact the Graduate Programs Office for further clarification.

The thesis must be prepared according to the rules outlined in Thesis and Dissertation Guidelines in this Handbook. The thesis must be approved by the thesis advisor and the department chairperson. Students submit their approved thesis to the Registrar no later than approximately three weeks before the degree award date using the online submission system found at [http://www.etdadmin.com/lehigh](http://www.etdadmin.com/lehigh). Check the official University Calendar in the front of this handbook for the exact date. A binding and microfilming fee must be paid to the Bursar, and the Bursar’s receipt must be presented along with a copy of the thesis title page and abstract including original signatures to the Registrar. Questions about the thesis submission process should be directed to the Office of the Registrar.

**Master of Science in Accounting and Information Analysis Program (MSAIA)**

All MSAIA students must schedule an interview with the program director before beginning their course of study. The purpose of this meeting is to plan the coursework that the student will take throughout the program.

**Regular Students**

The Master in Accounting and Information Analysis program allows up to six credit hours of 300-level accounting courses with a grade of at least ‘B’ to be used toward the graduate degree. These courses include 300-level courses taken as an undergraduate not needed for a degree, major or concentration, and other approved 300 level accounting courses taken as a graduate student.

Students desiring to use 300-level accounting courses taken as an undergraduate (maximum of two) toward satisfying the MSAIA degree requirements must complete a petition specifying those courses. The petition should be submitted to the Graduate Programs Office after being signed by the program director and must be presented at the BEGINNING of the course of study, normally during the initial planning meeting with the director.

Students must maintain a 3.0 GPA. The courses included in the calculation of the GPA are those that will be used to satisfy the degree requirements.
Associate Students

Associate Students must petition for regular student status upon the completion of nine (9) credit hours of courses used to satisfy the requirements for the MSAIA degree. The petition must specify each 300-level accounting course (maximum of two) that will be used to satisfy the degree requirements. The petition is to be signed by the program director and submitted to the Graduate Programs Office. If more than nine (9) credit hours were rostered, the petition will be evaluated on all completed courses that will be applied toward the MSAIA degree except transferred undergraduate courses.

Financial Aid

There are eight to ten Department Research Assistantships for MSAIA students within the College of Business and Economics. RAs assist faculty with research projects. Compensation may include up to ten (10) credit hours of tuition per academic year and a stipend.

Graduation Audit

Prior to their last semester of course work, students must make arrangements for a degree audit with their program director. The audit will be completed and the forms will be provided by the program director and academic advisor along with instructions for return. Graduation audit forms must be approved by the associate dean before they are sent to the Registrar. A late fee is assessed to students who do not apply for graduation according to the dates specified by the Registrar’s Office.

Master of Science in Economics

The Master of Science in economics program requires a minimum of 30 credit hours (usually ten courses) of study. It is possible to complete this 30-credit-hour program in one calendar year by taking four courses in each of the fall and spring semesters and two courses during the summer. Other students, however, may require three semesters to complete the degree, depending on their backgrounds. Most students take either 3 or 4 courses per term. Students who are serving as half-time GAs or TAs (working 20 hours per week) are allowed to take no more than 3 courses. Students for whom English is not their native language are also usually advised to take no more than 3 courses per term. Notice that “full-time” status is defined as at least 9 credit hours.

There are five required courses in the program: ECO 402 Managerial Economics; ECO 412 Mathematical Economics; ECO 415 Econometrics I; ECO 417 Advanced Macroeconomic Analysis; and ECO 447 Economic Analysis of Market Competition. Students who have previously taken any of these required courses elsewhere may be able to waive them and substitute another appropriate course. Please see the M.S. advisor in such a case.

For the remaining (elective) courses, the department offers a number of graduate (400 level) courses each semester. Students may also be allowed to select from certain advanced undergraduate (300 level) courses. Some students choose to write a master’s thesis, which can carry 6 hours of credit toward the degree. Finally, with the permission of the M.S. advisor, students may take certain courses offered in some other departments, such as Finance, Mathematics, Political Science, and International Relations. Such courses should have some economics focus or applicability to economic research for them to be credited toward an economics degree. In all of the above cases, prior approval must be given by the M.S. advisor.

There are normally two graduate assistantships (GAs) offered to M.S. Economics students. These assistantships are awarded competitively and carry with them a stipend and partial tuition remission in return for working 20 hours per week as assistants to professors in various undergraduate economics courses.
Doctor of Philosophy Degree Requirements

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

Time and Registration Requirements

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

Graduate work done in residence in other institutions may be accepted in partial fulfillment of the time requirements, provided that such work is approved by the Graduate and Research Committee and by the department concerned.

All post-baccalaureate work toward the doctorate must be completed within ten years. A student beginning doctoral coursework after an elapsed period of at least one semester after the Master’s degree has been conferred is granted seven years in which to complete the doctoral program.

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

Full-time students working toward the doctorate normally register for a minimum of nine (9) credit hours per semester. If the minimum degree registration requirement of 72 or 48 credits is attained prior to formal admission to candidacy (see Admission to Candidacy below), continued registration of at least three credit hours per semester is necessary and the student should file the full-time certification form with the graduate associate dean of the college.

After admission to doctoral candidacy, a student must maintain candidacy by registering at least two times each calendar year (in each academic semester or in one academic semester and one summer session.) After completion of the minimum registration requirement plus any additional requirements of the student’s department or program, registration is permitted for “Maintenance of Candidacy”. The tuition charge is one (1) credit hour.

Full time status must be certified by the associate dean if the student registers for less than 9 credit hours per term.

Concentrated Learning Requirement

Each doctoral degree candidate must satisfy Lehigh’s concentrated learning requirement. The requirement is intended to ensure that doctoral students spend a period of concentrated study and intellectual association with other scholars. Either two (2) semesters of full-time academic study or 18 credit hours of graduate study, either on campus or off campus, within a fifteen month period must be completed. Individual departments may impose additional stipulations, and candidates should check with their advisors to be certain that they have satisfied their residence requirements.

Language Requirements

Language requirements for the Ph.D. are the option of and in the jurisdiction of the candidates’ departments. Since proficiency in a language is not a University requirement, each department decides which languages, if any, constitute part of the doctoral program.
Program Requirements

The Ph.D. program consists of an integrated curriculum that focuses on several fields of study, including Health Economics, Labor Economics, Industrial Organization, and Applied Econometrics. Core courses in economic theory and econometrics are taken during the first academic year and summer, followed by comprehensive examinations in microeconomic theory and econometrics. During the second academic year students take a three field course sequence. Prior to the conclusion of the second academic year students must declare a primary field of study in either Health Economics, Labor Economics, Industrial Organization, or Applied Econometrics, and take a field examination after the conclusion of second year coursework. (In the case of the Industrial Organization field, the field examination may be delayed one semester due to course availability). Secondary fields of study will be granted in the other two areas subject to successful completion of the second year coursework. The first and second year course curriculum is mandatory. However, students may request to pursue a secondary field in an area that is not supported by formal coursework in the Department of Economics through either directed readings, or courses offered in other departments. Such requests must be made 30 days in advance of the start of the second academic year, and must be approved by the Ph.D. Program Director. Approval of study in other secondary fields does not necessarily release a student from any of the second year course requirements.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Economic Core Curriculum</th>
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</thead>
<tbody>
<tr>
<td>ECO 412 Mathematical Economics (3)</td>
<td>ECO 417 Advanced Macroeconomic Analysis (3)</td>
</tr>
<tr>
<td>ECO 413 Advanced Microeconomic Analysis (3)</td>
<td>ECO 414 Advanced Topics in Microeconomics (3)</td>
</tr>
<tr>
<td>ECO 415 Econometrics I (3)</td>
<td>ECO 416 Econometrics II</td>
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<tr>
<td>ECO 463 Topics in Game Theory (3)</td>
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</tbody>
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<table>
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<tr>
<th>Year 2</th>
<th>Field Courses (choose 3 course sequences)</th>
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</thead>
<tbody>
<tr>
<td>ECO 455 Health Economics I (3)</td>
<td>ECO 466 Health Economics II (3)</td>
</tr>
<tr>
<td>ECO 440 Labor Economics I (3)</td>
<td>ECO 441 Labor Economics II (3)</td>
</tr>
<tr>
<td>ECO 464 Applied Econometrics I (3)</td>
<td>ECO 465 Applied Econometrics II (3)</td>
</tr>
<tr>
<td>ECO 447 Industrial Organization I (3; currently Economic Analysis of Market Competition)</td>
<td>ECO 456 Industrial Organization II (3; currently Industrial Organization; may be taught in Year 3)</td>
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<tr>
<th>Year 3</th>
<th>Empirical Project</th>
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<tr>
<td>Elective (3) or ECO 456</td>
<td>ECO 493 Doctoral Pre-Dissertation Research Project (1-9)</td>
</tr>
<tr>
<td>ECO 493 Doctoral Pre-Dissertation Research Project (6)</td>
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<tr>
<th>Year 4</th>
<th>Dissertation</th>
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<tbody>
<tr>
<td>ECO 499 Dissertation (1-9)</td>
<td>ECO 499 Dissertation (1-9)</td>
</tr>
</tbody>
</table>
Comprehensive and Field Examinations

Doctoral students must pass written comprehensive examinations in microeconomic theory and econometrics as well as an examination in their major field of study. In the event of a failure, a single re-examination privilege will be permitted per examination. The objective of the comprehensive examinations is to ascertain the student’s readiness to independently pursue professional development and research in the areas of specialization. Since the comprehensive exams integrate the material covered in multiple courses and as well as all prerequisite material for these courses, they are broader in scope than a composite of questions from the individual course finals.

There are two comprehensive examinations that must be taken after the first year of study. One examination is in microeconomic theory and the other is in econometrics. The exact date and time of both exams is determined by the Department of Economics. The examination in microeconomic theory is based primarily on the material covered in ECO 413, ECO 414, and ECO 463, while the examination in econometrics is based primarily on ECO 415 and ECO 416. In addition, the exams encompass all prerequisite material for these courses as well as mathematical concepts and techniques covered in ECO 412. The comprehensive examinations in both microeconomic theory and econometrics are generally administered at the end of the summer between 1 - 2 weeks apart.

An examination in the student’s primary field of specialization must be taken after the second year of study. The exact date and time of the exam is determined by the Department of Economics. This examination is based on the material taught in the corresponding field course sequence as well as all prerequisite material for these courses and any supplemental readings assigned by the faculty members administering the exam. Both the comprehensive and field examinations are generally three to four hours in length.

After the end of the second year, all doctoral students face the following requirements whether or not they have completed the core requirements and passed their field examination:

Interim Advisor

Prior to the beginning of their third academic year, students must obtain an interim advisor whom they shall retain until candidacy (when the interim advisor either becomes or is replaced by the student’s dissertation advisor). It is the responsibility of the student, with the help of the Ph.D. Director, to find an interim advisor. While students are encouraged to discuss their research interest with faculty early, not all faculty members will necessarily be available to serve as a student’s interim adviser. In particular, a faculty member with an already heavy advising load is not expected to take on further students. Students may change interim advisors at any time with the approval of the Ph.D. Director provided they have found a replacement. However, change of advisor will not be acceptable as an excuse for failure to complete any of the following requirements on time unless explicitly approved by the Ph.D. Director.

Third Year Empirical Project and Presentation

As a condition for advancement to candidacy, a student must submit a paper suitable for publication in a scholarly journal. This requirement gives training in the integration of theoretical and econometric tools and ensures that students become familiar at an early stage with research practice in their fields of study.

The Third Year Paper must consist of original research in a topic discussed with and approved by the interim advisor. Previously written original papers may be used as the basis for this paper if approved. However, since the standards will be higher than, say, for second-year empirical papers, substantial improvement will be expected in such cases. The paper may be in any area, and the ideas explored in it will often be the genesis of at least one paper in the thesis, but may be a self-contained paper that is unrelated to the dissertation.

The paper should be written in a professional style and format. Students are advised to read published articles on empirical topics, paying close attention to how articles are organized, how data are described, and how results are presented. The format of the paper should be consistent with standards commonly used in economics. Students submit one copy to their advisor and one copy to the Graduate Programs Coordinator. The Ph.D. Director will assign a faculty member to be the second reader of the paper. If the third year paper research involves human subjects, all
research procedures and instruments must be approved by Lehigh University’s Institutional Review Board (IRB) prior to the involvement of the subjects.

The due date for the paper will be at the end of the third year of study on the day determined by the interim advisor. If the paper is submitted by the due date and either reader feels that it is unsatisfactory, the student will be given one opportunity to revise the paper and resubmit it for re-evaluation. If a paper is submitted late, the Department does not guarantee that the readers will evaluate and return comments to the student in time for the paper to be revised, should it be judged unsatisfactory. A student failing to meet these requirements will be placed on academic probation and must submit a satisfactory paper in order to continue in the Ph.D. program.

**Third Year Paper Presentation:** Each student must present a scheduled workshop based on his or her third year paper. Although this presentation may be made before the paper is complete, it must consist of an essentially complete discussion of the topic and results of the paper. Students are responsible for scheduling their own presentations and should sign up early in the term for a scheduled time.

**Admission to Candidacy**

With the help of the interim advisor and the Ph.D. Director, the student names the faculty members of the doctoral dissertation committee, a special committee formed to guide the student through the conception and execution of the Ph.D. dissertation. The committee is responsible for assisting the student in formulating a dissertation topic, submitting a suitable dissertation proposal, overseeing progress in research, and evaluating the completed dissertation. At least four (4) faculty members are appointed to the committee; one must be a member of an outside department.

A student’s doctoral dissertation committee chair must be a faculty member in the College of Business and Economics and must be approved by the Department of Economics.

**Oral Defense of the Dissertation Proposal**

Under the direction of the chairperson of the doctoral committee, the student will prepare a dissertation proposal describing in detail the intended project for his or her dissertation. This proposal will be presented in a workshop attended by the committee and other interested faculty members and graduate students. Unless specified otherwise by the chairperson, all committee members must receive the finalized proposal document for review at least two weeks prior to the workshop date. The purpose of the proposal defense is to ensure that the student has the preparation and resources necessary to complete the proposed dissertation in a timely manner, to encourage the student to think through the proposed research project at an early stage in the process, and to elicit helpful comments from others. Upon completion of the proposal workshop, the committee will determine whether the student has passed the proposal defense and will sign the necessary forms.

**Forms Access:**

- Log into the portal [http://portal.lehigh.edu](http://portal.lehigh.edu)
- Click the GRAD CBE tab
- Locate the Academics Channel
- Click the link Ph.D. – Candidacy and Dissertation

One re-examination will be permitted if the student fails to adequately defend the dissertation proposal. A doctoral student should apply for admission to candidacy immediately after the successful completion of the dissertation proposal defense. The "Application for Admission to Candidacy for the Ph.D." should be submitted during an interview with the associate dean to ensure that all requirements of candidacy have been met. Forms for admission to candidacy and guidelines for writing the dissertation are available in the Graduate Programs Office and in the portal as listed above.
If the dissertation research involves human subjects, all research procedures and instruments must be approved by Lehigh University’s Institutional Review Board (IRB) prior to the involvement of the subjects.

Dissertation and Defense

Ph.D. candidates are required to write a dissertation prepared under the direction of the chair of their doctoral committee. The dissertation must treat a topic related to the candidate’s primary field of specialization, embody the results of original research, give evidence of high scholarship, and constitute a significant contribution to knowledge in the field. Furthermore, all or part of the dissertation should be of publishable quality.

The dissertation must be prepared following the rules outlined in the "Thesis and Dissertation Guidelines" section below. At the time the student submits the dissertation draft to the Graduate Programs Office, the candidate must submit additional information including a commencement announcement and the Survey of Earned Doctorates. A complete list of items required is available in the Graduate Student Portal, GRAD CBE tab. Upon return of the draft from the Associate Dean, the student should distribute copies of the draft to the members of the doctoral committee for review and suggestions for revision. The candidate then schedules an oral dissertation defense.

Acceptance or rejection of the dissertation is decided by a vote of the dissertation committee, following a formal defense of the dissertation by the candidate. The Dean’s Office must be notified in writing at least seven (7) days in advance of the final dissertation defense. In addition, unless specified otherwise by the chairperson of the doctoral committee, all committee members must receive a finalized copy of the draft dissertation for review at least two weeks prior to the dissertation defense date. The dissertation defense is open to all members of the University community. At the end of the defense, members of the student’s doctoral committee sign the Report on the Doctoral Dissertation Examination form voting “passed” or “not passed”. Passing the defense requires signatures from a majority of the student’s committee. After the dissertation has been defended and revised accordingly, the student must go to the university’s online dissertation submission website: http://www.etdadmin.com/lehigh. There the student will create a login ID and password and submit their written dissertation online. A formatting guide and submission guide with simple instructions can be found under the “Campus Resources” link on the site. Should the student have any questions regarding the submission process they may contact the ProQuest Help team that is available through the site or contact the Graduate Programs Office at 610-758-5280. Once the student has completed all steps in the submission process and submitted their work, the College will be notified electronically that the work is ready for review. If revisions are needed the student will be notified electronically to log back into the system and make the necessary changes. If the work is suitable for publishing the student will again be notified electronically that their work has been accepted. Along with the online submission there are additional items that must be completed and submitted directly to the Graduate Programs Office. These items include:

- A copy of the title page and abstract;
- Written dissertation signature sheet with all committee member’s original signatures;
- Original completed Report on the Doctoral Dissertation Examination (from the dissertation defense);
- A receipt from the Bursar for payment of the microfilming fee ($90);
- Additional forms given to the student at the time he/she submitted the dissertation draft (includes Survey of Earned Doctorates, Commencement Program Information form).

Final approval of the dissertation must be conferred by the Dean’s Office in the College of Business and Economics. The College of Business and Economics requires that the dissertation be completed within five years after passing the comprehensive examinations.
Thesis and Dissertation Guidelines

Complete Proquest publishing guidelines may be found here:

The thesis or dissertation must conform to the following:

- All straight text is to be double spaced on one side of paper. Double-sided is not acceptable. Quotations, if more than a few lines in length should be indented from margins and single spaced. Footnotes, tabulations, formulas, etc., should likewise be single spaced.

- A left-hand margin of at least 1-1/2 inches shall be allowed for binding. The other margins shall be at least one inch wide. Margins on illustrations, tables, graphs, etc., shall conform to the above. Page numbers should be at the center bottom without violating the 1-inch margin in typed form, not handwritten. Figure numbers and titles should be placed at the bottom of the page. It is recommended to manipulate each margin by .1” or .2” to ensure correct margins with the final thesis or dissertation.

- Illustrations, tables, graphs, etc., shall be consecutively numbered, so that they may be readily referred to in the context. Figures and tables placed sidewise on the page must be outward facing (facing to the right). The lettering and numbering on graphs and other illustrations shall be typed. Only the major coordinate rulings should appear on graphs.

- A Table of Contents, giving at least the chapter headings, with page numbers, must be prefaced to the thesis or dissertation. If the thesis or dissertation contains a significant number of tables, figures, and plates, they shall be listed as List of Figures or List of Tables. This list will normally follow the list of chapter headings. Check to be sure that the titles on the actual figures, etc., agree with those listed.

- An abstract is to be prepared which will summarize the main findings and conclusions of the thesis or dissertation. As much as possible, the abstract should contain information, not merely an outline of the work done.

- Each thesis or dissertation must have a “vita” or appendix giving a short biography of the candidate. This shall include the place and date of birth, names of parents, institutions attended, degrees (with dates) and honors, titles, or publications, teaching or professional experience, and other pertinent information. The vita must be the last page of the document.

- Samples of the title page and signature sheet for the thesis and dissertation appear following the end of this section.

- The material of the complete thesis or dissertation shall be arranged and numbered as follows:
  - o the title page (which is page i but is not numbered)
  - o copyright page (which is page ii)
  - o blank certificate of approval (iii)
  - o acknowledgments (if any)
  - o the table of contents
  - o list of tables (if any)
  - o list of figures (if any)
  - o list of illustrations (if any)

   - NOTE: Roman numeral pagination ends here

  - o an abstract (arabic numeral 1)

   - NOTE: Arabic numeral pagination starts with the abstract at page 1 and is continued in consecutive order to the last page of the thesis or dissertation.
  - o the main text of the thesis or dissertation including footnotes, tables and figures
  - o list of references cited
  - o any appendices
  - o the “vita” or brief biography (last page)

- The PDF upload is limited to a file size of 100MB and supplementary files are limited to 10MB.
• No source or object computer program is to be incorporated into the thesis or dissertation. Instead, these should be included in an appendix or submitted through the online submission system as a supplemental file. Proper credit should be given for use made of other programs.

• The pages of the entire thesis or dissertation, including illustrations, tables, graphs, appendices, and references, shall be numbered as indicated above. It is important that every page (except the title page, as noted above) be numbered. There is no other way for the bookbinder or microfilm operator to restore the proper sequence if the pages become separated.

• There are several referencing styles that can be used in listing books, articles, reports, unpublished materials, and public documents, etc. in your set of references. The student’s advisor should be consulted on the appropriate style used in the department. It is important consistency with one style be maintained throughout your thesis or dissertation.
SAMPLE TITLE PAGE FOR THESIS

(Title of Thesis)

by

(Your Name)

A Thesis
Presented to the Graduate and Research Committee
of Lehigh University
in Candidacy for the Degree of
Master of Science

in
Name of Program

Lehigh University

(Month and Year Degree will be awarded)
SAMPLE THESIS SIGNATURE SHEET

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

__________________________________
Date

__________________________________
Thesis Advisor

__________________________________
Co-Advisor (if any)

__________________________________
Chairperson of Department
SAMPLE TITLE PAGE FOR DISSERTATION

(Title of Dissertation)

by

(Your Name)

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

in
Name of Program

Lehigh University

(Month and Year degree is awarded)
SAMPLE APPROVED DISSERTATION DRAFT
SIGNATURE SHEET

Approved and recommended for acceptance as a dissertation draft.

_______________________
Date

_______________________
Accepted Date

Committee Members:

_______________________
Dissertation Advisor

_______________________
Committee Chair
or other Committee Member
Approved and recommended for acceptance as a dissertation in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

_______________________
Date

_______________________
Dissertation Advisor

_______________________
Accepted Date

Committee Members:

_______________________
Name of Committee Chair

_______________________
Name of Committee Member

_______________________
Name of Committee Member

_______________________
Name of Committee Member
Graduate Student Resources

Office of the Vice President and Associate Provost for Research and Graduate Studies

The Office of the Vice President and Associate Provost for Research and Graduate Studies
http://research.cc.lehigh.edu/ champions and supports the creative work of faculty and students. The office works to contribute to a healthy academic environment for original scholarship characterized by rich exchange among disciplines.

Graduate studies at Lehigh play a vital role in helping to train our next generation of leaders and scholars. In concert with the colleges, the office provides support and direction for graduate programs to ensure that graduate students receive a distinctive experience during their time at Lehigh and are prepared to make valuable contributions through their work before and after graduation.

Graduate and Research Committee

The Graduate and Research Committee (http://www.lehigh.edu/coursecatalog/graduate-studies-organizations.html) forms policies and regulations on graduate education and makes recommendations on 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 action regarding academic and non-academic matters, the Graduate and Research Committee will schedule hearings for individual graduate student grievances. Students may petition via the Associate Dean 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 Graduate and Research Committee.

The Graduate and Research Committee 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 from the College of Education; plus the college deans, the registrar, the vice provost for research, the director of the office of research, two non-voting graduate student members, and a member of the student senate.

Graduate Student Life

The Office of Graduate Student Life http://gradlife.web.lehigh.edu/is a division of Student Affairs. Its mission is to make Lehigh a hospitable place that is engaging, inspiring, and supportive for graduate students. The office is staffed by a full time director and offers resources for graduate students including:

- Orientation (general university)
- Women’s Exchange Luncheons
- Appreciation Week
- Dissertation Writing Boot Camp
- Professional Development Seminars
- Grad-Only Yoga
- Tuesday at 10 Coffee Hour
- Liaison to Deans and Support Services
Additional Services

• Free Photocopying up to 10 pages
• Lowest Price Fax ($0.50 per page)
• Computer Cluster
• Campus Phone
• Sign-ups for events and discounted Zoellner Arts Center (ZAC) tickets
  http://www.zoellnerartscenter.org

The Graduate Student Center houses the Office of Graduate Student Life and the Graduate Student Senate and is located at 217 West Packer Avenue, Packer House; phone 610-758-4722.

Graduate Student Senate

The Graduate Student Senate (http://www.lehigh.edu/~ingss/) is comprised of representatives from each academic department. The council represents the academic student community on issues relating to graduate programs and graduate student life at Lehigh. It provides a forum for discussion with University officials and committees, allowing graduate students to voice opinions directly in open meetings and through representatives at University Committee meetings.

Graduate students are selected by the Graduate Student Senate to serve as non-voting members of the Graduate and Research Committee and the Educational Policy Committee. Graduate students may also serve on other committees discussing graduate student issues.

The Senate plans social events, trips, and seminars and disseminates information to facilitate communication among graduate students.

Graduate students can easily access information relating to Senate-sponsored events and graduate student issues by checking the Senate’s website at http://www.lehigh.edu/gss or by calling the Graduate Student Center 610-758-4722, or by visiting the office in Packer House. The Graduate Student Senate maintains the Graduate Student Center which is available for use by all graduate students. The center’s hours of operation are published each semester in the graduate student newsletter and on the Graduate Student Senate’s website, http://www.lehigh.edu/gradlife/.

The Graduate Student Center also serves as a distribution center for information of interest to graduate students. Students may post notices about apartments for rent, roommates wanted, and items for sale. To reserve the facilities or request other information, contact the Center.

MBA Association

The MBA Association is open to all current Lehigh MBA students. The Association sponsors social activities to generate networking and community among MBA students, and hosts career networking opportunities and speaker events.

President: Andrew Greenspan ang612@lehigh.edu
International Students and Scholars

Office of International Students and Scholars (OISS)

The mission of the Office of International Students and Scholars (http://global.lehigh.edu/oiss) is to provide regulatory and transitional services and support for the international community. OISS cultivates and promotes cross-cultural understanding by working with other Lehigh departments and units to organize social and cultural programming events. By serving as resources for the Lehigh and local community, OISS promotes international educational exchanges amongst all Lehigh students. OISS represent Lehigh on all immigration-related matters, serving as Lehigh’s liaison to federal government agencies to provide professional immigration and visa advice to the Lehigh community.

OISS is located in Coxe Hall, 32 Sayre Drive, phone 610-758-4859.

English as a Second Language (ESL)

The Mission of the ESL Program at Lehigh University is to:

- Foster the internationalization of Lehigh University’s student body through programs that increase diversity.
- Support Lehigh’s graduate and undergraduate international recruitment goals and admissions standards.
- Assess the English language proficiency of all incoming international students to help ensure that they are successful in their programs and meet or exceed Lehigh University’s standards of academic excellence.
- Help international students navigate and adapt to life at Lehigh University and to the rigors of the American university system.
- Promote learner autonomy and language skills development through guided instruction that incorporates best practices of pedagogy and assessment.
- Facilitate international students’ proactive engagement with American culture and society.
- Maintain ESL program consistency and excellence through an ongoing commitment to professional development of faculty and staff.

The English as a Second Language Program (ESL) (http://www.lehigh.edu/~inesl/home/frameset.htm) offers academic semester and yearly courses for enrolled undergraduate and graduate students and their families. In addition, academic support is provided for ESL students through free individual and small group tutoring and conversation groups; through an academic resource center housing books, tapes, and computer programs; and through low cost language enrichment courses. For more information, contact: ESL—Coxe Hall, 32 Sayre Drive, (610-758-6099). inesl@lehigh.edu.
Student Services

Library and Technology Services

The exponential growth and increasing sophistication of information technology offers new and exciting opportunities for enhanced teaching, learning, and research. At Lehigh University, our 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. Joining with the campus community, Library & Technology Services aspires to move Lehigh University to a whole new level as a premier residential research university, internationally recognized for research excellence and a distinctive student experience.

Library Facilities and Collections

Lehigh University has two major library facilities (http://library.lehigh.edu/), 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, most of them in electronic format.

The Fairchild-Martindale Library contains books, journals, newspapers, audiovisual 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 historic Linderman Library, extensive renovated, is 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.

Computing

Library & Technology Services provides computing services to all university departments and research centers, serving the needs of students, faculty and administrative users. More than 400 workstations are distributed across campus for convenient use by Lehigh students at more than 20 public computing sites. A list of on-campus computing facilities is available at http://mediaclassrooms.sites.lehigh.edu/public/sites.php. Public computing and printing facilities are available in the Rauch Business Center, bottom floor.

A list of all student services is available here http://lts.lehigh.edu/services/audience/students

College of Business and Economics LTS Support Team

The College of Business and Economics (CBE), jointly with Library and Technology Services (LTS), is dedicated to providing the highest possible level of resources and support to ensure productivity for faculty, staff and students. The team conducts the technology portions of the CBE graduate student orientations. Information on the team’s members and services may be found at http://lts.lehigh.edu/about/college-business-and-economics-support-team

Library and Technology Services Phone Numbers

LTS HELP Desk 610-758-4357
Linderman Library, Circulation 610-758-3030
E.W. Fairchild-Martindale Library, Circulation 610-758-3070
Career Services

Lehigh’s Career Services Office [http://careerservices.web.lehigh.edu/](http://careerservices.web.lehigh.edu/) located in the Rauch Business Center Suite 484, is open Monday to Friday from 8:15 a.m. to 4:45 p.m. during the academic year as well as during the summer months. Graduate students are welcome to use the office’s extensive career resources, including the electronic job posting and on-campus interviewing system (called LUCIE), critiquing services, alumni networking database, workshops and seminars, career fairs, and individual counseling appointments to develop effective career planning skills and job search strategies. An aggressive programmatic effort occurs early in the fall and spring semesters to prepare students for the heaviest recruiting seasons. Career Services works in close partnership with the College of Business and Economics, the Office of Graduate Student Life, the Office of International Students and Scholars, and the English as a Second Language Department in designing programs to meet the diverse needs of Lehigh graduate students.

Career Services Library

Research is a necessary part of exploring majors and careers. The Career Library ([http://careerservices.web.lehigh.edu/node/59](http://careerservices.web.lehigh.edu/node/59)) contains a wide collection of books and publications on the subjects of career planning, career fields and employers, graduate and professional schools, and employer brochures. Information is also available on: internships, summer jobs, opportunities for minorities, national and international opportunities, and other topics. Students may work with counselors to determine which resources would be most helpful for their needs or just walk in and browse. The Career Services Library is located in the Rauch Business Center. An appointment is not necessary to use the library.

On-Campus Interviews

Lehigh maintains an active on-campus recruiting system with over 300 employers visiting to interview undergraduate as well as graduate students. A schedule of interview dates, employer information sessions, and other Career Services programs can be found on the LUCIE system [https://lu.experience.com/experience/login](https://lu.experience.com/experience/login). On-campus interviewing information and information about other Career Services programs can also be found in the Career Services weekly electronic newsletter, called “Career Services Weekly.” The Career Services Weekly newsletter will be sent to students via email when classes are in session.

Workshops, Seminars, Networking Events and Individual Consultations

The Career Services office assists all students planning careers and seeking employment or other plans after graduation. Workshops cover: strategic resumes and cover letters; preparation for traditional and behavioral interviews; presenting oneself at a job fair; methods to mastering basic networking strategies; and more. Staff members are also available by appointment for private consultation. Students are encouraged to schedule an appointment early in their programs and to take advantage of the wide variety of assistance offered by the office. Additionally, multiple networking events are held regularly throughout the academic year.

International Students

Special programs and workshops are provided just for international students. As mentioned above, the staff works closely with the Office of International Students and Scholars (OISS) 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 in the United States or in other countries. All students seeking internships as well as full-time positions must meet with OISS to complete the necessary requirements for interning or working in the US.
Health Services

The Student Health and Wellness Center http://studentaffairs.lehigh.edu/health/, located in Johnson Hall, 36 University Drive, offers health services to the entire student population: undergraduate and graduate, full and part-time, resident, and commuting students. Phone 610-758-3870.

Services

The center provides acute and ongoing care and offers a host of services, including routine examinations, immunizations, lab services, gynecological examinations and contraceptive counseling. A wellness room with over-the-counter medications, and relaxation room with massage chairs are available.

The Health Center staff can treat most medical and minor surgical and orthopedic problems. Allergy shots and immunizations can be administered. Gynecological services are available by appointment. There is a registered nurse in attendance with a physician available on call in the evening and on weekends.

Costs

Most services provided by the Health Center are offered free of charge. A list of fee-based services is here: http://studentaffairs.lehigh.edu/content/policies-resources

Insurance

The Student Health and Wellness Center recommends ALL students be covered by health insurance to cover services that may not be available at the Health Center.

Lehigh University sponsors a low cost insurance plan designed to complement the services offered at the University Health Center. Information about this plan is available through the Bursar's Office at 610-758-3160 or by visiting University Health Plans, Inc. http://www.universityhealthplans.com/. The Bursar's office mails information about the plan to students each summer.

Students who are already covered by health insurance need not purchase the University sponsored plan. The Health and Wellness Center does recommend that students and parents check with their health insurance plan regarding (out of area) coverage benefits and need for referrals. Families may wish to supplement their student's insurance with the University sponsored plan.

Students who miss the cutoff date for enrollments must wait until the next academic semester to purchase insurance through Lehigh.

Expenses covered include costs for several services not available at the Health Center such as x-rays, certain laboratory studies, consultant fees, and medications not stocked by the Health Center. Hospital expenses are also covered.

Graduate students are expected to carry some type of insurance and are urged to check with their existing insurance plans. If their insurance needs are not covered, they may consider purchasing the university-sponsored plan. The Health Center’s services, however, are available to all registered graduate students whether or not they participate in the University’s insurance plan. TA’s and GA’s are awarded a credit to help cover the cost of health insurance.

International graduate students are required to purchase health insurance. They may purchase Lehigh’s plan for graduate students or show proof of purchase of another plan equal to or more comprehensive than Lehigh’s plan. They may not register without proof of the purchase of health insurance.
University Counseling and Psychological Services

The University Counseling and Psychological Services (UCPS) ([http://studentaffairs.lehigh.edu/counseling](http://studentaffairs.lehigh.edu/counseling)), located on the top floor of 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 then released only with informed consent.

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 additional sessions. Whereas some concerns will be met best within a one-to-one relationship, 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 minority communities. Graduate students with cross-cultural, minority, and gender concerns or questions are invited to seek assistance.

By invitation, UCPS psychologists are available to present lectures, workshops, training sessions, or lead discussion groups on a wide variety of topics relevant to the life and experiences of graduate students. The staff also advertises programs which are directly sponsored by the service, and these programs are generally available on an “as space permits” basis.

Residential Services

The Office of Residential Services ([http://www4.lehigh.edu/housing](http://www4.lehigh.edu/housing)) provides graduate students with living accommodations at Lehigh University. Option one is the Saucon Village Apartment Complex, located on the Murray H. Goodman Campus, houses single/married graduate students. Option two is Packer House, located on the Asa Packer Campus, which houses single graduate students only.

Housing requests are filled according to the order in which applications are received. Please note that graduate housing accommodations are limited so apply early.

The University’s bus service ([http://www.lehigh.edu/~inubs/parking/routes.shtml](http://www.lehigh.edu/~inubs/parking/routes.shtml)) 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.

Residential Services phone: 610-758-3500.
On Campus Living Accommodations

Rates effective September 1, 2014

<table>
<thead>
<tr>
<th>Packer House</th>
<th>Monthly Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Bedroom</td>
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<tr>
<td>Large Bedroom</td>
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<table>
<thead>
<tr>
<th>Saucon Village</th>
<th>Monthly Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiency</td>
<td>$560.00</td>
</tr>
<tr>
<td>One Bedroom</td>
<td>$660.00</td>
</tr>
<tr>
<td>Two Bedroom without A/C</td>
<td>$710.00</td>
</tr>
<tr>
<td>Two Bedroom with A/C</td>
<td>$720.00</td>
</tr>
<tr>
<td>Three Bedroom</td>
<td>$730.00</td>
</tr>
</tbody>
</table>

Off-Campus Housing

Helpful information about how to choose an apartment and sign a lease is available in “Before You Sign: Your Guide to Off-Campus Living.” [http://www.lehigh.edu/~inrsd/offcampus.html](http://www.lehigh.edu/~inrsd/offcampus.html). Lehigh University is partnered with [Places4Students](https://www.places4students.com/index.aspx) to help students search for off-campus housing. Students who are looking for roommates can connect with other students on the Roommate Forum [https://www.places4students.com/Student/Register.aspx](https://www.places4students.com/Student/Register.aspx).

Religious Activities

Religious activities at Lehigh are under the supervision of the University Chaplain [http://www.lehigh.edu/~incha/missionstatement.htm](http://www.lehigh.edu/~incha/missionstatement.htm). The Chaplain's Office is located in The Dialogue Center, 661 Taylor Street. The office is open from 8:00 a.m. to 4:30 p.m. Appointments with the Chaplain may be scheduled by calling 610-758-3877.

The University Chaplain provides a ministry of service and hospitality to the religiously diverse community at Lehigh University. The Chaplain responds to a variety of needs that arise in the university, working with students, faculty and staff to build up a positive sense of community. The Chaplain provides a community resource for raising values issues and addressing moral concerns in a variety of forums, both on and off campus; and the Chaplain’s Office provides a focal point for religious activities on campus.
Student Identification Cards

University ID cards [http://www.lehigh.edu/~inluid/benefits.shtml](http://www.lehigh.edu/~inluid/benefits.shtml) are issued to all graduate students upon verification of registration. A validated ID card entitles a student to use of the libraries, free admission to certain university-sponsored activities, and use of athletic facilities.

Students may obtain an ID card at the ID Card Office in the Christmas-Saucon Annex (Bldg. 14A) or through submission of a digital photo. Information for photo submissions can be found in the GRAD CBE portal tab, under the Campus and Facilities channel or through the ID Card Office’s website.

For additional assistance regarding your student ID, please contact:

Identification Card Office, Christmas-Saucon Hall
14A East Packer Avenue
Bethlehem, PA 18015
Phone: 610-758-LUID (5843)
Email: inluid@lehigh.edu

Transportation and Parking Services

Parking Services

All vehicles operated or parked on Lehigh property, either regularly or temporarily, must be registered with the Parking Services office and must display a valid parking permit. Visitors may park at a parking meter or the Zoellner Arts Center parking garage without displaying a permit or obtain a permit from the Parking Services Office to park elsewhere.

Commuter permits are available for purchase to any graduate student enrolled full or part-time, living off campus.

Research assistants, graduate assistants, and teaching assistants may purchase an RGT permit. A limited number of these permits are issued in a given year.

Fees, regulations and forms are available at [http://www.lehigh.edu/~inubs/parking/index.shtml](http://www.lehigh.edu/~inubs/parking/index.shtml)

Transportation Services

The Transportation and Parking Services department offers these transportation services:

- Campus Bus Service [http://www.lehigh.edu/~inubs/parking/routes.shtml](http://www.lehigh.edu/~inubs/parking/routes.shtml)
- Rental Vehicles [http://www.lehigh.edu/~inubs/parking/vehicleinfo.shtml](http://www.lehigh.edu/~inubs/parking/vehicleinfo.shtml)


Child Care Center

Students may utilize the services of the Lehigh University Child Care Center [http://www.lehigh.edu/~inluccc/index.html](http://www.lehigh.edu/~inluccc/index.html) located on the Murray H. Goodman Campus, More House, 5 Duh Drive. Hours of operation are 7:30 Am to 5:30 PM, Monday through Friday. The Center serves children ranging in age from 6 weeks through kindergarten.

LUCC Director: 610-758-5437
Emergency Information

At Lehigh, nothing is more important than the safety and well-being of our campus community members. A variety of security measures are already in place throughout campus, including a 24-hour locked door policy, access cards for entry into residence halls, exterior emergency phones throughout campus, security screens, well-lit walkways and a safety escort service and bus service among residence halls and academic buildings from dusk until dawn.

The university also has in place comprehensive plans and a process to respond to emergency situations.

Campus safety is a shared responsibility and all members of the Lehigh Community are strongly encouraged to play an active role.

University Police

The campus police maintain their headquarters in Johnson Hall, Room 221 and can be reached at 610-758-4200 twenty-four hours a day.

LU Alert

LU-ALERT is an important emergency message notification system that enables Lehigh administrators to send a short mobile text alert to all students, faculty and staff who have subscribed to the service. The text messages will only be sent out in cases of imminent danger, or when an emergency situation will impact a significant number of people.

All members of the campus community are strongly encouraged to register and the process takes only a few minutes. To sign up, enter your Lehigh user ID and password and then follow the provided instructions to complete registration http://www4.lehigh.edu/emergency/prepared/default.aspx

Call Boxes

Call boxes with blue lights are located around the campus. Pushing the emergency button will provide a direct connection to the campus police. Students may also use the dialing feature to call any campus telephone number.

Adverse Weather Policy

Please contact 610-758-NEWS (6397) or your local radio stations if weather conditions become hazardous, to learn if class schedules have been affected