



College of Business & Economics

Graduate Student Handbook

2005-2006

This Graduate Student Handbook is prepared and issued by the Graduate Programs' Dean's Office of the College of Business and Economics. It is intended to serve as a reference for graduate students and faculty in the College of Business and Economics at Lehigh University. The original source for some of the procedures and policies detailed herein is the Rules and Procedures of the Faculty issued by Lehigh University. The Office of Financial Aid provides information pertinent to financing graduate education. The University reserves the right to change at any time, the rules governing admission, tuition and fees, the granting of degrees and other regulations affecting graduate students. Academic rules and regulations for each program may be more stringent than the minimum University standards.

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University and College Procedures

Admissions

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

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 a 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 may be admitted as regular, associate, or non-degree status.

Regular Graduate Students

Only regular graduate students are candidates for advanced degrees. The materials required for admission as a regular graduate student include the following:

- 1) completed application form;
- 2) official transcripts for all post-secondary education;
- 3) official test scores (GMAT for all MBA and MS in Accounting and Information Analysis students - GMAT or GRE for all other programs);

- 4) A minimum of two (2) years of full-time professional work experience is required for the MBA Program;
- 5) two (2) letters of recommendation from employers or faculty members;
- 6) personal essay;
- 7) resume; and,
- 8) \$60 application fee.

Under no circumstances will the application fee be waived. Prospective students whose native language is not English are required to submit Test of English as a Foreign Language (TOEFL) scores. A minimum score of 600 is required by university standards for the paper-based and 250 for the computer-based test but individual programs may have higher standards.
Only complete applications will be processed.

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

- 1) have an undergraduate grade point average (GPA) of at least 2.75 out of 4.0;
- 2) have an average of at least 3.0 for the last two semesters of undergraduate study;
- 3) have scores above the 75th percentile on the GMAT or GRE;
- 4) have a graduate GPA of at least 3.0 on a minimum of twelve credit hours of graduate work at other institutions;

- 5) have successfully completed the probationary conditions as an associate graduate student as described below.

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

Application Deadlines

Full-time Students

Fall Semester Only - May 1

Part-time Students

Fall Semester - July 15

Spring Semester - December 1

Summer Session I - April 30

Summer Session II - May 30

Associate Graduate Students

Prospective graduate students 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 can only be granted associate student status. Applicants for associate student status may submit unofficial transcripts, and 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 (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.

Official transcripts are required before the end of the first semester or grades earned during the semester will not be released to the student

and further registration will be prohibited.

Individuals submitting 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 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 must complete their probationary period with at most one grade of "C", "C+" or "B-". All other grades must be "B" or better to continue registering for courses. A grade of "C-" or below is a failing grade and will result in the student being dropped from the program. More stringent academic requirements may be imposed at the discretion of the Graduate Admissions Committee. MBA students must attain 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 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 any college-based financial aid.

Application Deadlines for Associate Students

Application deadline is two weeks prior to the first day of class for both full-time and part-time students.

Non-Degree Students

Students wishing to complete a certificate program or who want to take a course or two, may apply as non-degree students.

Non-degree students must meet all of the requirements of the course and will receive official grades. Non-degree students are only permitted one grade of "C", "C+", or "B-". All other grades must be "B" or better to continue registering for courses. A grade of "C-" or below is considered a failing grade and will result in the student being dropped from the program.

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 use 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 as non-degree status in the College of Business and Economics.

Application deadline for Non-Degree Students

The deadline for applying as a non-degree student is one week prior to the first day of class.

Readmission

A student who has not been registered in a Lehigh graduate program for a continuous period of three (3) years must petition for readmission. Petitions must be approved by the 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

Students of Lehigh University, who are within a few hours of meeting the requirements for a baccalaureate degree may, with the special approval of the associate dean and the instructor, enroll for a limited amount of work for graduate credit. However, since the MBA Program requires professional work experience, only Graduate Economics and Accounting courses may be taken in the College of Business and Economics. Lehigh undergraduates may apply course credits taken as an undergraduate toward a graduate degree under the following conditions:

- 1) the course credits may not have been submitted as part of the requirements for a previous degree;
- 2) courses must be at the 400 level. A grade of "B" or better must be attained;
- 3) a maximum of six credit hours of 400 level coursework taken while an undergraduate may be used in a Master ' s degree program.

Graduate Student Orientation

semester.

The College provides the opportunity for students to meet the faculty, administrative personnel, and other new students during a Graduate Student Orientation.

In addition, Graduate Student Life offers a general student orientation and mandatory Teaching Assistants' (TA) training during the week prior to the start of classes in August. Information can be obtained at <http://www.lehigh.edu/gradlife/> or by calling 610/758-4722.

The Office of International Students & Scholars conducts its own orientation program for 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 and includes sessions designed to aid in the acclimation process. It is held the week before classes begin in August. For additional information visit <http://www.lehigh.edu/~intl/> and/or Email: Intl@lehigh.edu.

Registration

Schedule Limitations

All graduate students using Lehigh University resources and facilities must be registered. A full-time graduate student (no employment) may register for a maximum of fifteen (15) credit hours each semester. Graduate students who are full-time employees of the university may not take more than six (6) credit hours of graduate work in any one semester. Half-time graduate student employees of the university (teaching assistants and research assistants) may not take more than ten (10) credit hours of graduate work in any one

Graduate students under contract to devote not more than one-third of their time to university employment may take a maximum of twelve (12) credit hours in any one semester. The maximum registration in a summer session is six (6) credit hours.

Full-time Status

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

Full time status for a graduate student is important for at least three reasons:

- 1) international students may require full-time status for compliance with visa requirements;
- 2) to be eligible to defer student loans or for student insurance;
- 3) such information is used as input to university and national surveys on graduate programs.

Registration

Registration for graduate students is held for two weeks during the previous term at a time designated by the College. All graduate students are strongly encouraged to register online 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 the appropriate courses and complete their registration online. Graduate students who register during the registration period will receive an invoice in the mail for their tuition and must pay the invoice before the first day of the semester.

Students who do not register during the registration period may register online before the start of classes. Class schedules and registration information are available in the Graduate Programs Office. Several classes have limited class sizes. Students are registered on a first-come, first-served basis.

Full-time 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 sent to all current students. Dates are also available on the Registrar's website at <http://www.lehigh.edu/~inrgs/calendar2.shtml>.

Students receiving financial aid from the College of Business and Economics must have their awards entered on their payment worksheets and signed by the Associate Dean. Students for whom tuition is a Lehigh employee benefit should go to the Office of Human Resources for a signature. Graduate students must pay their tuition bills either in person or by mail at the Bursar's Office *before* the first day of

the semester or be assessed a \$50 late fee. Receipts will be issued upon request.

Auditing a Course

With the consent of the Associate Dean 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, should register for the course at zero (0) credit hours. 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 is the same as for taking the course for credit. Audit of a three (3) credit class would be \$1875 or \$625 per credit during the 2005-2006 academic year.

Pass-Fail Grading

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

Late Registration Penalties

A \$50 late registration fee will be assessed of 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.

Tuition

their area before they elect to pay the technology fee.

Tuition and Fees for 2005-2006

Tuition for the MBA Program, MS-Economics, MS-Accounting and Information Analysis, MS-Analytical Finance, MS-Health and Bio. Pharmaceutical Economics, and Ph.D. Programs for the 2005-2006 academic year is \$625 per credit hour. Tuition for the MBA & E Program and MS in Analytical Finance Program is \$740 per credit hour and the MBA and Educational Leadership tuition is \$560 per credit hour. The charge for an audit in the CBE is \$1875 which is the same as the tuition charge for a three (3) credit course. Tuition is expected to increase on a yearly basis.

Technology Fee

There is a \$120 per semester technology fee assessed to full-time students (nine [9] credits or more or certified as full-time students). The technology fee supports many software and computer services across the university. The technology fee includes:

- 1) Free internet service through FastNet;
- 2) MS Office Professional software suite worth more than \$500 (Word, Excel, Powerpoint, Outlook, Publisher, Access);
- 3) Office for Mac;
- 4) Front Page – Internet Explorer, Image Composer, Gif Animator, Web server;
- 5) Visual Studio Pro 6.0 –Visual Basic, Visual C++, Visual ProFox, etc.

Part-time students may take advantage of these benefits by electing to pay the technology fee. If you have a home computer, it may be very cost effective to have access to this software and the ISP. Students will need to check if FastNet is an available ISP without long distance charges in

Tuition Payment

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

Graduate Students may use a charge card to pay the balance on their account for any of the four semesters. Lehigh accepts Master Card, Visa and American Express. The Bursar's office can take your credit card information over the phone.

Tuition Refunds

Full tuition refunds will be granted for registration cancellations or reductions only when **written notice** is presented to the Registrar **prior** to the fifth day of class. 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. 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.htm>.

Additional Services Provided by the Registrar

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

Living Accommodations

The University maintains a graduate student housing complex in Saucon Valley that has 135 living units. This complex, Saucon Village Apartments, provides units generally on a yearly lease basis. For the 2005-2006 academic year, the monthly rents exclusive of electric are as follows:

Apartment Size	Rental Rate
Efficiency Apartment	\$445
1 Bedroom Apartment	\$525
Small 2 Bedroom Apartment	\$560
2 Bedroom Without Air-Conditioning	\$575
2 Bedroom with Air-Conditioning	\$590
3 Bedroom Apartment	\$600

Warren Square-D is a shared graduate house maintained by the University. Off-campus housing options may be viewed at <http://www.lehigh.edu/gradlife/house.html>.

Other Fees

A schedule of fees relevant to graduate students is as follows:

Application Fee	\$60
Late Registration	\$50
Late Payment	\$100
Late Application for Degree	\$25
Returned Check Fee	\$20
ID Card Replacement	\$10
Thesis Microfilming	\$35
Dissertation Microfilming/Binding	\$60
MBAPlus (3 Credit Course)	\$625

Change of Personal Record Information

Each student is expected to have current

permanent and local addresses and telephone numbers on file in the Registrar's office. Changes to that information should be immediately reported to the Registrar. 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 indulgence on the plea of having moved and, therefore, of not having received the communication.

Name Change

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 for 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.

Graduation

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 requirement for the following September graduation. Students completing their coursework in the summer must have all "N"s (incompletes) removed before the 10th day of class in the fall semester. Students must be registered in Spring for May graduation and Fall for January graduation

Application for Degree

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

Degree Conferral Date	Application Filing Date
University Day (May/June)	March 1
January	November 1

Should any of these dates fall on a weekend, the following Monday is considered the deadline. Degree applications filed late will incur a fee of \$25.

Clearance

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

- 1) Students must be certain that they have completed all coursework for any incomplete grades that they have received. Grades must be **received** in the Registrar's Office no later than the Tuesday before graduation;
- 2) Theses and dissertations must be cleared by the appropriate authority. Theses are cleared by the Registrar's Office while dissertations are cleared by the Associate Dean's Office;
- 3) Financial obligations must have been met. Tuition, fees, bookstore charges, library fines, and motor vehicle fines must all be paid prior to graduation;
- 4) All library books and keys must be returned;
- 5) 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.

Financial Aid

Financial aid is available to both full-time and part-time graduate students. Full-time graduate students are eligible for Teaching Assistantships (TAs), Research Assistantships (RAs), Small Business Development Center (SBDC) Analysts and Graduate Assistantships (GAs), which are academic awards made by a College 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 and work study employment are distributed by the Office of Financial Aid.

Fellowships are awarded for full-time doctoral study only. Scholarships are awarded to both full-time and part-time graduate students.

Associate graduate students are not eligible for financial aid.

Academic Awards

New and **continuing** students, who request fellowships, scholarships, RAs, TAs, or GAs which will begin in the fall semester, must file a Financial Aid Form with the Graduate Programs Office no later than January 15 for all programs. International Students applying for TA and GA positions must have earned a satisfactory score on the TSE (Test of Spoken English) or their applications for financial aid will be ineligible.

Students receiving tuition remission must pay the additional costs associated with on-line courses. The cost per student for the

Summer/fall on-line courses will be \$525 for a 3 credit course and will need to be paid upon registration to the Distance Education Office, 436 Broadhead Avenue Bethlehem, PA 18015. **Students who do not pay the fee before the first day of class will be dropped from the course.**

The Financial Aid Committee in the College of Business and Economics consists of 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.

In addition to their stipends, graduate students holding half-time TA appointments generally receive tuition remission.

Fellowships

These awards are made to doctoral students who demonstrate superior qualifications and performance.

The **Warren-York Fellowship** is awarded to a doctoral student at the dissertation phase of their program. The award consists of tuition remission of up to nine (9) credit hours per semester and an average stipend amount of \$6,000 per semester.

University Fellowships are available for new doctoral students. They are awarded based on merit. The fellowship includes up to nine (9) credit hours of tuition per semester and a stipend of up to \$15,000. Awards are given for up to two academic years. **MBA Scholarships may not be applied to Distance (satellite or**

online) courses.

Teaching Assistantships

There are 13 teaching assistantships in the College of Business and Economics. 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.

TAs 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 TA duties include tuition remission for up to nine (9) credit hours of coursework each semester and a stipend of approximately \$13,100 per year. No TA may register for more than 10 credit hours per semester. A student who is a TA 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 must make normal progress toward their degree and as such must complete nine (9) credit hours of coursework each semester with satisfactory grades. MBA students must maintain a 3.0 GPA at all times while working as a TA. 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 must also demonstrate satisfactory performance in their TA duties. Evaluations from

the supervising professor and academic advisor as well as classroom evaluations will be used to measure satisfactory performance.

Any TA not demonstrating satisfactory academic performance and/or satisfactory performance of their TA duties will be notified in writing that they are on probation the following semester. If performance is still not satisfactory after the probationary semester, the TA will be ineligible for reappointment.

All incoming international students and new TA's 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 addition, all TAs must have a comprehensibility score of 230 or higher on the SPEAK test or 55-60 on the TSE (Test of Spoken English). International students who do not perform well on tests may need some English training to improve their English, which would be taken concurrently with their regular courses.

SPEAK tests are administered by the ESL Program in alternate weeks during the fall and spring and once per month during the summer. Contact the ESL Program (32 Sayre Drive, Coxe Hall, 610/758-6099, email inesl@lehigh.edu) for details and information concerning the SPEAK and orientation test schedules. Or you can visit their website <http://www.lehigh.edu/~inesl>.

Tuition remission for qualified TAs is authorized by the Associate Dean as part of the registration process.

Graduate Assistantships

There are ten (10) Graduate Assistantships in the College of Business and Economics. GAS

within the College assist full-time faculty with grading, class preparation, individual student assistance, etc. Compensation dependent on assigned duties, can be up to nine (9) credits of tuition per semester and a stipend of up to \$10,000 per academic year. GAs are required to work 15 to 20 hours/week.

For GA positions throughout the University, please visit the website for the Financial Aid Office at <http://www.Lehigh.EDU/~infao/>.

Research Assistantships

There are two (2) Research Assistantships for MBA students within the College of Business and Economics. RAs assist faculty with research projects. Compensation includes up to six (6) credit hours of tuition per semester and a stipend of up to \$8,000 per academic year for up to 15 hours of work per week.

Scholarships

Part-time students may apply for partial scholarships. Scholarships are awarded based on merit. 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. Forms can be requested from the Graduate Programs Office by either Email or phone. An estimate of the number of courses to be completed in the following academic year is also required. The completed Financial Aid Form is due in the Graduate Programs Office by January 15 to be considered for a scholarship in the following academic year.

Scholarships are not automatically renewed

and all 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 in the Small Business Development Center (SBDC) provide management assistance and consulting to SBDC clients from 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 of \$5,000/semester less applicable taxes for nine months and are awarded a nine (9) credit tuition waiver per semester. Opportunities for summer employment exist for these positions. Tuition waivers for ten (10) credits per semester are also part of the package.

Graduate Assistants (GAs) in the Small Business Development Center work 10 hours a week and receive tuition remission for nine (9) credit hours per semester and a stipend of \$2,500/semester.

Health Insurance Subsidy

The Health Insurance subsidy program is offered to graduate students who receive assistantship or fellowship payments through the university payroll system. The subsidy for the 2005-06 academic year is \$500 per year or \$250 per semester. This subsidy will cover

70% of the annual premium of \$799 that graduate students will be required to pay for coverage. Students will receive a subsidy payment of \$250, minus the appropriate taxes for each semester during which they meet all three criteria listed below. The subsidy will be paid at the end of each semester (with the December 15th and May 15th paychecks) to those students who meet the criteria at that time. The following criteria must be met by students on the subsidy payment 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.

Applications for the insurance plan can be found at <http://www.universityhealthplans.com> and then click on Lehigh University link. Payroll deduction forms also may be found on the Lehigh University Controller's Office web site <http://www.lehigh.edu/~inctr/index.shtml> under Payroll forms. Brochures and applications are also available in the Bursar's Office.

MBA Loans

"MBA Loans" is a specially designed program to help graduate business students finance their education. Information and application packets are available in the Graduate Programs Office. The loans are administered by the Financial Aid Office.

Office of Financial Aid

Loans and work-study employment are

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

Literature on available loan programs as well as all required forms are available from the Office of Financial Aid or on their website: <http://www.Lehigh.EDU/~infao/>.

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 that 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 Office of Student Conduct and the student judicial system are mechanisms by which the university endeavors to develop in accord with the rules and regulations of the community. When students fail to act in accord with the rules and regulations of the community, the university must hold them accountable for and accept their obligations as citizens of this academic community.”

Chris Mulvihill

Assistant Dean of Students

Director of Judicial Affairs

Lehigh University

When students fail to act in accord with the rules and regulations, the university must hold them accountable for their actions. 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://www.lehigh.edu/~indost/conduct/hbook_4.html. It is the responsibility of all students to make themselves familiar with this code.

Categories of Offenses

Offenses involving academic dishonesty include the following:

- 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 (page 60 under the heading of “University Committee on Discipline” in the Code of Conduct). 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 @ http://www.lehigh.edu/~indost/conduct/hbook_4.html and should be reviewed by all students upon admission to the university.

Degree Programs and Requirements

Degrees Offered

College of Business and Economics

Master of Business Administration (MBA)
Master of Science in Accounting and Information
Analysis
Economics - M.S., Ph.D.
MS in Analytical Finance
MS in BioPhar Economics

Academic Standards And Grades

Grades

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

Minimum Academic Standards

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 C- or below are considered failing grades. Students with more than 12 credit hours of grades below B- in 400 level 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.

Students in the MBA, MS in Accounting & Information Analysis, MS in Analytical Finance, or MS in Economics Programs must maintain a GPA of 3.0 or they will be placed

on academic probation. Students who earn a GPA or less than 3.0 while on academic probation, will be dropped from the Program to which they were admitted. A GPA of 3.0 is required for graduation.

Dropping a Course

A student dropping a course within the first ten days of the semester (five days for summer sessions) will have no record of the course on the transcript. A student dropping all courses for which he or she is registered is considered to be withdrawing from the University. The grading policy for students withdrawing from the University is the same as the withdrawal from individual courses. Students wishing to continue their program after withdrawing should notify the Associate Dean.

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 with the advisor's signature must be submitted to the Registrar's Office before the deadlines noted above to be official.

Incompletes

An "incomplete" grade, "N" is used to indicate that one or more course requirements have not been completed. It is the obligation of the student to explain to the satisfaction of the instructor that there are extenuating circumstances

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.

Graduate students have one (1) calendar year to remove incomplete ("N") course grades unless an earlier deadline is specified by the instructor. Graduate student incomplete course grades which are not removed by the instructor remain as "N" grades on the student's record. Parenthetical grades are not required for thesis or research courses. Thesis or research project "N" grades may remain beyond one year until the work is completed.

Absent from the Final Exam

The grade "X(grade)" is used to indicate absence from the final examination when all other course requirements have been met. The grade in parentheses is determined by including 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)" is used to indicate both absence from the final exam and an incompleteness 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.

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 Spring for May graduation and Fall for January Graduation. A "Maintenance of Candidacy" of one credit hour (\$625) will be assessed to students who are not registered in the term their degree is to be conferred.

Master's Degree Requirements

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:

1) Each candidate for the Master's degree must complete the form, "Program for Master's Degree", setting forth the courses proposed to satisfy the degree requirements. This program must have the approval of the advisor and the Associate Dean by March 1 for May graduation, July 1 for September graduation, or November 1 for January graduation.

2) 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 (MBA students must take all courses at 400 level.);
- not less than 18 hours in the major field of which 15 hours must be at the 400 level

3) 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 on his or her program and in all 300 level courses.

4) No course in which the grade earned is less than "C" is credited toward the degree.

5) MBA, MSAIA and MS Economic students are required to have a cumulative grade point average 3.0 in all courses earned towards the MBA and MSAIA degrees in

order to qualify for graduation.

6) 300 level courses may not 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 university 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 advisor and/or Associate Dean. All courses must be assigned a grade of "B" or better to be eligible. The credits may not have been submitted as part of the requirements for any previous degree.

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.

University procedures must be followed if the thesis or research project involves human subjects (see **Protection of Human Subjects in Research**) or animals (see **Humane Care and Treatment of Laboratory Animals**).

The thesis must be prepared according to the rules outlined in **Thesis and Dissertation Guidelines** which are available in the Graduate Programs Office. The thesis must be approved by the thesis advisor and the department chairperson. One unbound copy of the approved thesis containing an abstract not to exceed 350 words must be filed with the Registrar **at least three weeks** before the degree is conferred. Check the deadlines printed in the University Course Catalog for the exact date. A binding and microfilming fee of \$35 must be paid to the Bursar, and the Bursar's receipt must be presented with the completed thesis at the Registrar's Office.

A non-thesis option exists in certain programs. Students should check with their advisors regarding that option.

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 three or more academic years to resident 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 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. Full-time student status must be certified by the Associate Dean.

After admission to doctoral candidacy, a student must maintain candidacy by registering in both the fall and spring semesters. After completion of the minimum registration

requirement plus any additional requirements of the student's department or program, registration is permitted for "Maintenance of Candidacy". The tuition charge is for one (1) credit hour. Full-time status must be certified by the Associate Dean.

Residence Requirement

Each Ph.D. candidate must satisfy Lehigh's residence requirement. The residence 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 within a twelve 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.

Qualifying Exams

Doctoral students must pass written comprehensive examinations for the economic-theory core material and the two fields of specialization. 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 in the areas of specialization. Since the comprehensive exams integrate the material covered in the field courses, they are broader in scope than a composite of questions from the course finals. Before electing to sit for a comprehensive examination, it is therefore advisable for a student to discuss his or her degree of preparedness with the examining faculty in the chosen field of specialization.

The qualifying examination covering the economic-theory core material must be the first examination passed. This exam will be administered in two parts: a two-hour examination on microeconomics and a two-hour examination in macroeconomics. The macroeconomics exam is normally taken at the end of the first year of full-time study, while the microeconomics exam will be administered in January of the second year. Examinations in the two fields of specialization should be completed by the end of the third year of full-time study. Comprehensive examinations in the fields are generally three to four hours in length.

The field examinations are scheduled for the beginning of the fall and spring semesters. Students should notify the Doctoral Advisor of their intention to sit for an examination at least 30 days prior to the next examination period.

Doctoral Committee

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

four (4) faculty members are appointed to the committee; one must be a member of an outside department.

A student's doctoral committee chair must be a Lehigh Economics faculty member approved by the student's major department. Committee members must be approved by the University's Graduate and Research Committee.

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. 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 paperwork (forms are available in the Graduate Programs Office). One re-examination will be permitted if the student fails to adequately defend the dissertation proposal.

Admission to Candidacy

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.

Dissertation and Defense

Ph.D. candidates are required to write a dissertation prepared under the direction of a Lehigh University professor. The dissertation must treat a topic related to the candidate's principal 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, part or all of the dissertation should be of publishable quality.

The dissertation draft must be submitted to the Associate Dean for inspection at least six weeks before the degree is to be conferred. Refer to the University Course Catalog for the exact date. The dissertation must be prepared following the rules outlined in the "Dissertation Guidelines" (available in the Graduate Programs Office). At the time the student submits the dissertation draft to the Graduate Programs Office, the candidate will be given a set of forms that must be completed and returned with the final dissertation. 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. The dissertation defense is open to all members of the University community.

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.

After the dissertation has been defended and revised accordingly, the student must submit two copies of the dissertation along with the original signature sheet and a Bursar's receipt for the microfilming fee to the Graduate Programs Office at least two weeks before the degree is to be conferred.

Masters of Science in Accounting and Information Analysis Program (MSAIA)

All MSAIA students are to 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

Students desiring to use 300-level accounting courses (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. The petition 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, associates will be evaluated on all completed courses that will be applied toward the MSAIA degree.

Financial Aid

Research Assistantships

There are three Research Assistantships for MSAIA students within the College of Business and Economics. RAs assist faculty with research projects. Compensation includes up to six (6) credit hours of tuition per semester and a stipend of up to \$8,000 per academic year for up to 15 hours of work per week.

Graduation Audit

Students must make arrangements for a graduation audit with the program director **prior to the start of their last semester** of course work. The audit will be completed and the forms will be provided by your program director and academic advisor, Professor Jack Paul (610/758-4458, or jwp1@lehigh.edu) 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.

Graduate Student Contacts

Graduate and Research Committee

The Graduate and Research Committee formulates policies and regulations on graduate education, and it recommends policies and procedures for research-related activities. The committee interprets and applies faculty rules governing graduate students and degrees, including questions concerning student petitions and appeals. In order to provide a forum for complaints regarding academic and non-academic matters, the 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 Committee consists of sixteen 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 College of Engineering and Applied Science; and two from the College of Education, plus the deans of the four colleges as four ex-officio members and three non-voting student members, two graduate students and one undergraduate.

The Graduate Student Council

The Graduate Student Council 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 Council 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 Council plans social events, trips, and seminars and disseminates information to facilitate communication among graduate students. Each month the council publishes the graduate student newsletter "*The Observer*".

Graduate students can easily access information relating to Council-sponsored events and graduate student issues by checking the Council's website at <http://www.lehigh.edu/~ingsc/> or by calling the Graduate Student Center (610/758-4722), or by visiting the office in the Christmas Saucon Hall.

The Graduate Student Council 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 Council's website, <http://www.lehigh.edu/~ingrador/>. The center has a lounge and a study room with computers.

Facilities may be reserved in advance and used free of charge by departments, study groups, and campus organizations for meetings and activities.

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 at 610/758-4722.

Graduate Student Life

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

27 Memorial Drive West

Sayre Observatory, Bldg. 26

(610) 758-4722; Fax (610) 758-6971

The Office of Graduate Student Life 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 fulltime director. The Office offers resources for graduate students including:

- inexpensive photocopying;
- three computers, including a CD burner and DVD reader;
- computer scanner;
- subsidized tickets for performances and trips;
- free coffee, tea, and bottled water; and,
- student life information resources.

The Graduate Student Center houses the Office of Graduate Student Life and the Graduate Student Council.

Graduate Alumni Committee

The Lehigh University Alumni Association has established a Graduate Alumni Committee. The committee is composed of distinguished Lehigh graduate alumni. The committee provides leadership for deepening the involvement of graduate alumni in Lehigh affairs.

Student Organizations

MBA Association

The MBA Association is open to all current Lehigh MBA students. Sponsoring of social activities to generate networking and community among the MBA students, hosting career networking opportunities, and presenting speaker events are some of the activities in which this group engages.

Officers for the 2005-2006 school year are:

President	Celene Hadeed (cbh304@lehigh.edu)
Vice-president	Katarina Georgiev (kag404@lehigh.edu)
Treasurer	Vishal Narieltula (vin2@lehigh.edu)
Secretary	David Liodice (dll204@lehigh.edu)

<http://www3.lehigh.edu/business/cbegmbaassoc.asp>

International Students and Scholars

Office of International Students and Scholars (OISS)

The mission of the Lehigh University Office of International Students and Scholars is to:

- Provide support services for international students and scholars to ensure maximum opportunities for them to achieve their goals;
- be a resource to the faculty, staff and administration on issues related to international students and scholars, cross-cultural communication and diversity;
- support the University's efforts to internationalize the campus; and,
- create an environment where the Lehigh community is exposed to a multitude of cultures, traditions and viewpoints by presenting internationally-focused academic, cultural and social programming.

Personnel within the office are available to advise on immigration, visa, and personal matters.

The office acts as a liaison with the Global Union, ESL Program and other offices and departments on campus, and with international agencies.

The OISS initiates a variety of cross-cultural programs including an extensive orientation program, student hosts, international students' advisory committee, electronic newsletters, programming for spouse and families, valley-wide

workshops and seminars and an annual bazaar. The Cultural Exchange Committee, the International Club, and Phi Beta Delta (the International Honorary Society) are also sponsored by the Office of International Students and Scholars.

The office publishes a *Handbook for International Students and Scholars* with information of particular relevance to international students. It may be obtained in the office located in Coxe Hall, 32 Sayre Drive). Check the website, www.lehigh.edu/~intl/, for additional information.

International Multimedia Resource Center (IMRC)

The IMRC, which is located in Maginnes Hall, assists students in using multimedia resources and producing Web-based and multimedia projects. The IMRC includes two multimedia computer/scanning labs, two satellite dishes, and the World View Room, a comfortable facility accommodating up to 40 people, that can be used for the viewing satellite programming, special cable programming, or video presentations.

The IMRC coordinates programming on several Lehigh channels of the campus cable network including one channel that features SCOLA, a multi-university consortium that transmits foreign news broadcasts. PBS/ALS digital downlinks are offered, as well as other international programs and university programs relating to academic, cultural and athletic life. For more information, contact the IMRC in 535 Maginnes Hall or call 758-6067/6134.

English as a Second Language

The English as a Second Language Program (ESL) offers academic semester and year long 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 in low cost language enrichment courses.

For more information, contact
Tim Bonner, Director,
Cox Hall, 32 Sayre Drive 610/758-6412

Academic Services

Library and Technology Services

The exponential growth and increasing sophistication of information technology offer new and exciting opportunities for enhanced teaching, learning, and research. At Lehigh, one merged organization called Library and Technology Services (LTS) delivers communications, computing, distance education administration, library and media services to capitalize on these new opportunities. Additional information about Library and Technology Services can be found under <http://www.lehigh.edu/ir/orgp.html>.

Facilities and Collections

With the opening in 1985 of the E.W. Fairchild-Martindale Library and Computing Center, the combined information center merged more than 500,000 volumes in the social sciences with a 200,000 volume collection in the natural and physical sciences, mathematics, and all branches of engineering. The facility also houses government documents and business collections. The historic Linderman Library, part of which was built in 1877, is dedicated to all branches of the humanities. A collection of 400,000 volumes encompasses strengths in British colonial history, and American and English literature. The Bayer Galleria of Rare Books, which opened in 1985, embraces the university libraries' Special Collections Division, estimated to include about 24,000 volumes.

The Chrysler Library on the Mountaintop Campus serves as an electronic access point for the convenience of the academic departments located there.

Resources & Services

The "virtual electronic library" at Lehigh is just as important as the print-based one. Lehigh has available a full range of electronic indexes, reference works, full text databases, and image databases, all of which are accessible to Lehigh students from any computer on campus or off campus via modem. A single Web-based interface allows the student to move seamlessly from Lehigh's own online catalog (named ASA after Lehigh founder Asa Packer) to databases of citations, abstracts, articles or book reviews to the full text of many of these resources. The Lehigh virtual library also identifies for students the most important scholarly and governmental Web sites and connects them easily to these sites and to collections in other libraries, throughout Pennsylvania and around the world. There are easy ways to borrow books from other academic libraries including direct borrowing from other academic libraries in the Lehigh Valley, and interlibrary loan for use of collections throughout the world.

Networking and Voice Communications

Lehigh University is a "wired" campus in every sense of the word. A high-speed fiber optic backbone network ties together all major classroom and administrative buildings, the libraries and the computer center, the Zoellner Center for the Performing Arts, and all student residences. This same extensive wiring plant and associated networking hardware and software connect the university to the global resources of the World Wide Web. Electronic communication is a way of life for students, faculty, and staff at Lehigh. Lehigh is also initiating new projects to

incorporate wireless connectivity in some library and classroom settings. Library and Technology Services has recently implemented a new state-of-the-art telephone system, with voice-mail services to the entire campus. Rauch Business Center is a wireless facility. Wireless cards are available through the Rauch Business Communication Center.

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 microcomputers (primarily IBM-compatible and some Apple personal computers) are distributed across campus for convenient use by Lehigh students at more than 20 computing sites. There are more than one hundred microcomputers in the libraries and computing center, and another hundred in Rauch Business Center. A twenty-four hour site at Grace Hall has 33 machines. There are also portable laptops equipped with wireless network cards available for short-term loan to students at both libraries and at the Media Center. A variety of computing facilities are available on campus and are listed on the web at <http://www.lehigh.edu/lts/hours.html>

The Fairchild-Martindale Computing Center houses a network of high-performance computers, configured as a centralized network service cluster to support communications services such as electronic mail, campus-wide bulletin boards and the use of the World Wide Web. The university computing capacity and bandwidth are constantly being increased to meet the escalating demand.

Media Center

The Media Center in Fairchild-Martindale Library offers media resources and a basic

production facility (scanners, color printers, facilities for making transparencies). Resources include audio, video, and electronic media and the equipment and viewing spaces needed for their use. More than 3,000 videos are available for viewing or short-term loan. The Center also coordinates the rental of films for classroom use. A supply of laptops for short-term use by students are housed there as well.

Student Services

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

Students may also take advantage of virtual help desks where they enter the questions or problems relating to library research, computing hardware or software, or telecommunications at any hour of the day or night for response at a later time, usually within one working day. Most library and computing services are available electronically; for example, requests for books to be recalled, film rental requests, frequently asked questions (FAQ) files, and seminar registrations.

Each semester Library and Technology Services' Client Services Group offers an extensive program of seminars and course-based instructional sessions for students. Attendees learn to use software applications, the extensive print and electronic library resources, and the World Wide Web. Students learn how to create

their own "home pages" as part of seminars on authoring documents for the Web.

Library and Technology Services maintains a variety of facilities for printing, copying, and duplicating within the constraints of copyright legislation. In the libraries, public photocopiers and microform printers are maintained for convenience in copying print or microform resources.

Phone Numbers

Linderman Library: (Circulation)	610/758-3030
E.W. Fairchild-Martindale Library: (HELP Desk):	610/758-3075
(Circulation)	610/758-3070
(Interlibrary loan):	610/758-3028
LTS HELP	610/758-4357

Student Services

Career Services

Lehigh's Office of Career Services, located in the Rauch Business Center Suite 484, is open Monday to Friday from 8:15 a.m. to 4:45 p.m. Graduate students are welcome to use the office's extensive Career Services Information Center, on-campus recruiting system, workshops and seminars, and counseling to develop career options and cultivate job opportunities. Workshops are available throughout the year. In addition, an aggressive programmatic effort occurs early in the fall and spring semesters to promote effective career planning skills and job search strategies.

<http://www.career.lehigh.edu/lucie/student/student.asp>

Career Services Library

Research is a necessary part of exploring majors and careers. The Career Library 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, and national and international opportunities. Students work with a counselor to determine which resources may help them in developing a personalized career plan. Visit the career librarian to access career advisors through the LUCAN database by job title, industry or location. The Career Services Library is located in the Rauch Business Center and may be contacted at 610/758-3716.

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 presentations, and other Career Services programs is posted in Lehigh Listings, an on-line searchable job listing data base available on the Career Services web page at <http://www.career.lehigh.edu>.

Workshops, Seminars, Networking Events and Individual Consultations

The Career Services Office assists all students planning careers and seeking employment. Workshops cover: creating a resume and employment profile; preparing 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 ranging from formal functions to casual dinners.

International Students

All of the services available at Career Services are also provided for international students. In addition, the staff works closely with the Office of International Students and Scholars 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.

Health Services

The Student Health Center, located in Johnson Hall, offers health services to the entire student population--undergraduate and graduate, full- and part-time, resident and commuting students.

For complete schedule information visit <http://www.lehigh.edu/health/wellness.html> or call 610/758-3870.

Services

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. Evenings and weekends a registered nurse is in attendance with a physician available on call.

Costs

Most services provided by the Health Center, including inpatient and outpatient care, are offered free of charge. Exceptions include referrals to physicians, hospitals, or other medical facilities outside of the Health Center, and medications not carried by the Health Center or which require prescriptions.

Insurance

The 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 <http://www.universityhealthplans.com> 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.

Information on a variety of health insurance plans is also available on <http://www.insurance.about.com>. A relatively low-cost, university-sponsored plan can be purchased. Students participating in the University's insurance program will be insured from August 15 to August 15 of the following year. Information on the plan may be viewed at www.universityhealthplans.com.

The enrollment deadline dates are **September 15** for the fall semester and **February 11** for the spring semester. Students who miss the cutoff date 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 (see page 13).

International graduate students are required to purchase health insurance. They may purchase Lehigh's plan for international 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.

A health services brochure is available through the Health Center Office.

University Counseling and Psychological Services

The University Counseling and Psychological Services (UCPS), 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 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. The UCPS website can be accessed at <http://www.lehigh.edu/~incso/cso.htm>.

Living and Safety Services

Residential Services

Graduate students may apply to Residential Services in Rathbone Hall (63 University Drive – Balcony Level) for housing in Lehigh's graduate student complex, Saucon Village, and Warren Square D (for single graduate students only). The Saucon Village complex is composed of five (5) buildings made up of 136 unfurnished units. Warren Square D is adjacent to the Alumni Memorial Building. There are nine single furnished bedrooms. Residents share the common areas of the house including a kitchen and large lounge. Both Saucon Village and Warren Square D are rented on a semester or yearly lease basis. Information on monthly rents is provided in the section on **Tuition-Living Accommodations** (Page 9). In addition, the Saucon Village complex features a community room, located in Building 8, for social functions.

The University's bus service is available to all students and provides continuous transportation to and from the main campus. Residents receive bus schedules at the beginning of each academic term.

The office may be contacted by calling 610/758-3500.

Off-Campus Housing

Lists of available houses and apartments in the surrounding area are kept on file in the Residential Services Office. An off-campus housing brochure, "Your Guide to Off-campus Living", supplied by the office,

includes information on lessees rights and responsibilities. Computerized listings of available off-campus housing are also available through the Residential Services at <http://luna.cc.lehigh.edu:80/aplisting> or you may contact them by phone at 610-758-3500 to obtain one through US mail. Additional information is available at <http://www3.lehigh.edu/studentlife/slgraduatetransfer.asp>.

Religious Activities

Religious activities at Lehigh are under the supervision of the University Chaplain. The Chaplain's Office is located in Johnson Hall, Room 110. 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, responding 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.

The University Chaplain supports the mission of the modern university and endorses a model of ministry that emphasizes teaching, that encourages respectful engagement between religious traditions, that seeks to help persons in the university extend hospitality to the stranger, and

that urges people to develop critical social awareness as a way to express spiritual concern.

The University Chaplain participates in both the academic and co-curricular life of the University, being responsible for worship, programming, and regular teaching. By encouraging and promoting an atmosphere where moral and spiritual issues can be acknowledged as central to a meaningful, balanced, and well-rounded education, the University Chaplain seeks to enhance the educational experience of those working and studying at Lehigh.

The website for the University Chaplain is <http://www.lehigh.edu/~incha/incha.html>.

Student Identification Cards

University ID cards are issued to all undergraduate and graduate students, upon presentation of a Bursar's receipt, at the ID Office in the Ulrich Center (USC). ID cards are updated each semester and a replacement fee for lost or damaged cards is charged. Lost cards may be replaced by paying a \$10 lost card fee at the Bursar's Office and presenting the receipt at the ID Card Office.

All graduate students, full or part-time may receive an ID card. A validated ID card entitles a student to use of the libraries, free admission to certain university-sponsored activities, check cashing privileges at our campus bank, and use of athletic facilities.

Motor Vehicle Registration

All motor vehicles operated on University property (either regularly or temporarily) by full or part-time students, faculty or staff must be registered with the Parking Services Office. Graduate students who will be parking on campus during the hours of 7:00 a.m. – 4:00 p.m.

may purchase a parking permit by paying a \$25 fee and presenting a copy of your motor vehicle registration to the Parking Services Office, located on the first floor of Johnson Hall. Registration forms are available in the Graduate Programs Office and the permit may be obtained by mail.

Part-time students who only attend evening classes must register their vehicle with the Parking Services Office. They may obtain an evening permit at no charge that allows for parking in Faculty/Staff lots **after 4:00 p.m. on weekdays and after 4:00 p.m. Friday to 7:00 a.m. on Mondays.**

Ticketing of non-registered vehicles runs from 7:00 a.m. – 11:00 p.m.

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

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.

Call Boxes

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