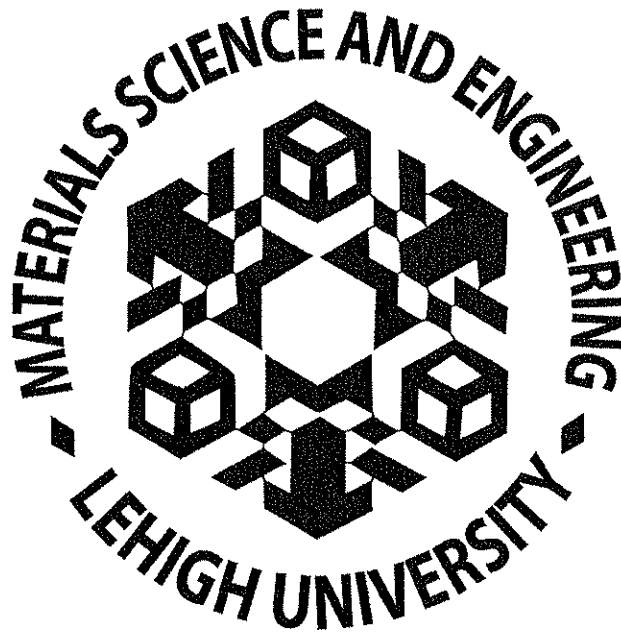




LEHIGH UNIVERSITY.

Materials Science & Engineering  
Graduate Student Handbook



P. C. Rossin College of  
Engineering and Applied Science

## *Welcome from the Chair:*

*To our graduate students:*

*This handbook has been prepared for the 2010-2011 academic year. It supplements but does not supersede the College of Engineering and Applied Sciences Graduate Student Handbook. I advise you to refer to the University Catalog and Graduate Student Handbook for complete information.*

*On behalf of the Department faculty and staff, I welcome you to Lehigh and trust that you will have a successful and rewarding experience during your studies in the Department of Materials Science and Engineering.*

*Helen M. Chan  
Department Chair*

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# 1.0 PROCEDURES FOR NEW GRADUATE STUDENTS

## 1.1: Check in and Starting dates

Students are expected to be on campus at least two weeks prior to the start of classes in time for new student orientations, testing and registration. International students must report to the Office of International Students and Scholars located in Coxe Hall, immediately upon arrival on campus.

## 1.2: Required Orientations

We encourage all incoming graduate students to attend all sessions of the University New Student Graduate Orientation (which is held at the start of every academic semester); however, the following sessions **must be attended** in order to be in compliance with University regulations:

- Effective Teaching
- Using Technology in Teaching
- Student Support Panel
- ABC: Attitude, Behavior and Culture
- Dealing with Disclosures: Sexual Violence Response
- Emergency Preparedness
- Lab Safety Training
- CHM 400 (Fall 2010 Material Science and Engineering Requirement)
- Office of International Students and Scholars Orientation (International Student Only)

Failure to attend the above sessions will result in not being able to enter lab areas nor will you be permitted to serve as a departmental teaching assistant which is a program requirement in the Department of Materials Science and Engineering. Registration must be done on line through the Graduate Student Life site at: [http://www.lehigh.edu/~ingrador/new\\_student\\_orientation.html](http://www.lehigh.edu/~ingrador/new_student_orientation.html)

## 1.3: Diagnostic Testing

All incoming graduate students (both MS and PhD) are required to take this placement exam. Its purpose is to determine, prior to selecting the first semester courses, the areas of MS&E in which a student may have deficiency. The exam is given at the Department's sophomore level, MAT 33 course: Engineering Materials and Processes. The diagnostic test can have two outcomes, as determined by the Chair of Graduate Committee in coordination with the student's adviser:

- Pass: The student may move on with graduate course work starting with the Foundation courses.
- Pass w/ deficiency: The student must remove deficiency by taking one or more of the prescribed undergraduate courses before, or concurrently with, registering for the Foundation courses.

## 1.4: Course Selection and Registration

When a graduate student enters the department, particularly from a discipline other than materials science and engineering, the advisor will carefully review the student's performance in the diagnostic test and previous courses to determine whether there is sufficient background to begin the department's Foundation Courses or whether remedial courses are recommended. Students without a B.S. in materials science and engineering or an equivalent subject, may use up to 6 credits of 200-level MS&E courses to fulfill the total credit requirements. The GPA in such courses must be at least 2.75.

All new graduate students must register, in consultation with their advisors, for their course work during the registration period. Pin numbers for registration will change every semester and can be obtained from either your adviser or the Graduate Coordinator. To maintain full time status Graduate Students must register for nine credits a semester or be certified full time by the Registrar's office. Full time certification forms can be found in the MSEGRAD tab in Course Site or picked up in the Graduate Coordinators office.

Current full time students **must preregister** each semester during the announced pre-registration period. Failure to pre-register will cost you a personal "late fee" of \$100 by the Registrar. First time students do not have to register within the pre-registration and will not be subject to the fine. This exemption only applies to your first semester as a full time graduate student at Lehigh.

Materials Science and Engineering Graduate Programs (MS, ME and PhD) have two required course courses, each are four credit hours: (1) MAT 401 Thermodynamics and Kinetics (4 cr.) and (2) MAT 403 Structure and Properties (4 cr.), The first course, MAT 401, covers thermodynamics and kinetics of materials and is an expanded version of the previous (three-credit hour) course. In addition to the assigned lecturers, several guest lecturers may be invited to present a wide range of topics. The second course, MAT 403, covers structure and properties of materials and is also an expanded version of its predecessor that may be team taught. To consolidate these courses, MAT 405 (Mathematical Methods in Materials Science) has been discontinued, and the topics covered in this course will be incorporated into the new versions of MAT 401 and MAT 403.

By University rules, a student will not be allowed to continue as a graduate student if he or she accumulates more than four grades below B-. In addition, no credit is counted towards a degree for grades below C.

## 1.5: Desk Assignments, Keys and Coffee Club

Desk assignments, departmental mailboxes and keys must be obtained through the Graduate Coordinator in the Department of Materials Science and Engineering. A one-time twenty dollar deposit is required by the department to obtain the form to receive your keys from Facilities Services. Upon leaving, please see the Graduate Coordinator for a check out form. This form must be taken to Facilities Services, signed off and then returned to the Department. Once the form is received and complete the twenty dollar deposit is then returned. The department also has a coffee club for students to join. The cost for purchasing coffee through the department is \$5.00 per month. To foster interaction between students and faculty at 10:30 a.m. daily faculty and students meet to discuss current topics in the Whitaker Student Lounge, room 349.

## 1.6: Health Insurance

University policy requires ALL resident graduate students to have health insurance. For 2010-2011, the annual premium for **student only** coverage will be \$1,363.00 To help eligible students (see criteria below) afford individual coverage, the University will provide a subsidy of \$680 for the 2010-2011 year. The out-of-pocket cost for their individual coverage will be \$683. Eligible students will receive a subsidy payment of \$340, 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 13th paychecks). NOTE: If your paychecks stop before these dates, you will not be able to receive the subsidy. The subsidy program is an integral part of the University's commitment to providing our graduate students with a quality insurance program. 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, the University's insurance broker, will maintain a website that will list insurance companies that may provide coverage for dependents. **Criteria for Sickness/Injury Insurance Subsidy 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.

Enroll in the insurance program by submitting to the Bursar (1) a completed application for the insurance plan AND (2) payment (check, cash, MasterCard, VISA, AMEX, proof of an approved pending loan, or payroll deduction form) before September 10, 2010 (annual 2010/2011 coverage or coverage only for fall 2010 semester) and January 28, 2011 (coverage only for spring 2011 semester). Subsidy payments are automatically paid to all eligible students each semester and require no application forms. All relevant forms are available at the Bursar's Office. Enrollment applications can also be found at [www.universityhealthplans.com](http://www.universityhealthplans.com) then click on the Lehigh University link. The enrollment form is also in the Injury and Sickness Insurance Brochure. Payroll deduction forms may be found on the Lehigh University Controller's Office website [http://www.lehigh.edu/~inctr/forms\\_payroll.shtml](http://www.lehigh.edu/~inctr/forms_payroll.shtml) under Payroll forms.

## 1.7: Safety Requirements

All incoming students must attend and pass CHEM 400, the Lab Safety course and are also required to attend the University Orientation sessions held at the start of the term when beginning your program. If a student fails CHEM 400, the Graduate Coordinator will reschedule. Failure to pass on the second try may result in termination of graduate work in the Department.

Compliance with all safety regulations of the University and of specific laboratories is absolutely required of every student. Non-compliance could lead to expulsion from laboratory facilities. Handbooks on laboratory procedures, waste disposal, hazardous material, etc., are handed out at orientation. Each student is responsible for safety in the laboratory and should report all unsafe practices to his/her advisor, the laboratory Safety Officer listed outside the laboratory door, and Department Chair. Once a year, the department will host a lab safety training program which is mandatory for all students working in labs in Whitaker. The session will be no more than an hour, held at a convenient time so that all students can attend.

**Eye Protection:** The State of Pennsylvania requires that eye protection be worn in every laboratory. Safety glasses are required in every laboratory and side shields may be required in certain labs where chemicals are in use. Check the specific lab requirements.

**English Speaking:** All students **MUST Speak English** in the laboratory environment for safety reasons. Any student violating this requirement will be given a warning and a notice will be sent to his/her advisor. A second offense may result in expulsion from the laboratory and a meeting among the Safety Officer, student, and laboratory supervisor will be held to correct the problem.

## 2.0 MS & ME ACADEMIC REQUIREMENTS

### 2.1 MS Course Requirements:

Masters (MS) in Materials Science and Engineering: 30 credit hours total

Courses	Credits
MAT 401: Thermodynamics and Kinetics <b>Required Core Course</b>	4 credits
MAT 403: Structure/Property Relations <b>Required Core Course</b>	4 credits
400 credit hours required by the College of Engineering and Applied Sciences	18 credits of which 15 credits must be in Materials Science and Engineering (two core courses, plus thesis credits apply toward the 18 credits )
Thesis credits	1-6 credits to be determined by Adviser*maximum credits which can be applied toward MS degree is 6 credits.
Free Electives ( can be 300 level or 400 level)	4 credits

No credit is given for grades below a C-. A student will be ineligible for a Masters Degree if the student accumulates more than four grades below B-. A non-thesis M.S. degree option is available to a candidate who is working in industry, and for whom a company provides full tuition. Such students should replace the (6) thesis credits by other 400-level courses in the Department

### 2.2 ME Course Requirements:

In the Masters in Engineering degree program the above requirement of Master's thesis is fulfilled by MAT 460, Engineering Project, maximum 3 credits. A comprehensive engineering report is required in this course. A publishable paper is desirable but not required.

Masters (ME) in Materials Science and Engineering: 30 credit hours total

Courses	Credits
MAT 401: Thermodynamics and Kinetics <b>Required Core Course</b>	4 credits
MAT 403: Structure/Property Relations <b>Required Core Course</b>	4 credits
400 credit hours required by the College of Engineering and Applied Sciences	18 credits of which 15 credits must be in Materials Science and Engineering (two core courses, plus MAT 460 apply toward the

	18 credits )
MAT 460: Engineering Project	1-3 credits *maximum credits of MAT 460 which can be applied toward ME degree is 3 credits.*
Free Electives ( can be 300 level or 400 level)	4 credits

Normal full-time duration for an M.S. or M.E. is 1.5 to 2 years; however, all work must be completed within a maximum of 3 years for full-time students and 6 years for part-time students.

### 2.3 Graduation Requirements for MS & ME:

In your last semester students need to complete the following:

- Submit the following paperwork to the Graduate Coordinator in the Materials Science and Engineering Department:

Forms	Due Date	Special Notes
Application for Degree	January Graduation: 11/1, May Graduation 2/27, September Graduation 7/1	Both MS and ME Students
Program for Masters Degree	Before last term ends	Both MS and ME Students *all grades must be received by the Registrar's office by the end of the semester*
Interdepartmental Clearance Sheet	Before last term ends	Both MS and ME Students
Submission of Thesis Electronically: <a href="http://www.etdadmin.com/lehigh">http://www.etdadmin.com/lehigh</a>	Must be done by designated deadlines set by the Registrar's Office	MS students only
Original signature sheet signed by ALL committee members	Must be done by designated deadlines set by the Registrar's Office	MS Students only, turn directly into the Registrar's Office
Microfilming receipt from the Bursars Office	Must be done by designated deadlines set by the Registrar's office	MS Students only, turn directly into the Registrar's Office
Printed copy of completed thesis to Graduate Coordinator in Materials Science and Engr.	Submission required before leaving Lehigh	MS students only
Close Out Form	Submission required before leaving Lehigh	Both MS and ME Students Completed form must be submitted to Graduate Coordinator in Materials Science and Engr.

**\*Guidelines for the thesis and dissertation can be obtained through the Graduate Coordinator in Materials Science and Engineering or through Course Site under MSEGRAD\***

## **3.0      DOCTORAL ACADEMIC REQUIREMENTS**

### **3.1      Ph.D Course Requirements:**

- Students must complete 72 credit hours beyond the B.S. degree or 48 credits if they come with a M.S. degree in a relevant field from another recognized institute.
- 3 University 400 level courses must be taken in addition to the 2 Foundation (Core) courses, MAT 401 & 403
- Students are expected to take additional courses beyond these minimum requirements. The specific course work is to be determined by the Adviser and the Ph.D. Committee and should reflect both breadth and depth.

### **3.2      TA Requirement**

Each Ph.D. candidate must serve as a Teaching Assistant for at least one semester in a technical course within department. This is a Departmental requirement for graduation

### **3.3      Qualifying Procedure**

The qualifying exam comprises both written and oral components and is usually taken after one and a half to two years of graduate study. The written exam or “white paper” is based on a proposed research topic that a student chooses in consultation with his/her adviser. In practice, a student will select at least two to three such topics and submit the choices to the Graduate Committee for approval. The topics can be related to one’s research thrust, but not simply identical to the thesis topic. Students will have around three weeks to complete the written paper and an oral examination will follow one to two weeks after the paper is submitted. The qualifying exams are held twice a year, in August and January.

The Qualifying Exam will consist of two parts.

#### **Part 1. (written)**

The written exam or “white paper” is based on a proposed research topic that a student chooses in consultation with his/her adviser. In practice, a student will select at least two to three such topics and submit the choices to the Graduate Committee for approval. The topics can be related to one’s research thrust, but not simply identical to the thesis topic.

The Committee will select one topic, and the student will then have approximately three weeks to prepare a “white paper” based on the topic. More specifically, please note that an effective white paper is relatively short (no more than five pages, single-spaced, excluding references and at least 10 pt. font), states the relevance of the proposed research and its aims, provides a concise introduction to the research area that puts the project in context, describes how the research will be done (including equipment usage) and contains a bibliography listing important references. The white paper should be written as if it is to be submitted to a governmental agency with the

goal of persuading that agency to fund the research based on its merits. No budget is required for this document.

## **Part II. (oral)**

Part II of the Qualifying Exam will be an oral exam. The oral exam follows approximately one to two weeks after the written exam and tests both the materials in the white paper and the student's grasp of the concepts at the foundation of materials science and engineering. This exam should not be taken lightly. Students need to be sufficiently prepared for this examination. During this exam, the student will make a short (approximately 5 minute) presentation of the topic covered in the white paper. The exam committee will then question the student on the content of the white paper and on the subject matter that constitutes the core of the materials curriculum (e.g. thermodynamics, kinetics, structure and properties of materials). At the conclusion of the written and oral exams, an evaluation of the student's performance will be given in the form of a letter grade.

## **Grading of the Qualifying Exam**

To determine whether a student will become a Ph.D. candidate, the department as a whole will consider the student's grades in Core graduate courses, his/her performance on the qualifying exam and his/her progress in directed research. This final assessment will be given as either "PASS" or "FAIL" and communicated directly to the student. In the event of a "FAIL", the student will be informed of any deficiencies and given a recommended course of action. In some cases a provisional "PASS" may be assigned with passing contingent on some remedial action. A student may attempt the qualifying exam no more than twice. Students need to complete and submit the Report on the PhD Qualifying Exam form to the Graduate Coordinator in Materials Science and Engineering.

### **3.4 Doctoral Committee**

The doctoral committee is a special committee formed to guide the student through the doctoral program. The committee is responsible for assisting the student in formulating a course of study, satisfying specific departmental requirements, submitting a suitable dissertation proposal, overseeing progress in research, and evaluating the completed dissertation.

The process of appointing doctoral committee members varies across departments; however, the minimum number of committee members is four. Of these, three, including the committee chair, are to be voting Lehigh faculty members. With the written approval of the dean of the college, one of the three aforementioned faculty members, each of whom must have a doctoral degree, may be drawn from categories that include departmentally approved adjunct, professors of practice, university lecturers, and courtesy faculty appointees. This latter member may not serve as the committee chair. The fourth required member must be from outside the student's department (or outside the student's program if there is only one department in the college). Committees may include additional members who possess the requisite expertise and experience. Committee members must be approved by the University's Graduate and Research Committee; such approval may be delegated to the department or program sponsoring the degree.

### **3.5 Dissertation Proposal**

**Written Dissertation Proposal:** The purpose of the dissertation proposal is to outline the research that will fulfill the requirements for the Ph.D. dissertation. It is to be written following NSF's guidelines for a Single Investigator Proposal. The proposal should contain at least the following: (1) review of the pertinent literature, (2) preliminary research conducted on the topic, (3) detailed outline of the proposed investigation. *Document length is limited to 15 pages single line spacing. This proposal is to be submitted to the prospective candidate's Doctoral Committee no later than one year after passing the Qualifying Exam.*

**Coursework Summary.** The student should list the following information with the dissertation proposal: (a) degrees earned including the names of schools and departments and the dates awarded, (b) all Lehigh courses completed showing course titles, credit hours, and grades, (c) date of passing the Qualifying Examination, and (d) additional course work proposed.

### **3.6 Dissertation Proposal Defense/General Examination**

The purpose of the dissertation proposal defense/general examination is to demonstrate the candidate's expertise, knowledge and understanding in the Specialty Area related to the student's research work. The student begins defending his/her dissertation proposal before the doctoral committee, and then it may expand to cover the wider range of the specialty area from one of the following: Ceramics, Structural Characterization, Metals, Electronic Materials or Polymers. Questions during the proposal may be from any area of MS&E, but will be in greater depth in the Specialty Area in order to certify the technical qualifications of the student.

*If the student fails the proposal, the student may be permitted to propose one additional time no earlier than three months or later than six months after the first proposal.* If the results of the second proposal are also unsatisfactory, no further examination will be given, and the candidate will not be permitted to continue towards the Ph.D. After the proposal is completed the student will need to complete and submit the Report on General Doctoral Exam form to the Graduate Coordinator in Materials Science and Engineering

### **3.7 Admission to Candidacy**

Once a student has passed the proposal/general exam process the Admission to Candidacy and Report on General Doctoral Examination forms must be completed. Forms can be found in Course Site under the MSEGRAD course or can be obtained by visiting the Graduate Coordinator in Materials Science and Engineering. Please make sure the following is submitted to the Graduate Coordinator in the Materials Science and Engineering department:

- a. Application for Admission to Doctoral Candidacy form.
- b. Written Proposal signed by the Committee members.
- c. Report on General Doctoral Exam form signed by committee members (date will always be the same date as the proposal.)
- d. Copy of students course work (can be obtained from the Graduate Coordinator)

Upon receipt of the items listed above the Graduate Coordinator in Materials Science and Engineering will submit everything to the Dean's Office in the College of Engineering and Applied Sciences for approval. Notification of Admission to Doctoral Candidacy will come from the office of the Dean of the College of Engineering and Applied Science. Please refrain from submitting your candidacy paperwork at the start of the semesters (first two weeks) as this is a very busy time for the Dean's office.

### 3.8 Dissertation and Defense

Completion of the Doctoral Dissertation shall be scheduled to comply with the following requirements:

- a. ***Dissertation:*** This document shall be prepared according to the instructions of the Graduate School and must have the format given in "Guidelines for the Preparation of Master's Thesis and Doctoral Dissertation". These guidelines can be found in Course Site under the MSEGRAD course or can be obtained from the Graduate Coordinator in Materials Science and Engineering.
- b. ***Rough Draft:*** To satisfy graduation requirements a draft of the dissertation, bearing the signature of the dissertation advisor, must be presented to the office of the Dean of the College of Engineering and Applied Science before the submittal deadline given in the academic calendar.
- c. ***Defense:*** After the draft of the dissertation has been approved by the Dean's Office, the candidate distributes copies of the draft dissertation to the members of the Doctoral Committee. The candidate then arranges a suitable date for the defense of the dissertation, allowing time for the Doctoral Committee to examine the draft. The date of the defense shall be posted on the departmental bulletin boards. *At least two weeks prior to the defense, a copy of the dissertation shall be placed in the department office for examination.* The presentation portion of the dissertation defense is open to the public.
- d. ***Required Final Copies:*** *After the defense, but no later than two weeks before the degree is to be conferred, the candidate shall deposit with the Department Chair one copy of the dissertation* including one title page showing original signatures of approval by the Doctoral Committee. Final approval of the dissertation usually takes place at a scheduled exit interview with the Department Chair. Submission of the final dissertation must be done on line at <http://www.etdadmin.com/lehigh> and must be done in accordance with the set deadlines by the University. **A copy of the dissertation must be submitted** to the Department Graduate Coordinator for the Materials Science and Engineering in order to receive your degree. Please see the table below for deadlines and requirements.

1.	Concentrated Learning requirement: either two semesters of consecutive full-time graduate study (9 credits per semester, spring and fall) or 18 credit hours of graduate study within a fifteen-month period must be completed. Individual departments may impose additional requirements. Candidates should check with their advisors to be certain that they have satisfied their residency requirements.
2.	Admission to candidacy: A. approval of composition of special committee (at least 4 members, with one being from outside the department or program). B. application for candidacy signed by members of special committee. C. one original copy of the proposal
3.	Speak test passed with a score of 230 or higher (International Students Only)
4.	Proposal must be passed 7 months prior to graduation.
5.	Payment and completion of minimum tuition fee equivalent to 72 credit hours beyond the Baccalaureate or 48 credit hours beyond the Master's degree (obtained from another university or in a different field at Lehigh).
6.	Application for degree. Apply on or before date specified in catalog (February 29 <sup>th</sup> for May degree, July 1 <sup>st</sup> for September degree or November 1 <sup>st</sup> for January degree) at the Registrar's Office. Re-application is required if students misses expected graduation date.

7.	Dissertation first draft must be signed by the advisor and another committee member. Submit to the Office of Graduate Studies & Research by the relevant deadline. Refer to the University calendar for the exact date.
8.	Final dissertation defense examination. Notify the Office of Graduate Studies & Research of this date in advance. You may do this by submitting a copy of your defense announcement. The Materials Science and Engineering Graduate Coordinator must be notified at least one week prior to the schedule defense.
9.	Submission of final dissertation using the online submission system. Submission of Bursar's receipt for the microfilming fee, and other relevant paperwork to the Office of Graduate Studies & Research. Check final submission date in the University calendar.
10.	Interdepartmental clearance form is secured through the Office of Graduate Studies & Research or the Registrar's Office, and returned to the Registrar's Office after obtaining the appropriate signatures. Also, check with the Bursar's Office, Bookstore, Library and Parking Services for any outstanding balances. Be sure to clear any balances due to the university to ensure receipt of your diploma at graduation. Close out forms must be submitted to the Graduate Coordinator in the Materials Science and Engineering Department.

### 3.9 Draft of Publishable Paper/Residency Requirements/Time Limits

A draft of an article for publication, based on the dissertation, shall be submitted to and accepted by the advisor prior to approval of the dissertation by the Department Chair. All part-time and full-time graduate students are required to satisfy the University Residency Requirements as listed in the Graduate Student Handbook or University Catalog. A candidate for the doctor of philosophy degree ordinarily is expected to devote at least three academic years to graduate work. In no case is the degree awarded to someone who has spent less than two full academic years of graduate work. 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.

## 4.0 SPECIAL DEPARTMENTAL REGULATIONS

### 4.1 Grievance Procedures

If a student has a complaint about a faculty member, course, or other departmental matter for which redress has not been obtained, the complaint should be brought to the attention of the Graduate Committee. A written response will be given to the student. If the student is not satisfied, petition then goes to a select committee of the faculty for decision.

### 4.2 Petition Process

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

- Change of status from an associate (or non-degree) to a regular graduate student
- Readmission as a graduate student following an absence of five consecutive years

- Lehigh University graduate student wishing to transfer to another department for pursuit of a graduate degree
  - Transferring credits from an accredited college or university to a Lehigh University graduate program
  - Removal of an incomplete (N) grade after one calendar year has elapsed
  - Changing members of the doctoral committee
  - Extension of time to complete master's or doctoral degree requirements (see Time and Registration Requirements: Masters, p. 22; Doctorate, p. 25-26)
  - Changing thesis credits to dissertation credits after the maximum six hours of thesis credit has been satisfied
  - Undergraduate student wishing to enroll in a graduate level course
- A petition is a request for a change or exception to be made to University policy and procedure, and therefore is evaluated on an individual basis.

### 4.3 Telephones

Telephones are available in most laboratories and offices for academic or business use. Local personal calls are permitted provided they do not interfere with business use. Long distance calls for business purposes can be completed only with the use of an appropriate research account (4) digit code number, which may be obtained from the student's Advisor.

### 4.4 Computers and Software

The departmental computing facilities exist to provide the faculty, staff, and students of the department with computers, software, and associated equipment needed for course work and research. In order to foster an efficient and productive computing environment, it is incumbent upon all users to adhere to some basic guidelines that are listed below. Passwords shall be provided only to users who agree to:

1. Use the computing facilities with care in order to avoid damaging hardware and software.
2. Use only those programs for which the appropriate licenses have been obtained. You must not copy licensed software in an attempt to avoid purchasing a license.
3. Respect the rights and property of other users. In particular, a user's files and password belong to him/her alone and should not be copied or used by others.

**Note: Faculty and graduate students are not permitted to use support staff computers or printers.**

### 4.5 Travel Policy

For information on the following please go to: [www.lehigh.edu/~inubs/parking/index.shtml](http://www.lehigh.edu/~inubs/parking/index.shtml)  
 Auto Transportation - Authorized Drivers  
 University Vehicles  
 Vehicle Rentals  
 Auto Insurance