
LEHIGH UNIVERSITY

P.C. Rossin College of Engineering and Applied Science

Office of Graduate Studies & Research

310 Packard Lab

(610)758-6310

General Instructions for Admission to Candidacy for the Doctorate Application and Program

1. Complete the Formal Application (attached printed document).
2. Proposed program for the candidate (prepared by candidate's Special Committee). Developed by your committee and prepared in consultation with your academic advisor. The committee must have a minimum of four members including one outside member. This outside member can be outside of the major department, outside of the university, or from industry. See College Graduate Student Handbook for details.

THE PROPOSED PROGRAM INCLUDES:

- ❖ Brief outline of previous education, including all graduate courses taken at Lehigh University or elsewhere with course numbers, credit hours, and grades listed.
 - ❖ Proposed additional graduate courses to be taken at Lehigh.
 - ❖ Foreign language requirements are to be set by the department on the basis of their relevance to the dissertation subject. There is no university foreign language requirement.
 - ❖ Statement that candidate has passed "Qualifying Exam", if such an exam is required by the major department.
 - ❖ Dissertations subject - candidate, under guidance of the dissertation director, should also submit an outline of the proposed research for the dissertation. The committee is to judge whether or not the research, if successful, would provide an acceptable doctoral dissertation.
 - ❖ List of Special Committee members, including chairperson and dissertation advisor. Obtain each committee member's original signature on this list.
3. The application should be submitted as early as possible, but at least 12 months before the degree is expected. If you plan to start maintenance of candidacy immediately after submitting this application you must submit all required paperwork to the Assoc. Dean's Office at least two weeks prior to the start of the semester.
 4. PROPOSAL ITEMS NEEDED AT TIME OF SUBMISSION TO THE ASSOCIATE DEAN'S OFFICE:
 - ❖ 1 copy of the Formal Application (attached)
 - ❖ 1 copy of the proposal with original signatures for the student file. Include student's name and department on the proposal.

Application for Admission to Candidacy for the Doctorate

Applicant's Name: _____

Department: _____ Major Field: _____

Today's Date: _____

Signature of applicant: _____

HISTORY OF APPLICANT

(Please print clearly)

Lehigh ID Number _____ Email address _____

Home Telephone Number _____ Work or Campus Number _____

Address _____

Undergraduate training:

Colleges Attended	Dates of Attendance	Field of Major Work	Degrees Awarded/Dates

Graduate training: (include Lehigh):

Colleges Attended	Dates of Attendance	Field of Major Work	Degrees Awarded/Dates

1. Experience in business, industry, etc. Please give details:

2. Publications:

3. Give the names of three persons qualified to speak of your capacity for advanced work in your field (These can be committee members).

1. _____

2. _____

3. _____

4. If the applicant is an International student, his/her command of English must be certified here by a statement from his/her major department that he/she has the command of written and spoken English necessary to write and orally defend a dissertation.

Signature of person certifying applicant's command of English (typically the advisor)

5. Proposed dissertation title:

6. Committee members and their position on your committee (e.g. chairperson(s), dissertation advisor(s), external member(s), etc.)

7. List addresses of committee members outside of Lehigh University:

8. Is human subjects clearance required? YES NO
- Has clearance been applied for? YES NO Does not Apply
- If so, has clearance been received? YES NO Does not Apply
- Has the General Examination been taken? YES NO

If yes, what date was the General Examination taken? _____

If not, what is the anticipated date? _____

(THIS MUST BE 7 MONTHS OR MORE PRIOR TO AWARDING OF DEGREE)

Date the Qualifying Examination was passed _____

SAMPLE APPROVED PROPOSAL SIGNATURE SHEET

APPROVAL OF THE DOCTORAL COMMITTEE

“Title of Dissertation”

Received and approved by the Doctoral Committee directing the proposed program of study for student name, a Ph.D. Candidate in the Department of _____, on this date of _____.

Name of Committee Member
Committee Title
Title & Department
University / Industry Name

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Committee Title
Title & Department
University / Industry Name

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