

GRADUATE STUDENT HANDBOOK



P.C. Rossin
College of Engineering and Applied Science

2018-2019

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Table of Contents

DEPARTMENT & PROGRAM GRADUATE PERSONNEL	ii
1.0 UNIVERSITY AND COLLEGE PROCEDURES	1
1.1 Admissions	1
1.2 Graduate Student Orientation	4
1.3 Registration	6
1.4 Graduate Student Petitions	7
1.5 Leave of Absence.....	8
1.6 Graduation	11
1.7 Expenses	12
2.0 RESEARCH AND GRADUATE STUDIES	14
2.1 Office of Research and Sponsored Programs.....	14
2.2 Office of Research Integrity	14
2.3 Office of Technology Transfer	16
3.0 FINANCIAL AID	17
3.1 Academic Awards	17
3.2 Teaching Assistant Appointments	17
3.3 Teaching Assistant Requirements	18
3.4 Summer Appointments.....	19
3.5 Graduate Assistant Requirements.....	19
3.6 Research Assistants/Project Assistants	19
3.7 Scholarships and Fellowships	20
3.8 Office of Financial Aid.....	20
4.0 DEGREE PROGRAMS AND REQUIREMENTS	22
4.1 Graduate Degrees Offered	22

4.2 Academic Standards and Grades	23
4.3 Master’s Degree Requirements	24
4.4 Doctor of Philosophy Degree Requirements	27
4.5 Thesis and Dissertation Guidelines.....	32
4.6 Cross disciplinary Graduate Study and Research	41
5.0 ADDITIONAL SUPPORTING OFFICES INFORMATION ...	45
5.1 Office of International Students & Scholars	45
5.2 Office of Graduate Student Life	46
6.0 INDEX	47

1.0 University and College Procedures

1.1 Admissions

A student who has completed a bachelor's degree or a degree in technology at any recognized college, university, or technical institution may be considered for admission as a graduate student.

To be considered for admission as a graduate student, the prospective student applies to the department or, in some cases, directly to the program. The decision to admit a student normally rests with an admissions committee and/or the Departmental Chairperson or program director. An offer of admission stands for one year following the semester for which the offer was made.

There are three categories of graduate student: regular, associate, and non-degree. Only students so classified, or qualified Lehigh undergraduates, may register for graduate courses (those designated 400 level) and take such courses for credit.

1.1.1 Lehigh University Non-Discrimination Statement

Lehigh University upholds The Principles of Our Equitable Community and is committed to providing an educational, working, co-curricular, social, and living environment for all students, staff, faculty, trustees, contract workers, and visitors that is free from harassment and discrimination on the basis of age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. Such harassment or discrimination is unacceptable behavior and will not be tolerated. More information can be found on the Office of General Counsel website at <https://generalcounsel.lehigh.edu/lehigh-university-non-discrimination-statement-and-title-ix-notice-non-discrimination>

1.1.2 Regular Graduate Students

Only regular graduate students are candidates for graduate degrees. Application deadlines for admission as a regular graduate student are as follows: fall semester, July 15; spring semester, December 1; summer I, April 30; summer II, May 30. ***Departments may have earlier deadlines, please check with the individual departments to make certain of their deadlines.*** The materials required for admission as a regular graduate student are consistent across the College, with a complete application consisting of the following items listed below. Only complete applications will be processed.

- 1) completed online application
- 2) transcripts for all post-secondary education (unofficial are acceptable for admission review, official will be required upon admission)
- 3) official record of Graduate Record Examination (GRE) scores (may be waived by some departments)
- 4) \$75 application fee (this fee will not be waived under any circumstances)

- 5) two letters of recommendation
- 6) Internet-based Test of English as a Foreign Language (iBTOEFL) or International English Language Test System (IELTS) scores for prospective students whose native language is not English. Full policy available on admissions website at <http://www.lehigh.edu/engineering/academics/graduate/admissions/index.html>.

In order to be considered for admission as a regular graduate student, an applicant must satisfy *at least* one of the following conditions: satisfying one of these five conditions is necessary but *not sufficient* for admission as a regular graduate student.

- 1) have an undergraduate grade point average (GPA) of at least 2.75 out of 4.0;
- 2) have a GPA of at least 3.00 for the last two semesters of undergraduate study;
- 3) have scores at or above the 75th percentile on the GRE or other recognized exam;
- 4) have a graduate GPA of at least 3.00 on a minimum of twelve hours of graduate work at other institutions;
- 5) have successfully completed the probationary conditions as an associate graduate student.

If a department wishes to offer admission to a student who fails to meet any of the above five requirements, the department is required to submit its recommendation to the Associate Dean's Office with an explanation. Cases that cannot be resolved by the Chairperson or program director and the Associate Dean will be referred to the Graduate and Research Committee for a decision.

1.1.3 Associate Graduate Students

Prospective graduate students who do not qualify for regular student status may be considered for admission with associate graduate student status. Applications for admission which are considered in the late admission period between the end of the regular admission period and the first day of classes can only be granted associate status. However, since each department's classification and requirements of associate status is different, you must check with the department to determine if you qualify to be considered for admission under associate status. Applications for non-degree status are an exception (see following page). In contrast to application requirements for admission as a regular graduate student, admission decisions for associate status may be made in the absence of letters of recommendation, and with unofficial copies of University transcripts. However, the Registrar requires an official final transcript before grades may be released.

Individuals who are admitted to associate student status during the late admission period but who are qualified for regular student status may petition for the latter after the start of classes provided that all application documents (see requirements for regular graduate students) have been received.

Associate graduate students are allowed to take up to nine credits of coursework numbered 300 or higher before they must petition for regular student status in order to continue. In

order to be granted regular student status, they must have completed the nine credits of coursework with at most one final course mark below B-.

Associate students will be placed on probation when they receive their first grade below a “B-“ and will be dropped for poor scholarship at the end of a term when the student is assigned either two “C”, “C-” OR “C+” grades or one grade below “C-”. If an associate student is assigned two grades below a “B-” in the same term the student is eligible to be dropped without any term on probation.

When the probationary period of nine credit hours is completed, associate graduate students must petition for regular student status in order to enroll for additional coursework. Such a petition requires the submission of any regular admission documents not already on file. Courses completed during a successful probationary period may count toward a graduate degree if they are part of an approved program.

1.1.4 Non-Degree Graduate Students

Students who do not wish to enter a degree program may also seek admission with non-degree status. In this case, the prospective student completes an abbreviated application form which is available online here: <https://www.lehigh.edu/go/applygrad>. The admission criteria for non-degree graduate students are:

- 1). A bachelor’s degree from an accredited institution with an overall grade point average of at least 3.0. Applicants with undergraduate GPAs below 3.0 may be admitted with the approval of the department in which they wish to take courses;

or

- 2). Evidence that the applicant is presently a student in good standing in an appropriate graduate program at an accredited institution.

or

- 3). Evidence that the applicant has received an appropriate graduate or other advanced degree from an accredited institution.

Applicants for whom English is their second language are required to demonstrate English language skills equal to those required of degree-seeking students in the College. Internet-based Test of English as a Foreign Language (iBTOEFL) or International English Language Test System (IELTS) scores for prospective students whose native language is not English. Full policy available on admissions website at <http://www.lehigh.edu/engineering/academics/graduate/admissions/index.html>.

Admission decisions for non-degree students are made by the Associate Dean of Graduate Studies and Research in the P.C. Rossin College of Engineering and Applied Science, or other responsible officials designated by him/her for this purpose. Unofficial transcripts will be accepted for initial admission, but final, official transcripts must be on record before the student can receive any transcript or grade report from the University or enroll for additional courses.

Non-degree students may take no more than twelve credit hours of graduate study within the College of Engineering at Lehigh. Any transcript or other record from the University will clearly indicate the student status as non-degree. Non-degree graduate students are not eligible for financial aid.

Non-degree students who wish to become degree-seeking must complete a formal application to the department or program they wish to join.

1.1.5 Lehigh University Undergraduates

A Lehigh undergraduate with a 3.0 cumulative grade point average who has achieved Junior standing may take a 400-level course for which he or she is qualified. The qualifications are defined by the department and are certified by the course instructor and department chairperson through petition to the Graduate and Research Committee. Additional information on constraints on undergraduates taking graduate level can be found in [Guidelines for Undergraduates to Take Graduate Level Courses](#).

Lehigh undergraduate students 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 300 or 400 level and be approved in advance by the course instructor, Departmental Chairperson, and the Associate Dean. A grade of “B” or better must be attained;
- 3). a maximum of 12 credit hours taken while an undergraduate (in 300 or 400 level courses) may be used in a graduate degree program.

1.1.6 Readmission

A student who has not been registered in a Lehigh graduate program for a continuous period of one year must petition for readmission. Petitions must be approved by the student’s department of study and forwarded to the Associate Dean’s Office.

1.2 Graduate Student Orientation

Graduate student orientation, teaching and research assistant training sessions are offered the week before classes begin each semester. All new graduate students are invited to attend the orientation, which is designed to acquaint students with University resources and with members of the academic community, including administrators, faculty, staff, and fellow graduate students.

Special training sessions are offered for all new teaching assistants. Anyone who expects to assist with recitations or to teach a course **must** attend these sessions. Lab assistants are **required** to attend the session on lab safety, and all teaching assistants are **required** to attend a session on “Attitudes, Behavior and Cultures Training.”

For information on dates and details of this year’s Graduate Orientation Program, check the website <http://gradlife.web.lehigh.edu/orientation>.

1.2.1 International Student Orientation

An orientation program specific to the needs of international graduate students will take place prior to the regular orientation. The sessions provide practical information about visa/immigration issues, health, adjustment, programming, and living in the community. For information on dates and details of this year's orientation program check the International Students and Scholars website <https://global.lehigh.edu/oiss/gettinghere/orientation>. For those students who are going to be TAs, a test of presentation and speaking skills (TOPSS) is required. For more information about ESL and the services they offer please visit their website <https://global.lehigh.edu/icape>.

1.2.2 Health Insurance

Starting in the academic year 2018-19, Lehigh University requires all graduate students to show proof of health insurance. In order to make health insurance affordable and accessible, Lehigh University offers a student health insurance plan available for purchase to eligible students. Registered graduate students should enroll in the insurance plan or waive it by July 31, 2018 to ensure the earliest possible coverage. In circumstances where registration is not possible by that date, students will have ten days to enroll or waive insurance from date of registration. **Please be aware that inaction will result in automatic enrollment in the student health insurance plan and a charge for the premium will be posted to your Bursar's bill. Please note that all international graduate students in F-1 or J-1 visa status are required to purchase the insurance provided by Lehigh University.** Domestic students, however, may waive the requirement to purchase this insurance if they submit proof of coverage from another ACA-qualified plan, such as one offered by an employer, spouse, or parent. More information on the student health insurance policy, including who is required or eligible to enroll, plan benefits and details and enrollment procedures can be found on the Bursar's website at <https://financeadmin.lehigh.edu/HealthInsurance>.

1.2.3 University ID Card

Incoming graduate students must obtain an identification card. Graduate students must wait one day after registering for classes to obtain a university ID card at the ID Office, located in Christmas-Saucon Annex (Bldg. 14A). However, no ID cards will be released prior to one (1) month before the start of classes for the semester the student is registered for, with the exception of those students living in university housing. The process for submitting a photo for your ID card can be found on their website at <https://financeadmin.lehigh.edu/content/id-photo-submission-information>.

1.2.4 Parking

You may be eligible for one of the various types of parking permits available to graduate students. Permits are issued by Parking Services (622 Brodhead Avenue, (610) 758-7275). You can learn more about the types of permits and how to obtain them on the Parking Services website at <http://financeadmin.lehigh.edu/parking>.

1.3 Registration

1.3.1 Registration Procedure

Registration is scheduled to begin in November and April at a time designated on the university calendar. Students should check with their departments for registration and semester class schedules. Graduate students register using the online system after consultation with their adviser. A course adviser will discuss course selections with students and provide the registration PIN. New graduate students should consult their home department or program for information regarding the registration process.

1.3.2 Schedule Limitations

All graduate students using Lehigh University resources and facilities must be registered. Graduate students who are full-time employees of the university may register for, at most, two courses per semester with appropriate approval. Half-time graduate student employees of the university (*e.g.*, half-time teaching assistants or half-time research fellows) may not take more than ten credits of graduate work in any one semester. Graduate students under contract to devote not more than one-third of their time to university employment may take a maximum of twelve credits in any one semester. Graduate students who are employed elsewhere and can give only part of their time to graduate work must restrict the size of their course load accordingly. The maximum registration in a summer session is two concurrent courses and no more than 14 summer credits across all summer sessions.

1.3.3 Full-time Status

In order to maintain full-time enrollment status, a graduate student must ordinarily register for a minimum of nine credits each semester. Full-time students may not be employed full-time. After fulfillment of degree credit hour requirements full-time status may be maintained with fewer than nine credit hours under select circumstances. In such cases, status must be certified by the department and by the Associate Dean of Graduate Studies and Research using the Graduate Student Request for Full-Time Certification form. **This form should be completed, approved and submitted to the Registrar's office no later than the tenth day of classes during the fall and spring semesters.**

Full-time status for a graduate student is important for at least three reasons: (1) eligibility for financial aid or deferment of student loan payments; (2) compliance with visa requirements for international students, and (3) for university and national graduate enrollment data.

1.3.4 Auditing a Course

With the consent of the Associate Dean, instructor, adviser, and the Chairperson of the department concerned, a graduate student may audit one or more courses 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.** The course will not count for credit towards any graduate degree.

A graduate student desiring to audit a graduate course should complete a graduate student petition form requesting this. Tuition fees for auditing are the same as for a regular course.

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 and the advisor. *Non-degree graduate students are not permitted to audit courses.*

1.3.5 Late Registration Penalties

Registration after the designated period during the prior term for continuing full-time graduate students or 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 will require a late registration fee. Students who have not completed the registration process by the tenth day of the regular academic semester or by the fifth day of the summer session will not be permitted to attend class.

Doctoral students registering for maintenance of candidacy **that do not need full time certification** may do so at any time during the semester without a late registration fee. If full time certification is required you must follow regular registration requirements.

If payment of tuition is an award from the Department or Dean's Office, registration must be done no later than the tenth day of class.

1.3.6 Degree Registration

A student must be registered in the semester in which the degree is conferred.

1.3.7 Tuition Awards

Once registration is complete, fellowship and scholarship holders will need to have their tuition awards approved. Students for whom tuition is some form of Lehigh's employee benefits should go to the Office of Human Resources (306 South New Street, Suite 437, 758-3900). Research assistants, whose tuition is paid for by research projects, are to have their tuition award forms forwarded by their departments to the Office of Research and Sponsored Programs for approval. Other graduate students must pay their tuition bills through the Bursar's Office. Receipts will be issued upon request.

1.3.8 Additional Services Provided by the Registrar

In addition to maintaining student academic files, the Registrar also handles requests for transcripts. All transcript orders must be submitted via the internet, regardless of when you attended Lehigh University. Please visit the Registrar's website for complete instructions: <https://ras.lehigh.edu/content/transcripts>.

1.4 Graduate Student Petitions

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

- Change of status from an associate to a regular graduate student
- Readmission as a graduate student following an absence of one year

- 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

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.

1.5 Leave of Absence

1.5.1 Graduate Leave of Absence Policy

During the course of graduate study, students may find themselves in circumstances that require them to interrupt their graduate work. When these occasions arise, the University allows students to request a leave of absence for either personal or medical reasons. The information provided below is designed to assist students in making a smooth transition away from graduate study and then back again.

Students are required to submit the [Leave of Absence Request form](#) to the Office of Graduate Student Life. If the student is eligible, the Office of Graduate Student Life will then notify the academic adviser, program director, department chair, graduate associate dean of the appropriate college and the registrar. In order to enhance their successful return to graduate school, students are strongly encouraged to meet with their advisers to discuss their plans and to keep the lines of communication open.

Please note that a “withdrawal” indicates the student intends to *discontinue* graduate study, whereas a “Leave of Absence” indicates that the student intends to return at a specified later date. This policy address leaves after which the student intends to return and resume his or her studies.

Important Information about Requested Leaves of Absence:

- Only students who have successfully completed at least one semester of graduate work and are in good academic standing are eligible for a leave of absence. Students in their first semester who request a leave will need to petition for readmission.
- Funded students who are requesting a leave due to the birth or adoption of a child should apply for a Graduate Student Parental Leave. Students can access information and the form here:

<http://www.lehigh.edu/~inprv/pdfs/GraduateStudentParentalLeavePolicy11-17-09withForm.pdf>

- The University will grant a leave of absence for up to one year. If more time away is required, students may request a second year of leave. Should students require more than two years away from the University, they will be required to apply for

readmission to the program at the end of their time away. A leave that commences during the semester will count as an entire semester away in terms of total leave time allowed.

- If students take a leave during the semester, they may be required to submit a drop/add form to the Registrar's Office (http://www.lehigh.edu/~inengrit/gradforms/pdfs/add_drop.pdf). Students may be eligible for a prorated refund. Please consult the Bursar's Office for details: (<http://www.lehigh.edu/~inburs/refund.html>).
- An approved leave of absence extends the time-to-degree deadline for the length of the approved leave, but only up to the university-mandated maximum of two years.
- While on leave, students are not registered with the University. This has important implications:
- The student may not submit work, take exams, propose or defend theses or dissertations, or use faculty time.
- The student will not have access to University services, including the Health and Counseling Centers, the Fitness Center, and Library and Technology Services. This means the student's Lehigh email account will be suspended and he or she will be unable to use library services. However, the College Dean's Office may request that the email account and library privileges remain active during the term of the approved leave, up to a maximum of two years.
- Funded students cease to receive stipend payments from the start of the approved date of the leave. Students receiving funding provided to the university by external grants or contracts should consult with their funding-related adviser/supervisor about applicable rules, procedures and possible limitations. While those who have provided financial support for students who go on leave will do their best to support those students when they return and resume their studies, it is not possible to guarantee such support will be available when the student returns.
- Student loans may come out of deferment and the student may be required to begin repaying his/her loans. Please consult Financial Aid: <http://www.lehigh.edu/~infao/graduate/index.html>.
- Immigration status may be affected for international students. Please consult the Office of International Students and Scholars: <http://www.lehigh.edu/oiss/>
- Students living in campus housing will need to make other living arrangements, since only registered students in good standing are eligible for such housing. Unfortunately, Residential Services also cannot guarantee space upon the student's return.

- Students enrolled in the University health insurance plan may be able to keep their health insurance during the term of the health insurance contract. In this case, students can contact the University Health Center to obtain a list of primary care doctors in the community to use during their leave of absence. Please consult the student health insurance brochure for eligibility restrictions: <https://financeadmin.lehigh.edu/sites/financeadmin.lehigh.edu/files/offices/bursar/docs/HealthInsuranceBrochure.pdf>
- Students requesting a leave for medical or psychological reasons must include documentation from their health provider which indicates a recommendation for the leave and expected time away. The documentation is submitted to --and is only available to-- the Director of Graduate Life. Such documentation remains kept confidential.
- Students who need to be absent within the semester (no more than a few weeks in duration) must consult with their professors about the possibility of making up missed classwork and, if applicable, work related to their funding support. In these circumstances, students do not need to submit an official Leave of Absence request. Students may consult the Director of Graduate Student Life with questions and concerns.
- To formally request a leave of absence, students must complete the form at the following link: <http://lehigh.edu/go/gradloa>

Important Information about Involuntary Leaves of Absence:

- The University may require an involuntary leave of any student who appears to have a serious physical, psychological or emotional disorder which offers reasonable cause to believe he or she may be a danger to self or others, or may disrupt proper activities of the University community and its members, or may be unable to look after his or her affairs adequately. An involuntary leave of absence is included in the maximum leave of two years.
- Time-to-degree deadlines are not extended for students who are suspended due to Code of Conduct violations.

1.5.2 Returning from Leave/Resuming Graduate Studies

When ready to resume graduate study, students are required to complete the Graduate Readmission Form, available at the following link: lehigh.edu/go/gradreadmit. Returning students are encouraged to contact their program adviser as early as possible to discuss registration. Returning students may only re-enroll for a full semester or summer session. In order to meet this requirement, such students need to be aware of registration deadlines.

Students who take a leave from graduate study without requesting an official leave of absence will be required to petition the Standing of Graduate Students (SOGS) committee for readmission if they've been away from the University for more than one year. Unapproved leaves count toward the two-year leave maximum.

If you have any questions about this policy or its application, please contact the Director of Graduate Student Life, Kathleen Hutnik, either by email kaha@lehigh.edu or telephone 610-758-3648.

1.6 Graduation

1.6.1 Application for Degree

Candidates for Masters and Doctor of Philosophy degrees must fill out an online application for degree (found by logging into the student portal and accessing Banner self-service). Below are the filing deadlines for May graduation and to receive the degree in September or January. Degree applications filed late will incur a fee of \$50.

Graduation Date	File Application By
May	February 1
Receive Degree	File Application By
January	October 1
September	July 1

1.6.2 Registration Requirements

A student must be registered in the semester in which the degree is conferred. If a student is not registered for a course, he/she must register for maintenance of candidacy. Candidates for September degrees do not need to be enrolled during the summer preceding the degree if they were enrolled in both the fall and spring semesters of the previous academic year.

1.6.3 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 complete all coursework; including any incomplete grades that they have received;
- 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). All financial obligations must be cleared with the Bursar. Tuition fees, bookstore charges, library fines, and/or motor vehicle fines must all be paid prior to graduation;
- 4). All library books must be returned.

1.7 Expenses

1.7.1 Tuition and Fees for 2016-2017

Tuition and fees for the P.C. Rossin College of Engineering and Applied Science program for the 2016-2017 academic year are listed below, and may increase on a yearly basis.

	Per credit hour	Per Semester
Tuition	\$1,500	
Per Credit course charge for audit	\$1,500	
Maintenance of candidacy		\$1,500
Master's candidate registration fee		\$1,500

Other fees	
Application fee (regular or associate admission consideration)	\$75
Application fee (non-degree status)	\$75
Late registration (Completing registration after announced date)	\$100
Late application for degree	\$50
Late payment (after announced date)	\$200
Returned check fine	\$35
Identification card (replacement)	\$30
Thesis, publishing	\$55
Dissertation, publishing	\$90

1.7.2 Tuition Payment

Graduate students who register at least six weeks prior to the start of classes will receive an email notification to their Lehigh email account that their tuition bill is ready to view online at the Student Account Suite. Students that register less than six weeks prior to the start of classes will most likely not have a tuition bill generated prior to the start of classes. To remain in good standing, tuition charges must be paid prior to the start of classes even if the student has not received a tuition bill because of his/her late registration for classes. Students can review their current account balance online 24/7 by logging into the Student Account Suite or the Campus Portal. Information about the various payment options is available at the Bursar's Office web site at <https://financeadmin.lehigh.edu/bursar>.

1.7.3 Tuition Employer Deferment Information

If your graduate tuition at Lehigh University is reimbursed to you by your employer, you can request a deferment of the payment of your graduate tuition. You may defer your tuition

until a date later than registration, which is specified by the Bursar's Office each semester, or until the date of the reimbursement from your company, whichever is sooner. A new deferment form must be completed and submitted and a deferment fee paid EACH semester you wish to defer your tuition.

To receive a deferment, print a copy of the [Graduate Tuition Deferment Request](#) and complete all student information, as well as the Payment and Deferment Calculation and sign the form where indicated. There is a \$50.00 fee each time you wish to have your tuition deferred. The deferment fee and any other charges on the student account must be paid in full by the payment due date for that semester in order to complete registration. The deferment is for your tuition only.

Please visit the Bursar's website for more information:
<https://financeadmin.lehigh.edu/content/deferment-information>.

1.7.4 Tuition Refunds

A student in good standing who formally withdraws or drops a course(s) before 60% of the semester has been completed is eligible for a tuition refund. Academic fees are non-refundable after the first day of classes. **The “first day of classes” is considered the first day of the semester, not the first day a particular class meets.** Courses not following standard semester dates will have percent-of-semester-completed refunds based on dates for that specific course. Online courses percent-of-semester-completed are based on access availability, not if/when student first accessed course material. No tuition refunds will be made for courses of one week or less after the first day of class.

Full tuition refunds will be granted for registration cancellations only when a properly authorized withdrawal or add/drop form is *received* in the Registrar's Office prior to the start and including the first day of the classes. Properly authorized cancellation and add/drop forms *received* after the first day of classes will be recognized based upon the calendar day in which they are *received* by the Registrar. A student suspended or expelled from the University will not be granted a tuition refund.

1.7.5 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 more information you can contact Residential Services at (610) 758-3500 or inrsd@lehigh.edu. We also suggest viewing the Graduate Student Life office video on graduate student housing. This video as well as links to other helpful videos can be found on the GSL website in the “Resources” section found here: <http://gradlife.web.lehigh.edu/resources>

2.0 Research and Graduate Studies

The Office of the Vice President and Associate Provost for Research and Graduate Studies (OVPR) is here to champion and support the creative work of our distinguished faculty and capable, inquisitive students. We provide support for our academic community as we seek to have our work shaped by our society's challenges and work to devise solutions to real problems. Some of the offices housed under the OVPR include Research and Sponsored Programs, Research Integrity and Technology Transfer.

2.1 Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) is responsible for assisting the faculty in the preparation of proposals, and in the preparation and administration of sponsored contracts, grants, and agreements. It serves as a liaison between faculty and contracting federal, state and local agencies and industry sponsors; reviews and negotiates funding agreements; monitors all sponsored contracts / grants / agreements received by the University for fiscal integrity; and checks for institutional compliance with the sponsor and university policies and procedures. Each University department or center is served by a Contract and Grant Specialist from the ORSP. To find out who to contact, see the ORSP website at: <http://research.cc.lehigh.edu/contact-orsp>.

2.2 Office of Research Integrity

The office of Research Integrity is charged with overseeing ethical aspects of research, as outlined in the sections below.

2.2.1 Protection of Human Subjects in Research

All research and experimental activities in which people participate as subjects must be approved by Lehigh's University Institutional Review Board (IRB) prior to the involvement of the subjects. This applies to all sponsored and unsponsored research, continuing education courses, thesis/dissertation projects, and certain instructional projects and activities involving human subjects research conducted by University students, staff, and faculty.

The University's basic policy places the primary responsibility for the protection of the welfare and the right of privacy of the individual subject on the principal investigator. The responsibility is shared by the University as an institution and, where outside support is provided, by the sponsoring agency.

There are three types of human subjects research review: Exempt, Expedited, and Full committee review. If investigators have any questions about which type of review their proposal is eligible for, they should contact the Office of Research Integrity.

Each researcher involved in the study who will be interacting with the subjects must complete an online training course on the protection of human subjects. The link to the online course can be found at the Office of Research Integrity Human Subjects in Research website: <http://research.cc.lehigh.edu/irb>.

To begin the review process, investigators should first visit the Human Subjects in Research website for information. IRB applications are submitted through the web-based system IRBNet. Information on IRBNet and a tutorial for getting started are available on the website. The completed Human Subjects Application (available at IRBNet.org), the consent form, any instruments to be used, a copy of the funding proposal or thesis proposal (if applicable), and a copy of the completion certificate from the online human subjects protection training course must be included in the IRBNet package. The review process will not begin until the committee has all the required information.

The IRB recommends submitting applications at least six weeks in advance of the anticipated research start date, to allow adequate time for committee review and researcher response to committee questions. Studies which meet the criteria for Exempt or Expedited review are reviewed on an ongoing basis throughout the year. Studies requiring Full committee review must be voted on at convened IRB meetings. The IRB meets on the second Tuesday of each month. Full review studies should be submitted at least 30 days in advance of the next scheduled IRB meeting. Investigators will receive notification of the IRB's actions, comments, and recommendations through IRBNet.

For research protocols requiring Full committee review and certain Expedited protocols, approvals are granted for a maximum of one year. For these projects, annual renewals are mandatory in order to keep studies greater than 12 months in length active. For all projects, interim progress reports may be requested by the IRB. For renewals, the investigator should submit a continuing review form, a copy of all instruments to be used with any changes noted, consent form(s), and a written explanation of the study with a complete description of any changes to the study procedures. Changes to a previously-approved study or consent procedures must be reviewed and approved by the IRB before they can be implemented. Continuing Review and Amendment/Modification applications are processed via IRBNet. All adverse events and unanticipated problems must also be reported immediately through IRBNet.

A copy of an Informed Consent form and written explanation of the study must be given to each subject. This explanation may be incorporated at the beginning of the consent form or on the back of the form. In some studies, such as mailed questionnaires or on-line questionnaires, signed informed consent may be waived. However, the investigator must provide an informed consent document and an explanation of the study as before. A statement should be included that clearly states that by responding or participating, the subject is granting consent for use of their data. This can be provided in a cover letter that the subject may retain.

Contact the Office of Research Integrity with any questions regarding human subjects or IRB policies and procedures.

2.2.2 Humane Care and Treatment of Laboratory Animals

Before ordering or beginning any research, research training, experimentation or biological testing involving live, vertebrate animal(s), the investigator must submit and have received approval on an animal use protocol. Allow four weeks for protocol review and approval.

Completed protocol forms should be sent to the Institutional Animal Care and Use Committee (IACUC) via the web-based IRBNet system (available at IRBNet.org). The

protocol form provides specific data concerning the species to be used, detailed information related to the use of the animals and justification for the use of the animals. Other procedures which need to be addressed in the form are surgery, procedures to minimize pain, use of anesthetics, animal housing and methods of euthanasia.

Any anticipated changes made to an approved protocol must be promptly reported through a modification form and requires IACUC approval.

Annual renewals are mandatory. Forms and tutorials can be found at <http://research.cc.lehigh.edu/animals>.

Access to the Central Animal Facility is restricted to investigators and the staff designated in the approved protocols on file and only after appropriate training and exams are successfully completed. Contact the Office of Research Integrity with any questions regarding IACUC policies and procedures.

2.3 Office of Technology Transfer

The [Office of Technology Transfer](#) (OTT) assists with finding paths to widespread use of research results, especially through commercialization. OTT will help to determine when protection of intellectual property is likely to enable development of results for widespread practice through commercialization, manages Lehigh intellectual property, and assists in finding grant support for transitioning research results into commercial use.

Any member of the University faculty, staff, or student body who develops or conceives of a patentable, copyrightable or other intellectual property while employed at Lehigh as a direct result of regular university duties, or significant use of university facilities, must disclose that property to the University through the OTT using an Invention Disclosure Form which can be found on the OTT website. The OTT website, found at: <http://research.cc.lehigh.edu/ott> provides guidance, contact information, and forms that will help navigate the process of protecting intellectual property, fulfilling governmental reporting requirements and assisting in the commercialization of intellectual property. In addition, the University Policy on Intellectual Property can be found at: <http://www.lehigh.edu/~policy/university/ip.htm>.

3.0 Financial Aid

Financial aid is available for regular, full-time or part-time graduate students. Associate and non-degree graduate students are not eligible for Direct loans or Graduate Plus Loans, but may be eligible for alternative loans. Teaching assistantships (TA's), research assistantships (RA's), graduate assistantships (GA's), fellowships, and scholarships are academic awards made by the University, by individual academic departments, and by the Dean's Office. Several graduate assistantships unrelated to a particular area of study can be obtained by applying to administrative offices. Loan amounts are determined by the Office of Financial Aid and must be applied for through the Financial Aid Office by completing a Lehigh University Graduate Financial Aid Application and Free Application for Federal Student Aid (FAFSA).

3.1 Academic Awards

Continuing students who request fellowships, scholarships, RA's and TA's that will begin in the fall semester must file a request with their academic department no later than February 1. Generally, a special committee formed by departmental faculty makes recommendations for the recipients of these awards based on merit. 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. Research assistants receive a stipend for research services and their tuition is commonly paid directly by research projects.

Joint appointments as teaching assistant and research assistant are permissible, subject to appropriate approvals.

3.2 Teaching Assistant Appointments

Teaching Assistant (TA) is a technical term used to describe a specific type of Lehigh University student employee. The duties of TA's are generally set by the departments or offices that employ them, but certain conditions must be satisfied before a student can be classified as a TA. These include:

- 1). Each TA must be a regular full-time resident Lehigh graduate student. This status normally requires registration for at least nine credit hours per semester.
- 2). A TA is a half-time position, and each TA provides services to Lehigh University of up to 20 hours per week. Quarter-time TA appointments are possible for full-time resident graduate students. Stipends and tuition remission are appropriately reduced for these positions.
- 3). Each TA is paid a specific stipend which is set for the academic year by the University.
- 4). Qualified TA's receive tuition remission for nine credit hours in a regular semester. No TA may register for more than ten credit hours.
- 5). A student who is a half-time TA for the college of engineering & applied science during the entire preceding academic year is also entitled to a maximum of three

credit hours of thesis, research, or dissertation registration in the following summer. Course credit is not eligible, only research-based courses specifically titled Thesis, Research or Dissertation will be covered. If you believe you are eligible for this please complete a [tuition award form](#) and submit it to the college graduate programs manager in Packard Lab 314a to get approval **prior** to registering.

- 6). Each TA is appointed by a process that begins with a formal letter of appointment issued by the appropriate Departmental Chairperson. The appointment letter specifies standard university conditions, including stipend level, time of arrival, length of service, and the requirement of satisfactory academic progress and performance of duties. Each Departmental Chairperson submits written notification of TA appointments to the Dean.
- 7). Tuition remission for qualified TA's is authorized by the Dean as part of the registration process.
- 8). The Dean is provided with tuition remission accounts against which TA remissions are charged. The accounts are budgeted at an amount equal to the standard TA tuition rate multiplied by the approved number of TA positions included in the annual operating budget. The budgets shall not be exceeded. If additional TA positions are desired on a temporary basis, the account executive must provide for the transfer of budget support to the remission account. These budgets are to be used exclusively for tuition remission for authorized TA positions.

3.3 Teaching Assistant Requirements

The Graduate and Research Committee endorse academic guidelines for new Teaching Assistants that exceed minimum admission requirements. Each TA should satisfy one of the following:

- 1). A GPA of 3.0 or better in the undergraduate major field of study
- 2). A GPA of 3.5 in the senior year major field of study
- 3). Rank in the 85th percentile or higher on the GRE or other standardized test
- 4). A GPA of 3.5 in at least 12 hours of graduate work in the major field.

Exceptions to these guidelines shall be made only with the approval of the Associate Dean.

In addition, each teaching assistant must make normal progress toward a graduate degree. *The definition of normal progress may vary among departments, but the criteria for satisfactory progress are established by the departmental faculty and by the University Graduate and Research Committee.* Teaching assistants who fail to satisfy these criteria are ineligible for reappointment.

All Teaching Assistants whose native language is not English are required to take the TOPSS (Test of Presentation and Speaking Skills) test before they can begin their teaching assignment. Minimum acceptable scores must be attained in order to hold a teaching assistantship. If the minimum scores are not attained the student is not eligible for a TA position. Please consult with the ESL Program Office for more information concerning score requirements.

TOPSS tests are individually administered by the ESL Program staff, please consult their website for scheduling details. Contact the ESL Program (32 Coxe Hall, 758-6099, inesl@lehigh.edu) for details and information concerning the TOPSS.

3.4 Summer Appointments

There are a limited number of summer TA/GA appointments. These TA/GA employees must receive the same monthly stipend as academic year TA's/GA's and provide services of up to 20 hours per week to the University. A summer TA/GA registers for a maximum of three credit hours in each summer session of employment and receives tuition remission for that registration, providing their offer letter states such. These positions are appointed by the University Summer Sessions office.

3.5 Graduate Assistant Requirements

Graduate students may be appointed to graduate assistantships unrelated to their areas of study on recommendation of the Chairperson of the department concerned. GA's are normally expected to devote half-time to the service of the University and half-time to graduate work. Appointment is for one year and tuition fees are remitted.

In special cases, graduate students may be employed on one-third time under which arrangement two-thirds of the student's time is devoted to graduate work and one-third to service to the University. Tuition fees are not waived for any graduate assistant devoting less than one-half time service to the University.

The availability of these assistantships is based on the needs of individual departments or offices. GA's are employed regularly by the Office of Student Affairs, the Dean of Students Office, the University Counseling Service, Career Services, and the Athletic Department.

3.6 Research Assistants/Project Assistants

Graduate students employed on research projects are designated as either research assistants or project assistants and are not eligible for university benefits. Appointment is offered by the principal investigator or project director in consultation with the Chairperson of the department in charge of the student's curriculum, and is reviewed by the Office of Research and Sponsored Programs. Research assistants are candidates for graduate degrees, devoting full time to a program of graduate work (which may include teaching, research, and other academic activity as well as courses), and are appointed to receive compensation for participating in a research program by which they meet requirements for the degrees sought. Compensation consists of a stipend, and/or tuition fees covered directly from the research project.

Graduate project assistants are appointed by research project directors, in each case in consultation with the Chairperson of the department of the student's curriculum, and upon review by the Contract and Grant Specialists in the Office of Research and Sponsored Programs. Graduate project assistants provide services to research projects for research work that does not fulfill degree requirements.

3.7 Scholarships and Fellowships

Scholarships and fellowships are offered to graduate students who demonstrate superior qualifications and performance. There are three types of awards: (1) scholarships that consist of credit hour awards to be applied towards tuition; (2) College and University fellowships that provide both stipend and credit hour awards for tuition; and (3) fellowships that have been designated by a donor for students in a particular engineering discipline. Not all disciplines have these awards. They also consist of a stipend plus credit hour awards for tuition.

In general, credit hour awards consist of nine credit hours per semester. Students who are on maintenance of candidacy status will be awarded the appropriate number of credit hours.

Each year the Dean's Office receives an allocation of tuition credit hours for scholarships. These hours are in turn distributed to the individual departments to use at their own discretion. University fellowships are used to recruit outstanding new graduate students rather than to support continuing graduate students. These fellowships are distributed by a University Committee. Fellowships outlined in (3) above are awarded by the individual departments.

3.8 Office of Financial Aid

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

If you are classified as an associate graduate student, which is non-degree classification, you will not be entitled to borrow at the graduate student loan level.

Type of Aid	Need Based	Forms Needed	Comments
Federal Direct Unsubsidized Loans:	No	FAFSA University Financial Aid Application	These are loans made to students attending at least half-time (minimum of 6 credits per term with the exception of summer terms where the minimum is 3 credits.) The exception to this rule is a student that has been certified full time by their college. A graduate student can borrow up to \$20,500 a year, which is the maximum yearly Direct Loan one can receive. Although these are the loan maximums, a student cannot borrow more than the cost of education minus any other financial aid received.
Graduate Plus Loans	No	All documentation for the Direct loan as students must have used Direct Loan eligibility before applying for this loan	Graduate and professional degree students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other financial assistance received. This includes any other loans or financial assistance awarded by the department of study. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan under the Federal Direct Loan Program before applying for a Graduate/Professional PLUS loan.
Alternative loans	No	University Financial Aid Application	These loans are applied for and approved by lenders. Loans are credit based. After approval of the loan it is certified by the Financial Aid Office. Student may borrow up to the cost of attendance.

4.0 Degree Programs and Requirements

4.1 Graduate Degrees Offered

P.C. Rossin College of Engineering and Applied Science

Bioengineering Department

Bioengineering – M.S., Ph.D.

Chemical & Biomolecular Engineering Department

Chemical Engineering – M.S., M.E., Ph.D., MBA&E

Chemical Energy Engineering – M.E.

Biological Chemical Engineering – M.E.

Civil and Environmental Engineering Department

Civil Engineering – M.S., M.E., Ph.D., MBA&E

Environmental Engineering – M.S., M.E., Ph.D., MBA&E

Structural Engineering – M.S., M.E., Ph.D.

Computer Science and Engineering Department

Computer Science – M.S., M.E., Ph.D., MBA&E

Electrical and Computer Engineering Department

Computer Engineering – M.S., M.E., Ph.D., MBA&E

Electrical Engineering – M.S., M.E., Ph.D., MBA&E

Industrial and Systems Engineering Department

Industrial and Systems Engineering – M.S., M.E., Ph.D., MBA&E

Management Science and Engineering – M.S., M.E.

Healthcare Systems Engineering – M.E.

Materials Science and Engineering Department

Materials Science and Engineering – M.S., M.E., Ph.D., MBA&E

Mechanical Engineering and Mechanics Department

Mechanical Engineering – M.S., M.E., Ph.D., MBA&E

Interdisciplinary Graduate Programs

Analytical Finance – M.S. *

Energy Systems Engineering – M.E.

Photonics – M.S.

Polymer Science and Engineering ** – M.S., M.E., Ph.D., MBA&E

Technical Entrepreneurship – M.E.

* Offered jointly with the College of Business and Economics and the Department of Industrial & Systems Engineering.

** Offered jointly with the College of Arts & Sciences and within the Departments of Chemical Engineering, Materials Science & Engineering, and Mechanical Engineering & Mechanics in RCEAS.

The MBA&E is a joint degree which combines an MBA curriculum (overseen by the College of Business & Economics) with an engineering specialty curriculum.

4.2 Academic Standards and Grades

4.2.1 Minimum Academic Standards

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).

No grade below “C-” may be counted toward a graduate degree. No regularly admitted student who receives more than four final course marks below a B- in courses numbered 200 or higher is allowed to continue registration as a graduate student. Individual degree programs may have higher standards. Pass-fail registration for graduate students is not permitted and grades are not reported for dissertation registration. For degree specific grade requirements please see sections 4.3 and 4.4.

4.2.2 Dropping/Withdrawing from a Course

A student dropping a course within the first ten days of the semester (three days for summer sessions) will have no record of the course on the transcript.

A student who withdraws from a course with the approval of his/her advisor and section instructor 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.

An Add/Drop form signed by the student’s advisor must be submitted to Registration & Academic Services before the deadlines noted above to be official. No course may be dropped after the eleventh week of classes during a term as noted on the University Calendar.

4.2.3 University Withdrawal

A student withdrawing from the University (dropping all courses during a given term) must submit the Add/Drop form signed by the advisor to the Associate Dean of Graduate Studies & Research Office. A withdrawal from a course within the first ten days of classes is not recorded on the student’s record. Withdrawal after registration day and during the first eleven weeks of instruction will be noted on the academic transcript by assigning a grade of “W” to all courses. A withdrawal after the eleventh week of instruction and before the end of classes will result in the coursework receiving the appropriate letter grade. The date of the withdrawal will be noted on the academic transcript for a withdrawal at any time during the term.

4.2.4 Incompletes

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

course of a substitute method for determining the default grade. Parenthetical grades are not required for thesis or research courses.

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

4.2.5 Absent from the Final Exam

The 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 in the grade calculation an F (or zero score) for the missing final exam. The X grade may be removed by a make-up examination if the absence was for good cause (*e.g.*, illness or other emergency). To be eligible for a make-up examination, a graduate student must file a petition and the petition must be approved by the Graduate and Research Committee. The instructor schedules and administers the make-up exam.

4.2.6 Repeating a Course

If a graduate student repeats a course, each time that course is taken it is included in the academic record, as is the final grade assigned, and both appear on the official student academic transcript. All final course grades assigned are included in the calculation of the student's cumulative grade point average. Course credits from a repeated course, however, count only once towards satisfying graduation credit requirements.

4.2.7 Degree Registration Requirement

A student must be registered in the semester in which the degree is conferred. If a student is not registered for a course, he/she must register for maintenance of candidacy. Candidates for September degrees do not need to be enrolled the summer preceding the degree if they were enrolled both fall and spring of the previous academic year.

4.3 Master's Degree Requirements

4.3.1 Time and Registration Requirements

The Master's degree is granted to properly qualified students who complete satisfactorily at least two full semesters of advanced work. **Candidates for the Master's degree have six years in which to complete their programs.** The time 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.

4.3.2 Program for the 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 chairperson of the student's major department. All courses included that are not offered by the student's major department also must be approved by the chairpersons of the departments concerned. The program of courses must be submitted to and approved by the Graduate and Research Committee. Submission should be as soon as possible after 15 credit hours toward the degree have been completed. Approval of the program by this committee signifies that the student has formally been admitted to candidacy for the degree.
- 2) The "minimum" program for the Master's degree includes:
 - not less than 30 credit hours of graduate work; audit credits may not be used toward the degree; research or thesis registration counts as part of the 400-level coursework requirement
 - not less than 24 credit hours of 300- and 400-level coursework of which 18 credit hours must be at the 400-level
 - not less than 18 credit hours in the major field; of which 15 credit hours must be at the 400-level
- 3) The 18 credit hours required in the major field are ordinarily taken in one department with exceptions for those programs that are interdisciplinary. Specific exceptions to this rule are mentioned in the departmental statements at the head of course listings. The remaining twelve hours of a "minimum" program, or any part of them, may also be taken in the major department, or they may be taken in any other field in which courses for graduate credit are offered, as the needs or interests of the student may indicate, subject to the approval of the chairperson of the major department. In all cases, the course work for the Master's degree is taken under at least two instructors.
- 4) A graduate student may include in his or her program courses numbered 200 or higher outside the major field and courses numbered 300 or higher in the major field. A graduate student registered in 200 or 300 courses may be assigned additional work at the discretion of the instructors. Advisor and/or department approval is required in order to register for a 200-level course.
- 5) The Master's degree is not granted unless the candidate has earned the grades of "B-" or better in at least eighteen hours of the work on his or her program **AND in all 300 courses in the major field**. No course in which the grade earned is less than "C-" is credited toward the degree.
- 6) All work which is to be credited toward a master's degree must be done through or approved by the appropriate academic unit of Lehigh University. A student who receives more than four grades below "B-" in courses numbered 200 or higher

becomes ineligible to qualify for the Master's degree or to register for any other 400-level courses.

4.3.3 Transfer Credits

A maximum of up to nine credits taken at the graduate level elsewhere may be transferred from an accredited graduate college or graduate university to a Lehigh University Engineering Master's Program. All courses must be assigned a grade of "B" or better to be eligible, and have not been used toward any prior degree. The credits must be completed within four years of first enrollment into a Lehigh graduate program. A transfer credit approval form must be submitted along with course descriptions, an official transcript, and the recommendation of the departmental chairperson. The full, university graduate transfer credit policy can be found on the approval form. For transfer credit policy pertaining to those students who are undergraduates of Lehigh University please see page 4, section 1.1.5.

4.3.4 Thesis and Comprehensive Examination

Candidates for the Master's degree may be required to submit a thesis or report based on a research course of at least three credit hours, and/or to pass a comprehensive examination given by the major department. The department specifies whether one, or both of these requirements apply. If a thesis is required it must be based on a research course of at least 3 credit hours, with a maximum of 6 credit hours. The credits to be allowed are fixed by the chairperson of the major department.

University procedures must be followed if the thesis or research project involves human subjects.

The thesis must be prepared according to the rules outlined in Thesis and Dissertation Guidelines. The thesis must be approved by the thesis advisor and the departmental chairperson. The student will submit their approved Thesis to the Registrar **no later than approximately three weeks before the degree award date** using the online submission system found at www.etsadmin.com/lehigh. Check the official University Academic Calendar for the exact date. A publishing fee must be paid to the Bursar, and the Bursar's receipt must be presented along with a copy of the Thesis title page, abstract and approval page, including **original** signatures, to the Registrar. If you have any questions about the Thesis submission process please contact the Registrar or visit the college's degree completion website at <http://www.lehigh.edu/engineering/academics/resources/graduate/DegreeCompletionInformation.html>.

Lehigh accepts no restriction on the right to publish and disseminate Master's theses developed as part of a sponsored or non-sponsored project. All theses must be fully accessible to the Graduate and Research Committee and to the faculty. A checklist of procedures and deadlines is provided in Table 5.

1. Formulation of a tentative program of coursework in consultation with your advisor.
2. Filing of Master's Degree program with the Registrar's Office. Submit as soon as 15 semester hour grades are completed. Your department should have a supply of program forms for your use. A program can be revised if a change is necessary.
3. Application for degree submitted online. Apply before date specified in the academic calendar. Reapplication for degree is required if the student misses the expected graduation date.
4. Submission of thesis using the online submission system. Submission of Bursar's receipt for the publishing fee, copy of Title page and abstract and original signature sheet to the Registrar's Office. Check final submission date in the University academic calendar.
5. Interdepartmental clearance form is secured through the Registrar's Office and returned to the Registrar's Office after obtaining the appropriate signatures. Cap and gown information is also available through the Registrar, with the completed form returned to the Lehigh University Bookstore.
6. Registration is required in the semester in which the degree is to be conferred. If there are any questions, contact the Associate Dean of Graduate Studies and Research Office (310 Packard Lab, 758-6310).

Table 5 Steps to receiving the Master's Degree.

4.4 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 capacity to carry on independent investigation in that field as evidenced by the presentation of an acceptable dissertation embodying the results of original research.

4.4.1 Time and Registration Requirements

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

Work of fragmentary character scattered over a long period of years, or work completed many years before the student becomes a candidate for the degree, is subject to special review by the University Graduate and Research Committee. The extent to which such work may be credited towards fulfillment of the time requirements will be decided by the committee.

All post-baccalaureate work toward the doctorate must be completed within ten years. A student beginning doctoral course-work after an elapsed period of **at least one semester after the Master's 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. The proportion of these credits that are to be allocated to courses, research, or dissertation are determined by the individual departments. **Transfer credits used for a Master's degree cannot be counted toward the Ph.D. degree.** With the exception of those participating in approved dual-degree programs, Lehigh doctoral students may not transfer credits from another accredited college or university to a Lehigh University doctoral program. The exception, however, applies to students enrolled in approved dual-degree doctoral programs involving external institutions, who may transfer up to 25% of their total required doctoral program dissertation / research credits to Lehigh for work that was performed at the external partner institution. Approval of such programs is required by the Dean of the relevant Lehigh College. Audit credits do not count in satisfaction of Ph.D. requirements.

Full-time students working toward the doctorate normally register for a minimum of nine 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, p. 26-27), continued registration of at least three credits per semester is necessary. Such registration does not automatically grant full-time student status, however. Full-time student status must be confirmed on the graduate full-time certification form.

Students seeking to receive both a master's degree and a doctoral degree must complete a minimum of 72 graduate credits at Lehigh and must meet all requirements of both degrees.

After admission to doctoral candidacy, a student must maintain candidacy by registering for at least one credit twice each calendar year. 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 credit hour. Full-time status again must be certified.

4.4.2 Grade Requirements

Please refer to Academic Standards and Grades & Minimum Academic Standards, for further information.

4.4.3 Concentrated Learning Requirement

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

4.4.4 Language Requirements

Language requirements for the Ph.D. are the option of, and in the jurisdiction of, the candidate's department. Since proficiency in a language is not a University requirement,

each department decides which languages, if any, constitute part of the doctoral program. However, students whose native language is not English must demonstrate proficiency.

4.4.5 Qualifying Examinations

Many departments require students who wish to enroll in doctoral programs to pass qualifying examinations. Since these examinations vary among departments, students should ask their advisors or Departmental Chairpersons for more detailed information. If a qualifying examination is not used, students should find out how and when eligibility to pursue doctoral studies is determined. For those departments in which a qualifying exam is required all decisions regarding format of the test, required performance to pass, and procedures for students who fail are left to the discretion of the departmental chair.

4.4.6 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. 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.

4.4.7 Admission to Candidacy

Candidates for the doctorate are accepted into all departments in the College. A department may limit the number of candidates accepted in any year. In exceptional cases new students may be admitted to candidacy immediately upon registration as a graduate student. Ordinarily, however, they are required to spend at least one semester in residence before they are accepted as candidates.

A doctoral student should apply for candidacy in a timely fashion after completion of the Master's degree or its equivalent and after successful completion of the qualifying process as specified by the major department. The prospective Ph.D. candidate must submit to the doctoral committee a written program proposal that includes a discussion of the proposed dissertation research. The program should be planned to lead to a general mastery of the major field and to a significant grasp of any minor that may be added. Upon receiving approval of the proposal, the candidate submits the proposal, signed by the committee members, as well as the Application to Candidacy Form to the Office of Graduate Studies and Research. If admission to candidacy must be approved by the start of a particular

semester all required application materials must be received in the Office of Graduate Studies & Research at least two weeks prior to the start of that semester. The Associate Dean will advise the student in writing of their admission to candidacy.

If the additional registration required to reach the degree credit hour minimum is 3 credits or more, the student must register for at least 3 credits until only 2 or 1 credit(s) remain. When less than 3 credits remain the student then applies for Maintenance of Candidacy two times per year.

If the dissertation research involves human or animal subjects, University procedures must be followed.

4.4.8 General Examinations

The general examination for the doctorate is designed to test both the student's capacity and his or her proficiency in the field of study. The examination is not necessarily confined to the content of courses that have been taken at Lehigh University or elsewhere. The examination is held, no later than seven months prior to the time when the degree is to be conferred. The student's doctoral committee is in charge of the examination, which may be both written and oral.

If a student fails the general examination, a second examination may be scheduled not earlier than five months after the first. If the results of the second examination are unsatisfactory, no further examination is set and the candidate is judged to have failed.

4.4.9 Dissertation and Defense

Ph.D. candidates are required to write a dissertation prepared under the direction of a Lehigh University professor. The dissertation must address a topic related to the candidate's specialty in the major subject, show the results of original research, provide evidence of high scholarship, and make a significant contribution to knowledge in the field.

Upon approval of the advising professor and one other member of the student's special committee, the dissertation draft is submitted to the Office of Graduate Studies and Research in the RCEAS Dean's Office for adherence to format guidelines at least six weeks before the degree is to be conferred. The exact deadline is published in the university academic calendar. The dissertation must be prepared following the rules outlined in [Thesis and Dissertation Guidelines](#). Upon return of the draft, the student should distribute copies of the draft to the members of the doctoral committee for review and for suggestions for revision.

The candidate then schedules an oral dissertation defense before the doctoral committee, additional faculty members, and the general public. The date of the examination must be announced to the public at least one week in advance. At the end of the defense, members of the student's doctoral committee sign the [Report on the Doctoral Dissertation Examination](#) form voting "passed" or "not passed". Passing the defense requires signatures from a majority of the student's committee. After the dissertation has been defended and revised accordingly, the student must go to the university's online dissertation submission website: www.etdadmin.com/lehigh. There the student will create a login ID and password and submit their written dissertation online. A formatting guide and submission guide with simple instructions can be found under the "Campus Resources" link on the

site. Should the student have any questions regarding the submission process they may contact the ProQuest Help team that is available through the site or contact the Office of Graduate Studies and Research at 610-758-6310. Once the student has completed all steps in the submission process and submitted their work, the Office of Graduate Studies and Research will be notified electronically that the work is ready for review. If revisions are needed the student will be notified electronically to log back into the system and make the necessary changes. If the work is suitable for publishing the student will again be notified electronically that their work has been accepted. Along with the online submission there are some items that must be completed and turned in to the Office of Graduate Studies and Research. These items include:

- 1) A copy of the title page and abstract;
- 2) Written dissertation signature sheet with **all** committee member's **original** signatures;
- 3) Original completed Report on the Doctoral Dissertation Examination (from the dissertation defense);
- 4) A receipt from the Bursar for payment of the publishing fee (\$90);
- 5) Additional forms given to the student at the time he/she submitted the dissertation draft (includes Survey of Earned Doctorates, Commencement Program Information form, Lehigh Open Access Form, etc.).

Lehigh accepts no restriction on the right to publish and disseminate dissertations developed as part of a sponsored or non-sponsored project. All dissertations must be fully accessible to the Graduate and Research Committee, to the student's dissertation committee, and to other faculty. If you have any questions regarding the Dissertation submission process please contact the College Graduate Coordinator. A checklist of procedures and deadlines is provided in Table 6 below.

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: <ol style="list-style-type: none"> 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	Language requirements as specified by the department.
4	General Examination must be passed 7 months prior to graduation.

5	Payment 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. Complete online application on or before date specified in academic calendar (typically February 1 st for May degree, July 1 st for September degree or October 1 st for January degree). Re-application is required if student misses expected graduation date.
7	Dissertation first draft must be signed by the advisor and one other 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. Public announcement one week prior to defense.
9	Submission of final dissertation using the online submission system. Submission of Bursar's receipt for the publishing fee, and other relevant paperwork to the Office of Graduate Studies & Research. Check final submission date in the University academic 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.

Table 6: Steps to receiving the Ph.D. degree

4.5 Thesis and Dissertation Guidelines

The thesis or dissertation must conform to the following:

Complete Proquest publishing guidelines may also be found here:

http://www.etsadmin.com/UMI_PreparingYourManuscriptGuide.pdf

- 1) All straight text is to be double spaced on one side of paper. Double-sided is not acceptable. Quotations, if more than a few lines in length, should be indented from margins and single spaced. Footnotes, tabulations, formulas, *etc.* should likewise be single spaced.
- 2) It is recommended that SI (Système International) units (kg m s) be used throughout. If, however, your discipline uses a different set of units as a standard, use those.
- 3) A left-hand margin of at least 1-1/2 inches shall be allowed for binding. The other margins shall be at least one inch wide. Margins on illustrations, tables, graphs, *etc.*, shall conform to the above. **Page numbers should be at the center bottom without violating the 1-inch margin.** Figure numbers and titles should be placed at the bottom of the page.

- 4) Illustrations, tables, graphs, *etc.*, shall be consecutively numbered, so that they may be readily referred to in the context. Figures and tables placed sidewise (landscape orientation) on the page must be outward facing (facing to the right). Page numbers shall remain at the bottom, center of the page (as if portrait oriented). Only the major coordinate rulings should appear on graphs.
- 5) A Table of Contents, giving at least the chapter headings, with page numbers, must be prefaced to the thesis or dissertation. If the thesis or dissertation contains a significant number of tables, figures, *etc.* they shall be listed as List of Figures or List of Tables. This list will normally follow the list of chapter headings. Check to be sure that the titles on the actual figures, *etc.*, agree with those listed.
- 6) An abstract is to be prepared which will summarize the main findings and conclusions of the thesis or dissertation. As much as possible, the abstract should contain information, not merely an outline of the work done.
- 7) Each thesis or dissertation must have a “vita” or appendix giving a short biography of the candidate. This shall include the place and date of birth, names of parents, institutions attended, degrees (with dates) and honors, titles, or publications, teaching or professional experience, and other pertinent information. The vita must be the last page of the document.
- 8) Samples of the title page and signature sheet for the thesis and dissertation appear following the end of this section.
- 9) The material of the complete thesis or dissertation shall be arranged and numbered as follows:
 - the title page (which is page i but is not numbered)
 - copyright page (which is page ii)
 - blank certificate of approval (iii)
 - acknowledgments (if any)
 - the table of contents
 - list of tables (if any)
 - list of figures (if any)
 - list of illustrations (if any)

NOTE: Roman numeral pagination ends here

- an abstract (arabic numeral 1)

NOTE: Arabic numeral pagination starts with the abstract at page 1 and is continued in consecutive order to the last page of the thesis or dissertation.

- the main text of the thesis or dissertation including footnotes, tables and figures
- list of references cited

- any appendices
 - the “vita” or brief biography (last page)
- 10) The PDF uploaded online is limited to a file size of 100MB and supplementary files are limited to 10MB.
 - 11) No source or object computer program is to be incorporated into the thesis or dissertation. Instead, these should be included in an appendix or submitted through the online submission system as a supplemental file. Proper credit should be given for use made of other programs.
 - 12) The pages of the entire thesis or dissertation, including illustrations, tables, graphs, appendices, and references, shall be numbered as indicated in item 9 above. It is important that every page (except the title page, as noted above) be numbered.
 - 13) There are several referencing styles that can be used in listing books, articles, reports, unpublished materials, and public documents, *etc.* in your set of references. Please consult with your advisor on the appropriate style used in your department. It is important that you maintain consistency with one style throughout your thesis or dissertation. The following list highlights manuals that are excellent guides to referencing styles:

Dodd, J.S. (Ed.) (1986). The ACS style guide: A manual for authors and editors. Washington, DC: American Chemical Society.

Turabian, K.L. (1987). A manual for writers of term papers, theses, and dissertations. (5th ed.). Chicago: University of Chicago Press.

University of Chicago Press. (1982). The Chicago manual of style. Chicago, IL.

SAMPLE TITLE PAGE FOR THESIS

(Title of Thesis)

by

(Your Name)

A Thesis

Presented to the Graduate and Research Committee

of Lehigh University

in Candidacy for the Degree of

Master of Science

in

Name of Program

Lehigh University

(Month and Year Degree will be awarded)

SAMPLE THESIS SIGNATURE SHEET

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

Date

Thesis Advisor

Co-Advisor (if any)

Chairperson of Department

SAMPLE TITLE PAGE FOR DISSERTATION

(Title of Dissertation)

by

(Your Name)

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

in
Name of Program

Lehigh University

(Month and Year degree is awarded)

SAMPLE COPYRIGHT PAGE

Copyright by (Your Name)
(Year)

SAMPLE APPROVED DISSERTATION *DRAFT*
SIGNATURE SHEET

Approved and recommended for acceptance as a dissertation draft.

Date

Accepted Date

Committee Members:

Dissertation Advisor

Committee Member

SAMPLE FINAL DISSERTATION SIGNATURE SHEET

Approved and recommended for acceptance as a dissertation in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Date

Accepted Date

Dissertation Advisor

Committee Members:

Name of Committee Chair

Name of Committee Member

Name of Committee Member

Name of Committee Member

4.6 Cross-disciplinary Graduate Study and Research

In addition to offering graduate degrees in academic departments, Lehigh University offers interdisciplinary graduate degrees in the fields of Analytical Finance, Business Administration and Engineering, Energy Systems Engineering, Photonics, Polymer Science and Engineering and Technical Entrepreneurship.

4.6.1 Analytical Finance

The field of analytical finance is a quickly emerging area of study that integrates finance, applied mathematics, computing, and engineering. The M.S. in Analytical Finance program is a joint program between the Department of Industrial and Systems Engineering and the Perella Department of Finance, with strong support from the Department of Mathematics. This program fulfills a market demand for specialists in financial firms who can bridge the gap between financial analysts and technical professionals. The program is designed for two primary groups of students:

- Recent graduates from a mathematically rigorous undergraduate program such as computer science, economics, engineering, finance, mathematics, and the physical sciences. These students will need exposure to graduate topics that prepare them for entry into a first job in financial services and to be upwardly mobile within their firm or industry faster than other entrants without this degree.
- Early-to-mid-career professionals from industry, both to hone and further skills already learned on the job, or to retool their quantitative skills, developing into financial services specialists.

For more information contact:

Luis Zuluaga
Asst. Professor, Industrial & Systems
Engineering
email: luz212@lehigh.edu
Ph. (610)758-5182

Richard Kish
Professor, Finance
email: rjk7@lehigh.edu
Ph. (610)758-4205

Daniel Conus
Asst. Professor, Mathematics
email: dac311@lehigh.edu
Ph. (610) 758-3749

<http://cbe.lehigh.edu/msaf>

4.6.2 Business Administration and Engineering

Lehigh's interdisciplinary program in Business Administration and Engineering (MBA&E) meets the diverse but converging needs of business and engineering by offering students the chance to acquire a solid foundation in both fields.

Key features of the program include:

- The opportunity to learn skills necessary to achieve a competitive edge in an age when business decisions rarely involve only one area of a company.
- Concentrations in business-finance, management, marketing, and supply-chain management, as well as in chemical, civil, computer, electrical, industrial, manufacturing systems, mechanical, and materials engineering.
- Classes in which students work with a wide variety of other professionals on real-world problems.

Graduates of the MBA&E program will be prepared to assume leadership positions in industrial planning, venture capital and engineering management, and as senior managers in roles requiring both technical and business acumen.

The MBA&E program is designed primarily for students with an undergraduate degree in engineering. Applicants are required to have two years of professional experience and must be accepted by both the P.C. Rossin College of Engineering and Applied Science and the College of Business and Economics. Applicants can, however, take engineering courses while they are fulfilling the work requirement.

Students can choose an appropriate engineering curriculum from any of the following programs – Chemical Engineering, Civil Engineering, Computer Science, Computer Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, Materials Science & Engineering and Polymer Science & Education.

Each engineering program has its own set of core courses. Course choices are intended to be as flexible as possible, and are tailored to meet the needs of individual students.

Further information can be obtained from:

Donna Mohr
Assistant Dean
P.C. Rossin College of
Engineering and Applied Science
Phone: (610) 758-4553
email: donna.mohr@lehigh.edu

<http://www.lehigh.edu/engineering/academics/graduate/mbaeng.html>

Mary Theresa Taglang
Director of Recruiting and Admissions
College of Business and Economics
Phone: (610) 758-4450
email: business@lehigh.edu

<https://cbe.lehigh.edu/academics/graduate/flex-mba/joint-degrees/engineering>

4.6.3 Energy Systems Engineering

As part of Lehigh's Energy Systems Engineering Initiative, the mission of the new graduate degree program is to invigorate the pipeline of new engineering graduates interested in energy oriented careers and thus produce a new generation of technical leaders for the energy and power industries. As a graduate of this program, you will have acquired a level of specialized knowledge and experience such that you are readily able to tackle the challenges facing the U.S. utility infrastructure, its operations, and its environmental impact.

For more information contact:

Dr. Ramesh Shankar
Director, Energy Systems Engineering Institute
1 West Packer Avenue, STEPS Building 9A
Bethlehem, PA 18015
email: inesei@lehigh.edu
Ph. (610)-758-3650

<http://www.lehigh.edu/~inesei/>

4.6.4 Photonics

The Masters of Science Degree in Photonics is an interdisciplinary degree that is designed to provide students with a broad training experience in the various aspects of photonics, including topics in Physics, Electrical Engineering, and Materials Science & Engineering. Admission to the program requires a B.S. or M.S. in the Physical Sciences or in Engineering. Some departments may also require the GRE. International students must satisfy minimum university language requirements.

Applications should be directed to one of the three sponsoring departments (Electrical and Computer Engineering, Materials Science and Engineering, or Physics). Procedures and admission criteria are the same as that followed by the home department. The admissions process will be under the supervision of an inter-departmental coordinating committee chaired by the program director.

For more information contact:

Diane Hubinsky
Electrical & Computer Engineering
email: dih2@lehigh.edu
Ph. (610) 758-4072

Lisa Arechiga
Materials Science & Engineering
email: lia4@lehigh.edu
Ph. (610) 758-4222

www.lehigh.edu/engineering/academics/graduate/photonics.html

4.6.5 Polymer Science and Engineering

Lehigh has a diverse group of faculty members with a strong, primary interest in research in this interdisciplinary field, activities are coordinated through the Center for Polymer Science and Engineering (CPSE), and its academic polymer education committee. Polymer faculty from the traditional departments of chemical engineering, chemistry, materials science and engineering, physics, and mechanical engineering and mechanics are participants in CPSE.

There are two ways in which qualified graduate students, with degrees in the above or related fields, may participate. They may pursue graduate studies within an appropriate department. Departmental procedures must be followed for the degree sought. The student's advisor may be in that department, or in another department or research center. In this case, the student receives the normal departmental degree, with emphasis in polymer courses and research.

Alternatively, students may elect to pursue studies toward an interdisciplinary M.S. or Ph.D. degree in Polymer Science and Engineering. The procedures for this latter case are outlined in the Lehigh University course catalog.

For more information contact:

Dr. Raymond A. Pearson, Director Center for Polymer Science and Engineering
Professor, Department of Materials Science & Engineering
5 East Packer Avenue, Whitaker Laboratory
Bethlehem, PA 18015
email: rp02@lehigh.edu
Ph. (610) 758-3857

<https://www.lehigh.edu/engineering/academics/graduate/polymerscieng.html>

4.6.6 Technical Entrepreneurship

Lehigh's Master's Degree in Technical Entrepreneurship (TE) provides training in the art and practice of creating new companies while bringing revolutionary products and services to market. The one-year, in-residence program draws upon Lehigh's deep-rooted and powerful ecosystem of programs dedicated to the teaching of business and technology innovation, building upon the success of such endeavors as Lehigh's Integrated Product Development (IPD) program and the Baker Institute for Entrepreneurship, Creativity and Innovation.

For more information contact:

Jodie Johnson, Assistant Director
11 East Packer Avenue, Wilbur Powerhouse Annex
Bethlehem, PA 18015
email: jlj4@lehigh.edu
Ph: 610-758-4789

<http://www.lehigh.edu/~innovate/index.html>

4.6.7 Research Centers and Institutes

Lehigh has developed a number of centers and institutes to provide greater research and academic opportunities for graduate students and faculty. Centers and institutes are generally interdisciplinary and complement the scholarly activities of academic departments and represent scholarship and research based on the expertise and capabilities of a group of faculty members. For a complete list of centers and institutes visit the college website here: <http://www.lehigh.edu/engineering/research/centers/>

5.0 Additional Supporting Offices Information

5.1 Office of International Students & Scholars

5.1.1 Advising Services

OISS provides immigration advice to students and scholars on an individual basis on non-academic matters. Advice on immigration includes general information as well as specific information on USCIS transfer of schools, extension of stay, work permission, and practical training experience.

The OISS staff is available to give support and advice on such matters as housing, family concerns, financial questions, personal difficulties, etc. We welcome and encourage international students and scholars to visit our office.

5.1.2 Resource Center

The International Students and Scholars Office serves as a resource center for the international community, and maintains a bulletin board on the network server with vital international news and information.

Visit our website: global.lehigh.edu/oiss

Visit our office: 32 Sayre Drive, Coxe Hall 1st Floor

Phone: 610-758-4859

E-mail: intnl@lehigh.edu

Hours: Mon- Fri. 8:00am - 5:00 pm

5.1.3 International Programs

The Global Union presents more than 50 international educational, cultural and social programs each year for the Lehigh community. <http://global.lehigh.edu/globalunion>

5.2 Office of Graduate Student Life

5.2.1 Mission Statement

The Office of Graduate Life is a division of Student Affairs. Our mission is to make Lehigh a hospitable place that is engaging, inspiring, and supportive to graduate students. The Director's duties and responsibilities are to:

- Serve as principal liaison with graduate students through regular meetings with the GSS executive board (e-Board), attendance at GSS meetings, and individual student consultations;
- Maintain liaison with key campus constituents, promote awareness of graduate student issues, and coordinate services to better address graduate student needs;
- Collect and analyze information in conjunction with the Institutional Research Office for strategic planning purposes;
- Foster the development of appropriate social, cultural, intellectual, and recreational opportunities for graduate students;
- Serve as a primary advocate for graduate student life issues within Student Affairs; and
- Develop and coordinate graduate student orientation and TA training.

5.2.2 Contact

- Kathleen Hutnik, Ph.D., Associate Dean for Graduate Life
Email: kaha@lehigh.edu
- Amy McCrae, Coordinator
Email: gradlife@lehigh.edu

Office of Graduate Student Life
217 West Packer Avenue

Lehigh University
Bethlehem, PA 18015
(610) 758-4722

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

5.2.3 Graduate Student Life Resources

The resources page of the Graduate Student Life website contains guidebooks, videos, links and other useful information for graduate students. The resources page can be found here: <http://www.lehigh.edu/gradlife/index.html>

Index

A

Academic Awards 17
Academic Standards 23
Admissions 1
Application for Degree 11
Associate Graduate Students 2
Auditing a Course 6

C

(Admission to) Candidacy 29
Clearance 11
Concentrated Learning Requirement 28
Cross-disciplinary Graduate Study &
Research 41

D

(Graduate) Degrees Offered 22
Dissertation & Defense 30
Dissertation & Thesis Guidelines 32
Doctoral Committee 29
Dropping a Course 23

F

Financial Aid 17
(Office of) Financial Aid 20
Full-time Status 6

G

General Examinations 30
Graduate Assistants 19
(Office of) Graduate Student Life 46
Graduation 11

H

Health Insurance 5
Humane Care & Treatment of
Laboratory Animals 15
(Protection of) Human Subjects in
Research 14

I

(University) I.D. Card 5
Incompletes 23
(Office of) International Students &
Scholars 45

L

Language Requirement 28
Late Registration Penalties 7
Leave of Absence 8
Lehigh University Undergraduates 4
Living Accommodations 13

M

Maintenance of candidacy 7, 29

N

Non-degree Graduate Students 3

O

(Graduate Student) Orientation 4

P

Parking 5
(Graduate Student) Petitions 7

Ph.D. requirements 27
Program for Master's Degree 24

Q

Qualifying Examination 29

R

Readmission 4

Registration 6, 24, 27

Regular Graduate Students 1

(Office of) Research Integrity 14

(Office of) Research & Sponsored
Programs 14

Repeating a Course 24

Research / Project Assistants 19

S

Schedule Limitations 6

Scholarships & Fellowships 20

Summer Appointments 19

T

Teaching Assistants 18

(Office of) Technology Transfer 16

Thesis & Comprehensive Examination 26

Thesis & Dissertation Guidelines 32

Transfer Credits 26

Tuition & Fees 12

Tuition Employer Deferment 12

Tuition Payment 12

Tuition Refunds 13

W

(University) Withdrawal 23

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

Every attempt has been made to provide accurate and timely information of use to the graduate community. Oversights or mistakes should be brought to the attention of Brianne Lisk, Manager of Graduate Programs, P.C. Rossin College of Engineering and Applied Science, 314a Packard Laboratory, 758-6310, graduate.engineering@lehigh.edu.