

Adviser's Manual

**Lehigh University
College of Arts and Sciences**

2012 Edition

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I. Critical Dates

The first five days of classes (the traditional drop/add period in which students may add a course without the instructor's signature) are an especially important period for your advisees. Note that students, with their registration PIN can do their drop/adds online until the close of business on Friday of week one. After that time, they need a drop/add form. Please also be available for your advisees on or just prior to the tenth day of classes (Friday, week two), which concludes the period in which students may drop a class without the instructor's signature. Some students will be anxious to drop a class before the end of the 11th week of classes, which usually marks the end of the period in which students may drop a class with a 'W.' Thereafter, a drop is recorded as 'WP' or 'WF.' Your advisees will need you for registration, too typically in early November and again in late march/early April. **Check academic calendar with details and dates at the Registrar's web site (www.lehigh.edu/~inrgs), in the current catalog, and on the published class schedule.**

II. A few tips up front

- **The responsibility for meeting all graduation requirements is the student's**, not the adviser's. An adviser can help steer at appropriate points, but it is the student's responsibility to accomplish the task. Feel free to remind your advisees of this essential fact.
- Please take a few moments to peruse the latest edition of the *Student Handbook* and *University Catalog* and encourage your advisees to consult them. They contain much important but often overlooked information.
- The Standing of Students committee does not routinely approve petitions. Please do **not** assume or convey to advisees that all one need do is 'petition SOS.' and the issue(s) will be resolved in favor of the student. **Please help us foster a culture in which students consider the consequences of their decisions** and seek permission before doing something rather than redress afterwards.
- Use your Banner-for-Web access frequently, and report any problems to the Registrar's Office. With Banner-for-Web, the adviser can look at a student's current schedule, transcript, or degree audit.
- Please keep written records (best done in Adviser Notes on Banner) of all significant conversations and actions, especially advice given, with dates, etc.
- Avoid guarantees; they often backfire with students and parents and cause extreme distress.
- Be aware of deadline dates for dropping, adding, satisfying incompletes, etc. When in doubt, please call (or have the advisee call) the Registrar's office (83191) or the Dean's office (83301).
- Try to guide your advisees toward realistic schedules. You might ask what else in their lives might take time from studying. Please refer students to the Dean of Students Academic Support office or the University Counseling and Psychological Service if advisable.
- Encourage your advisees to have a plan when they come to see you. In particular, they should rough out a schedule before coming to you at registration time.
- Urge the advisee to check course prerequisites/co-requisites.

- Students must arrange ‘Department Permission’ before attempting to register. Different departments manage the Department Permission process in different ways, so students need to check on this in advance.
- If an advisee wishes to repeat a course to improve the grade, the student may retake a course regardless of their grade. In any event, retaking a course may not always be in the student’s best interest. For example, some students flunk a retake, and the **most recent grade received** is the one included in the GPA. Sometimes it’s best for the student to give him/herself permission to have a bad grade, walk away, and move forward with a new course selection.
- **Encourage advisees to declare their major as soon as the major interest is apparent, even if that occurs in the second semester of the first year.** Emphasize how much better advice they will likely receive from a major adviser than from you. Even if they don’t declare the major, they can still consult with a faculty member in the target department for course–selection guidance. Students who get connected with a major are less likely to leave the University than those who don’t establish a direction, so one of your most important tasks is to help students develop a strategy for selecting a major.

III. Course and Degree Requirements

General degree requirements

Specific course requirements for BA and BS programs are provided in the current catalog. The general policy obliges a student to satisfy degree requirements stated in the catalog **at the time of that student’s entry into Lehigh**. If significant program changes occur while the student is in residence, the new program may be requested by petitioning the S.O.S. committee.

Each student must

1. complete at least 120 credit hours; some programs explicitly require more than the minimum; the student’s overall roster must include
 - a. Engl 1 and 2 (or equivalent) (see details below)
 - b. a course that satisfies the College Seminar requirement
 - c. at least 3 credits of Mathematics
 - d. the College Distribution Requirements
 - e. courses that fulfill the requirements of at least one major program
 - f. a course that satisfies the junior writing requirement
 - g. sufficient free–elective credits to reach the minimum required for graduation
2. achieve an overall cumulative GPA of 2.00 or greater and a major cumulative GPA of 2.00 or greater
3. note these important limitations:
 - a. no more than **six** hours of **advanced** (numbered over 100) Military Science courses may count toward the total credits required for graduation; **no** credits for **basic** Military Science count toward graduation
 - b. Math 0 does not contribute toward graduation credits but it does count in the term credits and the term GPA

- c. students who entered Lehigh before the fall of 1999 may count no more than 8 cr. of applied music and performance courses (Mus 21–79) toward graduation; they may petition to receive graduation credit for more than 8 cr. of such Music courses
- d. courses taken within the major department to meet a major requirement may not satisfy distribution requirements in more than one area

English composition

Each student must complete English 1 and 2 or the equivalent (6 credits). Students earning a 4 on the English AP exam or 700 or better on the writing portion of the SAT receive credit for Engl 1 and should take Engl 11 in the fall of the first year. If Engl 11 cannot be fit into the fall schedule, the student must take Engl 11 in the spring. ***Students must not take Engl 2 after taking Engl 11!*** Students earning a 5 on the AP exam or 750 or better on the writing SAT receive credit for both Engl 1 and Engl 2 and may take any English course numbered below 200 (provided the course is available). Students whose native language is other than English and whose verbal scores indicate a need for English language assistance will be required to take Engl 3 and 5. English 3 and 5 provide the equivalent 6 composition credits to students so that they do not need to retake English 1 and 2. Placement in these courses will be decided by the ESL Director during the first semester at Lehigh.

Mathematics

This is what we sent the students:

Information about Mathematics Courses

Each CAS student must complete at least 3 credits of Mathematics coursework selected from designated courses in Mathematics, Philosophy (Logic), or Computer Sciences. Note that Math 0 does not count toward the graduation credit count. Students do not have to take calculus to satisfy the Mathematics requirement. The only majors in our college that require calculus are the sciences, Mathematics, Economics, and Architecture (calculus is an option for the Cognitive Science program). The Phi Beta Kappa profile also includes calculus. Students leaning toward Social Science majors should plan to take Math 12 (Statistics), and students leaning toward Arts and Humanities majors other than Architecture can consider Math 5, Math 9, or Phil 114.

Students should consult the *Course Catalog* to determine mathematics courses that are required and recommended by different degree programs.

If your curriculum will require calculus, you should begin right away. If you think you **might** want to follow a curriculum that requires calculus, you should seriously consider beginning right away. Experience has shown that it is unwise to let too much time elapse between your last high school mathematics course and your first mathematics course at Lehigh.

Non-calculus introductory courses

Math 5, Introduction to Mathematical Thought (3 credits) spring

This course introduces students to the meaning, content, and methods of mathematical thought. It leans more toward the philosophical underpinnings of mathematics than applications. Topics used for illustration will vary. Students do not need strong high school

math background. Math 5 is well suited to students majoring in the humanities. The math content is ‘real,’ and students should expect to work at ‘doing math.’

Math 12, Basic Statistics (4 credits) fall & spring

This course provides a foundation for the statistical description and analysis of data, which are fundamental issues in the social sciences. Students in the natural sciences also benefit from studying statistics, although calculus might be a higher priority early.

Math 43, Survey of Linear Algebra (3 credits) fall

This course covers matrices (among other areas) and is required for certain Biological Sciences degree programs.

Introductory Calculus Courses

With three different calculus sequences, the Mathematics Department is able to tailor its offerings to students with different preparations and needs for studying calculus.

Math 20s sequence

- **Math 21, Calculus I (4 credits) fall & spring**
- **Math 22, Calculus II (4 credits) fall & spring**
- **Math 23, Calculus III (4 credits) fall & spring**
- **Math 75, Calculus I part A (2 credits) fall only**
- **Math 76, Calculus I part B (2 credits) spring only (A+B substitute for Math 21)**

All or part of the 20s sequence (12 credits) is required of all engineering students as well as majors in Mathematics, Computer Science, and many natural science programs. The College of Business and Economics requires Math 21 in its curriculum. The three semesters cover single- and multiple-variable calculus and introduce differential equations. Math 75 and 76 (2 credits each) divide the material of Math 21 into two parts for want to take Math 21 but who are not prepared to go directly into Math 21. Successful completion of Math 21 or Math 76 is a prerequisite for Math 22.

Math 30s sequence

- **Math 31, Honors Calculus I (4 credits) fall**
- **Math 32, Honors Calculus II (4 credits) spring**
- **Math 33, Honors Calculus III (4 credits) fall**

Department Permission Only. Contact math@lehigh.edu for information and permission. The 30s sequence (12 credits) is the most in-depth and rigorous sequence and requires the most student effort. It covers the same material as the 20s sequence and, therefore, meets any stated requirement for the 20s sequence. Classes are small, and the ‘Honors’ designation in the course title records the student’s high aptitude and motivation for mathematics.

Math 50s sequence

- **Math 51, Survey of Calculus I (4 credits) fall**
- **Math 52, Survey of Calculus II (3 credits) spring**

The 50s sequence covers much of the material covered in 21 and 22 but not in as much depth, allowing the material to be completed with fewer credits (totaling 7 credits). This sequence is suited for Architecture and some natural science programs. Math 21 is usually an acceptable substitute for Math 51 but not the reverse, and Math 21 is an acceptable prerequisite for 52 but 51 is not a prerequisite for 22; students with strong mathematics backgrounds might consider starting with the 20s sequence if they have any question about which sequence best suits their curriculum.

There is a big difference between calculus study at Lehigh and calculus at most high schools. A solid high school precalculus course is necessary background for calculus at Lehigh. Students need a strong foundation in functions (forms, graphs, roots) and trigonometry to really thrive in calculus. Most students who take calculus in high school are accustomed to using a graphing calculator. **Calculators are not permitted in Lehigh calculus classes.** Many students find a summer course in calculus at a local community college to be helpful in bridging from high school mathematics to Lehigh calculus.

Math 0, Preparation for Calculus (2 credits) fall

This course is for students who need more preparation before moving on to calculus. **The 2 credits do not count toward the total number of credits required for graduation or the CAS math distribution requirement, but the grade does count in the student's GPA.** Students taking Math 0 must pass with a grade of C– before taking Math 51 or 21

Advanced Placement for Calculus

Advanced placement credit in mathematics is usually awarded for either Math 12 (Basic Statistics) or Math 21 (Calculus I) or Math 21 and 22 (Calculus I and II), as appropriate depending on the exam and the score. Such advanced placement satisfies the mathematics distribution requirement.

A score of 4 or 5 in the AB advanced placement exam may = Math 21 (4 credits)

A score of 4 or 5 on the BC advanced placement exam may = Math 21 & 22 (8 credits)

We often recommend that students consider beginning Lehigh calculus a semester below their advanced placement. For instance, if you have credit for Math 21 and will also need Math 22, consider taking Math 21 (giving up the AP credit). You will relinquish AP credit, but experience has shown that many AP courses do not provide adequate preparation for calculus at Lehigh.

CALCULUS PLACEMENT GUIDELINES

College of Arts and Sciences

There are many factors that contribute to student success in calculus at Lehigh, including the rigor of the student's preparation and the student's motivation and work ethic. There is no single predictor, but our experience is that students with higher SAT mathematics scores tend to complete their first Lehigh calculus course successfully. Students with lower SAT mathematics scores generally require additional preparation before beginning calculus. Accordingly, we use SAT

mathematics scores to guide placement. Other factors, including work ethic, the quality of a student's high school pre-calculus preparation and whether or not that preparation relied heavily on a calculator will also affect performance.

Students will request a calculus course based on the following placement guidelines:

MATH 31 (Honors)

- Department Permission Only. Contact math@lehigh.edu for information and permission.

MATH 21

- **SAT Math score of 650 or greater**

MATH 75/76

- **SAT Math score of 600-649**
- If you NEED Math 21 but your SAT Math score is in the 600-649 range, then you are advised to request Math 75 and the next semester Math 76. These are courses that break the material of Math 21 into two 2-cr courses over two semesters. Completing Math 75 & 76 substitutes for completing Math 21.

MATH 51

- **SAT Math score of 600 or greater**
- Those with scores in the lower range (600-649) might consider the Math 75/76 sequence.

MATH 0

- **SAT MATH score below 600**
- Students who need calculus and have an SAT Math score below 600 should enroll in Math 0, Preparation for Calculus. This course is for students who need more preparation before moving on to calculus. **The 2 credits do not count toward the total number of credits required for graduation or the CAS math distribution requirement, but the grade does count in the student's GPA.** Students taking Math 0 must pass with a grade of C- before taking Math 51 or 21.

Students with questions about calculus placement should contact
[**math@lehigh.edu**](mailto:math@lehigh.edu)

Distribution requirements

Specific courses that satisfy distribution requirements are published on the last pages of each semester's *Schedule of Classes*. Your advisees should check this list carefully when selecting courses to meet the requirements. Several categories contain courses that are neither obvious nor consistent from semester to semester. 'Distribution designators' appear in the course descriptions published in the *Course Catalog*: **HU** (humanities), **MA** (mathematics), **NS** (natural science), **SS** (social science), and **ND** (not designated). Each student must take

1. 8 credits of Natural Sciences, and at least one course must include or be accompanied by a lab

2. 8 credits of Social Sciences
3. 8 credits of Arts and Humanities

Discourage your students from ‘getting the requirements out of the way.’ The requirements are in no way onerous—each requirement can be satisfied by taking only two 4–credit courses. In fact, most students will satisfy one of the distribution categories by virtue of following their major requirements and will, therefore, only ‘need’ 16 (out of 121) credits outside the category of the major for their distribution requirements. Instead, encourage your students to seek out courses that look interesting and to think of the Distribution Requirements as broad categories that can guide their exploration of different academic domains. Remind them that breadth is one of the goals of a liberal education.

Distribution requirements can be satisfied through transfer credits.

IV. Degree Programs and Curricula

Declaration of majors

Advisees should declare a major by the end of the second semester of the sophomore year (in time to register for the fifth semester). Students may declare majors earlier.

In order to declare a major, whether a BA or a BS, the student should go to the major department and ask to fill out a major declaration form, which is then sent to the Registrar. When the Dean’s Office receives notification from the Registrar, the files are transferred from the non–major adviser to the major adviser. To change a major program, the student can simply resubmit a major declaration form, noting that it is a change.

Non–major advisees with 52 or more credit hours at the end of the current semester receive a letter from the Associate Dean early in that semester urging them to declare a major by a fixed date about two weeks prior to the registration period. After this deadline, students may not be assigned a major adviser until after registration, but they should nevertheless consult the new department about course choices before registering with their non–major advisers.

Special interdisciplinary majors

A student interested in a ‘special interdisciplinary major’ (a major constructed from two existing majors), should consult both departments. One of the two departments should be designated as the primary or ‘home’ department and the student’s records kept there. The primary adviser prepares the interdisciplinary major program, which is signed by both advisers. The student then takes the program to the Dean’s Office for review and approval, after which copies of the program are distributed. The major declaration form is checked as “interdisciplinary.”

Double Majors

A student who wishes to pursue two or more majors within the BA degree simply declares the majors with the appropriate departments. The student completes one set of distribution requirements. Double majors are not possible if one of the programs leads to a BS degree. A maximum of **three** courses may overlap between two majors.

Double Degrees

A student who wishes to pursue a BA and a BS degree or two BS degrees (whether both degrees are in the College of Arts and Sciences or one is in another college) must petition for a double–degree program. The student must complete both majors, both sets of distribution requirements (in

the case of two degrees within the College of Arts and Sciences, there is only one set of distribution requirements), **and** 30 hours beyond the credit hours requirement for the first degree sought. Typically, it takes five years to complete required coursework. Unlike the double major, there is no formal restriction on the number of courses that may count toward both degrees, but there must be at least 30 credits of non-overlapping coursework in each of the two programs. The student must petition for permission to pursue a double-degree program, and the petition must be accompanied by a balance sheet and major declaration form. The balance sheet shows the courses the student will take to complete all of the requirements for both degrees and indicates in which semester each course will be (or has been) taken. The balance sheet should be signed by a major adviser in each program indicating approval of the student's proposed roster.

Arts/Engineering Program

The Adviser for returning Arts/Engineering students is Prof. Bruce Thomas of Art and Architecture (83612, jbt1). Prof. Thomas is also the director of the Arts/Engineering program. In general, students in this program must complete the requirements for two degrees as outlined above (a BA or BS in Arts and Sciences and a BS in Engineering). Students interested in an Arts/Engineering double degree should be referred to Prof. Thomas for guidance.

Minors

Many departments and programs offer a minor in addition to a field of concentration. (Students in the CAS can also pursue minors in engineering, education and business.) A minor consists of at least 15–16 credit hours (check requirements for each program), and will be reflected on the transcript after graduation in similar fashion to the major. Students declare minors with a minor adviser. Students should file a minor program no later than the Fall of the junior year. Only **one** course may overlap between a major and a minor or between two minors. No courses in the minor may be taken pass/fail, and a 2.0 is required in the minor. Courses in the minor program may be used for distribution if in a distribution area different from the major. Business and Engineering courses taken for those minors do not count in distribution areas unless so noted in the catalog.

Cross-College Programs

The Arts/Engineering program, directed by Prof. Bruce Thomas (jbt1), enables students to complete two degrees, one in the College of Arts and Sciences and the other in the College of Engineering and Applied Science, in five years. The IDEAS program (contact Prof. Bruce Thomas jbt1@lehigh.edu) is a four year honors program (resulting in one degree) that also combines resources from these two colleges. The engineering minor is also popular among CAS students.

A student in the College of Arts and Sciences can obtain a BA in Economics without changing colleges. (A degree in economics is also offered in the business college, with modified requirements for that college.) Similarly, there is a College of Arts and Sciences program leading to a major in Computer Science (BA or BS) from the Department of Computer Science in the Rossin College of Engineering and Applied Science (Prof. Hank Korth, hfk@lehigh.edu). Many arts and sciences students pursue coursework in business and the business minor is another popular option among those students.

The College of Arts and Sciences offers a minor in Education for those interested in a career in precollege education. Credits for the minor can be applied to Lehigh's Teacher Intern Program, which leads to teacher certification. There is also a five-year (accelerated) combined-degree program leading to an undergraduate degree in Arts and Sciences and a MA or M.Ed degree in

Education plus Pennsylvania Teacher Certification. Questions pertaining to these programs can be addressed to Prof. MJ Bishop (mj.bishop@lehigh.edu).

Pre-Health Professions

Most students who are interested in medical school or a similar health profession have an affinity for chemistry or biology and will choose a major accordingly. They need not, however, major in those fields. Students can apply to medical school from any major as long as they complete a *minimal* set of requirements. Beyond the core requirements of one year of biology, chemistry, organic chemistry, physics, English and often, calculus, medical schools are looking for students who have a well-rounded academic background that includes course work in the social sciences and humanities. All pre-health students should contact Health Professions Program Director Mary Ellen Raposa, 83710, mer2@lehigh.edu, sooner rather than later. Refer to the Health Professions Programs section of the *Course Catalog* (Section III).

Education

Students interested in a career in K-12 education cannot major in Education at Lehigh, but they might choose the Education minor or the 5-year combined-degree (BA/BS + MEd/MS) program in Education (both are described in Section III of the *Course Catalog*). They need not participate in either program, however, to prepare for graduate study and teacher certification. Questions pertaining to these programs can be addressed to Prof. MJ Bishop (mj.bishop@lehigh.edu).

Pre-Law

There is no specific pre-law curriculum (in accord with recommendations from the law schools themselves). Students interested in law school are well-advised to take courses in Political Science (particularly on the Constitution, civil rights, and American government), Philosophy (particularly logic and ethics), and History (our legal system is heavily steeped in historical precedent). In order to do well on the LSAT and to thrive in law school, students must be able to read a large volume of material and effectively extract critical meaning—that's a skill we hope all of our students will master, but the pre-law student should be urged to take courses that entail lots of reading and writing. The Law courses offered in the College of Business and Economics are intended to help Business students understand the legal environment of business decision-making. They are not intended as law school preparation, but pre-law students are likely to find them interesting. Mary Ellen Raposa in Career Services is an important resource person for pre-law students.

V. Registration and Course Issues for Incoming Students

First-Year Student Registration

The Dean's office sends registration materials to incoming first-year students in May identifying courses that will be offered that Fall. Students indicate their choices, and the Dean's office attempts to satisfy those requests, but problems do occasionally arise due to limited space availability and scheduling conflicts. The Dean's office makes adjustments as required.

Please alert advisees who participate in extracurricular activities that they should not undertake a heavy academic load during their first semester at Lehigh. Pressures of adjusting to a new environment plus the extra activities can forecast trouble. A few missing credits can be made up later, but a 1.50 first-semester GPA can hurt for a long time.

Be sure to alert students to the drop/add deadlines, the 'W' and 'WP/WF' policies, and other significant regulations.

Foreign Language Placement

Students are normally placed in language courses on the basis of years of a language taken in high school, CEEB Achievement Test score, or the departmental equivalent (instructor's test, interview, or questionnaire). Students may change levels within a language during the first two weeks of class. Please discuss language placement with those advisees who are taking a foreign language, and encourage them to talk with their instructor if they feel they are at an inappropriate level. Students who consider themselves capable of higher-level performance may apply to the instructor during the first two weeks of the semester for more advanced placement. They may also be allowed by the departmental chair to be admitted for credit to a lower level language course after consultation with the instructor. Students who have had three years or more of a language in high school and drop to first-semester level will **not** receive credit for the course unless **written exemption** is obtained from the chair of Modern Languages and Literature.

Calculus Placement

(See mathematics information above.)

Physics Placement

The Physics department recommends that students with a Math SAT below 600 take a semester of introductory calculus (Math 21, 51, or 76, as appropriate) before taking Physics 10 or 11.

College Seminars and First-Year Classes (FYCs)

Any student who enters Lehigh with less than 24 credit hours must take a course designated as an FYC unless exempted by the Associate Dean. Any College Seminar will fulfill the FYC requirement. Furthermore, FYCs may also satisfy one of the college distribution requirements as designated (MA, SS, HU, NS). We encourage all first-year students to complete the college Seminar requirement in the Fall, and cannot guarantee sections in the spring.

Advanced Placement

A student with advanced placement credit can take a course for which credit was received, but by doing so relinquishes the advanced placement credit. The credit will not be awarded twice for the same course.

Courses Numbered 100 and above

First-semester first-year students should **not** take courses numbered 100 and above, except with the consent of the department offering the course. **Exceptions:** Students with AP credit for both Engl 1 and 2 may take 100-level courses in English. Students with advanced foreign-language competency or appropriate AP or transfer credit may be placed in 100-level or above courses. Second-semester first-year students may request permission to take coursework numbered 100 and above. If the instructor and the adviser both give consent, the student may bring a signed petition to the Dean's Office, and the permission will be granted. (Some instructors may insist that the student have the petition approved by the SOS committee.)

VI. General Registration Information

Part-time Status

Any student enrolled in fewer than twelve credit hours in a given semester is part-time. Students with financial aid should be advised to check with the Financial Aid Office to learn about possible

consequences of part-time status. Other possible issues resulting from part-time enrollment include athletic eligibility, visa status for international students, medical insurance, eligibility to join a sorority or fraternity, and University housing.

Restricted Courses—Department Permissions

Some courses require permission **in advance** of registration from the course instructor, department, or office, identified by ‘Department’, ‘Dean’, etc. under the ‘Permission’ column in the *Schedule of Classes*. Permission is granted by means of an on-line over-ride. Some departments withdraw unused permissions after a specified period of time to make the space available to other students. Most departments require students to obtain permission in person at the department office, and in many cases, the student will need to sign a form acknowledging receipt of specific instructions. Your advisees should make sure they understand the department’s rules when permission is granted.

Dropping One-Hour Music and Journalism Courses

Students often forget that they must drop 1-credit courses such as Journalism 1 (Brown and White), music performance, or private lessons through the usual drop procedure.

Music Courses

1. Music 10 (Basic Skills) is a course designed to give students who do **not** plan to major or minor in music a basic knowledge of the rudiments of music.
2. Music 11 (Basic Musicianship) is the entry course for anyone interested in theory, composition, or recording studio, or for anyone considering a major or minor in music and is offered in the spring semester. These students also should register for Music 2, Keyboard Skills. Some students may be able to test out of Music 11. Also, there will be a diagnostic for Music 2 and students with a piano background will probably be able to test out of it. Students testing out of Mus 11 may take Mus 82 (Harmony I) in the fall of the freshman year, along with Mus 3 and 7.
3. Students taking private lessons may register for the course without permission, but in order to schedule lessons, the student must come to the department to fill out a complete schedule of available times when lessons might take place. The Bursar will add an additional fee to the student’s bill for private lessons (including class piano and class voice). **Registration for lessons cannot guarantee availability because of possible scheduling conflicts.** Please warn students about this possibility, particularly if the student is counting on this credit for full-time status or needs the credit for graduation in the final semester. Remind students also that, if the scheduling cannot be worked out, they need to drop the course. Chamber ensembles, class piano, and class voice (Mus 48, 66–69) require department permission.

Rostering 400-level Courses

Undergraduates (normally seniors with an overall GPA of at least 3.0) may take a 400-level course for which they are qualified. Qualification is defined by the department and certified by the course instructor or corresponding graduate program coordinator. The student should complete a Graduate Student Program Petition form, have it signed by the adviser, the Departmental Chair or Program Director, and the Associate Dean of Graduate and Research Programs in the College of Arts and Sciences, and then take it to the Registrar. Qualified students may take courses in the senior year that may become part of their graduate program at Lehigh if arrangements are made in advance with the department chair. Students enrolled in the combined-degree program with the

College of Education automatically receive approval to roster 400–level courses that the Education adviser designates as part of the program.

Pass/fail Grading

Pass/fail grading is intended to encourage student exploration of challenging courses that would normally be avoided for fear of depressing one’s GPA. Pass/fail grading is very restricted at Lehigh:

1. **Sophomore standing** is a prerequisite for pass/fail grading.
2. The student must have declared a **major** and be in **good academic standing** (*i.e.*, not on probation).
3. The pass/fail course must be **numbered 100 or greater**.
4. **Only one course** may be taken pass/fail in any one semester. A student in a four–year program may take a **maximum of six courses** pass/fail per undergraduate career; five–year programs allow a maximum of eight courses per undergraduate career. Changing from pass/fail to regular grading counts toward the maximum number of courses allowed to be taken pass/fail during the student’s career.
5. No course may be taken pass/fail that satisfies distribution requirements or requirements for the current major or minor.
6. Course(s) designated for pass/fail grading requires **written** acknowledgment by the adviser who signs the pass/fail form. A student must designate the course(s) taken pass/fail by the **fifteenth** day of instruction in a regular semester, or the fifth day of instruction in any summer term. Prior to this deadline, the student may transfer by written notification from pass/fail grading to regular grading or vice–versa without grading penalty. After this deadline, the student cannot transfer from regular grading to pass/fail grading, or vice–versa, except by petition. Only the adviser and student sign the pass/fail form. It is the student’s responsibility to have the forms in the Registrar’s office no later than the 15th day of instruction. ***This rule is very strictly enforced and exceptions are granted by petition only under the most unusual circumstances.***

Students considering the health or law fields should be cautioned about the use of the pass/fail option, especially if they are only carrying a normal 14–17 hour course load. They should consult the pre–professional adviser about the advisability of exercising the pass/fail option.

Auditing and Vagabonding

A student not on probation and not failing any courses during the previous semester may be admitted as an auditor in not more than one course. The student must petition within the **first ten days** of the semester. The petition requires the approval of the adviser, the department chair concerned, and the course instructor. After auditing a course, a student cannot subsequently take an anticipatory or challenge examination to receive credit for the course. Any audited course appears on the transcript with no grade and no credit hours. Occasional visitation of classes (vagabonding) by full–time undergraduates is allowed at the pleasure of the instructor.

Requests for Special Scheduling

For unusual circumstances a student may request special scheduling. This must be done at registration time using a special form. For health and religious reasons, go to the Registrar’s Office. For reasons related to employment, go to the Financial Aid office. For reasons related to sports participation, go to the Athletic Department. Requests submitted through the Dean of Students office after registration have little chance of being honored.

Summer School Registration

Students register through their advisers for summer school at Lehigh after that schedule is available, usually at the same time students register for the fall semester. Students who want to obtain credit for attending summer school at other than Lehigh or other LVAIC colleges must obtain **pre-approval** from the Registrar in advance. Students should bring a copy of that institution's summer school catalog (or course syllabus) so that the Registrar and appropriate department chair can properly evaluate the credit to be earned.

Student Exchange Registration (LVAIC Cross-Registration)

Full-time students are eligible to enroll at one or more member LVAIC colleges through cross-registration procedures. If the equivalent course is given at Lehigh or can be taken by the student at Lehigh in a subsequent semester, this option is not available.

There are important policies governing cross-registration for Lehigh students.

1. Students must be full-time Lehigh students (in the case of summer school, students must be full-time Lehigh students in the spring preceding the summer during which they take the LVAIC course).
2. The student must be in good academic standing (not on academic probation).
3. A student may take a maximum of **two** courses at LVAIC institutions during each term.

The cross-registration form should be completed and returned to the Lehigh Registrar's office during registration for the next semester or summer. The cross-registration form will not be accepted after the tenth day of classes during a regular semester or after the fifth day of classes in a summer session. Students who petition for the grades to be transferred back to Lehigh **after** they have received their grades have slim chance of success.

Departmental advisers sign the Home Adviser line on the LVAIC Undergraduate Student Cross Registration form (with the exception of courses in Education disciplines, which must have the approval of the College of Education). This form must be filled out in order for the grades to transfer to Lehigh. After the adviser has signed on the Home Adviser line, the student should take the form to Lehigh's Registrar for signature and then obtain signatures of appropriate LVAIC college officials as shown on the form. The student should register at the host college at the proper time. The form must also be filled out for summer-session LVAIC courses not taken at Lehigh. Students are expected to follow **Lehigh's** deadlines for dropping/adding, changing to pass/fail, etc. If the student decides prior to the beginning of classes that the course at the host college is not desired, another Student Exchange Cross Registration form must be filled out in the same manner as the original one, except that under 'Remarks' the word **DROP** is written. Additional information concerning LVAIC Cross-registration appears in the *Student Handbook*.

Transfer Credit

A student must receive a grade of C or better in a course taken at another college for the credit to transfer to Lehigh (C- does not transfer). The credit will transfer if approved by the Registrar, but the grade does not transfer (except grades from LVAIC institutions). Warn students that not all courses taken elsewhere will transfer; they should be pre-approved by the appropriate department office at Lehigh. Distribution requirements can be satisfied with transfer credits. To get a Lehigh degree, either a minimum of 90 hours total or the last 30 hours must have been completed at Lehigh.

Military Science Credit

Only six hours of **advanced** (not first-year or sophomore-year courses) military science credits may be counted (as elective credits) toward graduation. Even though **basic** military science courses do not count toward graduation credits, they are included in the total hours passed on the transcript. Please advise the student to deduct basic military science credits from total hours passed when discussing the student's graduation requirements.

Apprentice Teaching

Students normally register for apprentice teaching at registration (but no later than the first day of classes) and submit an Apprentice Teaching Agreement of duties at that time. Students must have a cumulative average of 2.80 **and** an average of 3.30 in the field of teaching and have completed at least two courses in the field in which the apprentice teaching will be done. A student may apprentice teach only once in any semester, only once in a specific course, and only twice during the student's college career. The agreement requires the signatures of the department chair in which the apprentice teaching will be done and the associate dean of the student's college.

VII. Petitions

Any student who seeks an exception to a rule or regulation or requires formal approval for unusual situations must file a petition. The petition process normally starts with a course instructor or the adviser. Do not hesitate to recommend denial when appropriate, or just indicate 'SOS' (Standing of Students Committee) in the box labeled 'Recommendation.' You are not obliged to approve all petitions, but it is natural for you to want to be an advocate for your advisee. Be sure that you discuss the issue thoroughly, make no promises, and make sure that the student has realistic expectations. Please advise the student to supply detailed, correct, and unambiguous information. Incomplete requests or justifications may result in delays.

VIII. Academic Progress

Grades

Grades for each course are assigned points according to the following scheme: 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. A grade of C- or better is normally required to satisfy the prerequisite for a subsequent course. The grade point average (GPA) is computed by multiplying each of these point designations by the corresponding number of course credit hours, adding these products over all courses, then dividing by the total number of credit hours.

Repeating a course

A student who receives any grade may repeat the course (if it is offered and repeats have not been restricted by faculty action – noted in the catalog). The student must submit a 'Replacement of Grade' form to the Registrar to have the grade in the repeated course replace the first grade in computing the GPA. The first grade will still appear on your transcript, but it will not be used in computing your GPA. You may earn credit only once for a given course. Sometimes, it's best to not repeat a course if it is not one that is a foundation for some other part of your curriculum. Consider giving yourself permission to have a bad grade and move forward with a new course selection. Remember that no overloads will be approved for students repeating a course.

Mid-semester Grades

Faculty are asked to submit mid-semester grades for first- and second-year students. The Associate Dean of the College and the Associate Dean of Students review the mid-semester grades and will alert students and advisers to any problems. This is a time when students may wish to withdraw from a course to avoid a bad grade.

Section 3 Report

Faculty are encouraged to use this form (available on-line) to secure help for students who are doing poorly in a course, not attending, exhibiting behavior problems, etc. A student who receives a §3 report is expected to meet with his or her adviser. Prompt attention and assistance may salvage the student's academic career and avoid larger problems down the road.

D grade

A grade of 'D' is defined as unsatisfactory but passing. A student receiving a 'D' has not, in the judgment of the instructor, acquired adequate proficiency to take the next course for which it is a prerequisite. The student should be advised to consult the instructor (or department chair) of the follow-on course to determine if the prerequisite course should be repeated.

Scholastic probation

Each student's cumulative GPA is computed at the end of the Fall semester, the end of the Spring semester, and the end of the second Summer term. A student is placed on academic probation if the cumulative GPA is below the value indicated below for the student's current credit count.

First-year student (0-22 credits)	1.70
Sophomore (23-52 credits)	1.80
Junior and Senior (>51 credits)	2.00

Note: In the context of academic probation, these credit-hour ranges refer to those completed at the end of the most-recent graded term.

A student who earns a GPA <1.70 in any term will be reviewed by the S.O.S. committee and may be placed on probation.

A student whose GPA reaches the minimum GPA at the end of the probationary semester will be restored to good academic standing. A student who fails to meet the minimum academic standards for two consecutive semesters is dropped for poor scholarship; a dropped student is normally expected to stay away from Lehigh for at least a semester and a summer. If a student is placed on scholastic probation for a second but not consecutive term, a review by the S.O.S. committee will determine whether the student continues on scholastic probation or is dropped for poor scholarship.

IX. Special Academic Programs

Study abroad

Lehigh students may spend a semester or year at universities in other parts of the world. Programs are available for students in all majors. Some programs involve exchanges. For all semester and year programs, students receive Lehigh credit and pay regular tuition regardless of program sponsor.

Some approved programs offer courses in English, while others offer instruction in the native language of the country, including Chinese, French, German, Italian, Japanese, Russian, and Spanish. If a student plans to study in a foreign language, the student should study that language for at least two years prior to going abroad. If a student selects an English language program, Lehigh still encourages the student to study a relevant foreign language before leaving the U.S.

Lehigh administers its own overseas programs during the summer. These programs, which are coordinated by the Lehigh Abroad Office, usually last four to six weeks and carry six credits. They are taught in English by Lehigh professors in such fields as architecture, economics, international relations, political science, and other subjects. In recent years, these summer programs have been conducted in Belgium, England, France, the Czech Republic, Italy, China, Israel, Ghana, and Vienna.

Lehigh also offers programs during the break between Fall and Spring semesters. These programs last about 3 weeks and usually provide two to three credit hours. Students return in time to begin the spring semester. Recent winter-term programs have been offered in England, Italy, Spain, and Costa Rica.

Students desiring to study overseas should be in good standing at the university with a 3.0 cumulative GPA. They must also meet the language requirements of the program in which they wish to enroll. Since the GPA requirements vary among programs, it is advisable to consult the Lehigh Abroad Director (83351). Additional information concerning Lehigh's Study Abroad opportunities appears in the *University Catalog*, *Student Handbook*, and the Web at www.lehigh.edu/~incis/incis.html.

Graduation with University Honors or Departmental Honors

Please refer to the *University Catalog* for information concerning the cumulative GPA required for graduation with various honors as well as departmental honors programs available in the College of Arts and Sciences.

Eckardt Scholars Program

The director of the program is Prof. Heather Johnson in the Sociology & Anthropology Department (hbj2@lehigh.edu). Students may be enrolled in the program at the time of admission to the university or during the first semester of the sophomore year. Members are released from distribution requirements but must take two exclusive Eckardt-Scholar seminars and, of course, a major. They also complete a senior project of substantial dimensions. Further information may be found in the university catalog.

Prestigious Scholarship Programs

Administration of national fellowships and scholarships is conducted by the *Office of Fellowship Advising*, which is directed by Prof. Richard Barsness (ofa@lehigh.edu). The office publicizes opportunities, oversees the selection of candidates for awards requiring university nomination, and guides students through application procedures. More than 200 awards for both undergraduate and graduate students are described on the OFA's website, along with links to the sites of granting agencies <http://www.lehigh.edu/~inofa/>.

Phi Beta Kappa

Membership in Φ BK, America's oldest scholastic honor society, which represents the liberal arts and sciences, is by invitation. Informed advising and concerned faculty can, however, alert promising undergraduates to the profile desired by the Beta of Pennsylvania Council for selecting new members.

1. A minimum cumulative GPA of 3.50.
2. A minimum of
 - Two natural science courses (6 credits), with a least one laboratory as part of that instruction
 - Two social science courses (6 credits)
 - Two humanities courses (6 credits, preferably more), especially the reading and critique of literature beyond the basic first-year English requirement
 - Mathematics that includes the study of calculus (or advanced mathematics)
 - Foreign language study roughly equivalent to completion of 2nd-year university level
3. No academic violations sufficient to cause suspension.

While satisfaction of this profile does not guarantee election, it ensures being considered by the Council. Further information may be obtained from Prof. Scott Gordon (83320).

X. Sources of Help

Referrals should be made to one or more of the following individuals if circumstances warrant.

Academic Support Services
University Center #29
Katherine Lavinder, Associate Dean of Students (84159)
Lori McClaind, Assistant Dean for First-Year Students (81300)
Allison Ragon, Coordinator of First-Year Student Programs (81300)
Cheryl Ashcroft, Director of Academic Support for Students with Disabilities (84152)

Katherine Lavinder Associate Dean of Students
University Center Room 210
29 Trembley Drive
Bethlehem, PA 18015-3064
610.758.4159
610.758.5293 (fax)
Send email to inacsup@lehigh.edu

[Additional Staff Members](#)

Cheryl Ashcroft: Assistant Dean for Students with Disabilities

Lori Bolden McClaind: Assistant Dean Academic Transitions

Kelly Grim: Director of the Center for Academic Success

Veronica Hunter: Director of Student/Athlete Academic Services

Lisa Ruebeck: Director Learning Disability Support

Bursar
Alumni Memorial Building #27
(83160)

Career Services
Rauch Business Center #37, Suite 484
Donna Goldfeder, Director (83710)

Chaplaincy Services
Johnson Hall #36 – Chaplain’s office
Rev. Lloyd Steffen, Chaplain (83877)
Fr. Wayne Killian, Newman Center (84148)
Rabbi Seth Goren, seg208@lehigh.edu

College of Arts and Sciences
223 Maginnes Hall #9
Frank Davis, Associate Dean (83301)

College of Business and Economics
105 Rauch Business Center #37
Katrina Zalatan, Associate Dean (83400)

College of Education
Iacocca Hall #111
Garry Sasso, Dean (83221)

College of Engineering and Applied Science
308 Packard Laboratory #19
Gregory Tonkay, Associate Dean (84025)

Counseling & Psychological Services
Johnson Hall #36
Ian Birky, Director (83380)

Dean of Students
University Center #29
Sharon Basso, Dean of Students (84156)

Degree Audits
Assistant Registrar, Becky Schultz (83189), rs09

English as a Second Language
Timothy Bonner, Director, (86412)

Financial Aid
218 West Packer Avenue #194
(83181)

Health Center
Johnson Hall #36
Susan Kitei, MD, Director (83870)

International Students and Scholars
Coxe Hall, 32 Sayre Dr.
Gisela Nansteel, Immigration Specialist (84859)

Learning Center (Center for Writing, Math, and Study Skills)
110 Drown Hall #35
Edward Lotto, Director (83097)

Learning Disabilities
University Center #29
Cheryl Ashcroft, Director (84152)

Pre-professional Adviser (pre-law and pre-med)
Rauch Business Center #37, Suite 484
Mary Ellen Raposa (83710)

Registrar
Alumni Memorial Building #27
Emil Gnasso, Registrar (83200)

Residence Life/Greek Life
University Center #29
Tom Dubreuil, Associate Dean of Students (86598)

Judicial Affairs
Chris Mulvihill, Assistant Dean of Students (84159)

Residential Services
Rathbone Hall #63
David Joseph, Director (83500)

Study Abroad
Coxe Hall, 32 Sayre Dr.
Neil McGurty, Director (83351)

