

# The Environmental Policy Program Handbook

## 1 Overview of this Handbook and Lehigh's Environmental Initiative and EP

### 1.1 The Handbook

This handbook is intended as a guide to the policies and procedures of the Environmental Policy (EP) graduate program in the Environmental Initiative (EI). It explains the rules and procedures, the way things work, and describes what is expected of you while you are a graduate student at Lehigh. We urge you to read this entire handbook because it will help you acclimate to the culture of graduate school and also help demystify the EP Program. More information about EP can be found on the program's website.

Know, too, that a comprehensive reference to the summary provided here is available other places, such as the [College of Arts and Sciences Graduate Student Handbook](#) and the [College of Arts and Sciences Graduate Student Web Page](#). However, for policies and procedures specific to the EP program and the STEPS building, this is the document of record. We hope that having this information in one place will provide a quick start and serve as a convenient reference.

Please note that Lehigh University, the Environmental Initiative, and the EP Program reserve the right to change, at any time, the rules and regulations governing or otherwise affecting graduate students. In the event of programmatic changes, you may adopt to follow the revised curriculum or, to the extent it remains possible, pursue the program in the form it was when you matriculated.

### 1.2 Lehigh's Environmental Initiative

The Environmental Initiative (EI) is an interdisciplinary program of whose overall mission is to advance humanity's understanding and awareness of our role in and interaction with our natural environment through research, teaching, and outreach. The EI enables interdisciplinary efforts that transcend typical departmental and college boundaries in degree programs, problem-based research projects, and environmental education for school children, policy-makers, and the general public. The EI consists of faculty, staff and students from all four colleges of Lehigh, including two core departments, Earth & Environmental Sciences (EES), and Civil & Environmental Engineering (CEE).

### 1.3 Environmental Policy

Lehigh's M.A. in Environmental Policy lets students explore a wide range of environmental issues and gives students the tools to craft policy and programmatic responses to them. EP considers "the environment" in its broadest terms, including everything from environmental **conservation** to environmental **justice** to environmental **health** to environmental **planning**. Students not only learn in the classroom but in the community as well, through collaborations with local, regional, national, and international partners. Whether focused down the street or across the globe, students gain hands-on experience in creating environmental policies that orient society toward a more sustainable future.

Completion of a thesis is not required for the EP program as students may follow either the "Internship" or "Community Fellows" track. In lieu of a thesis, six additional credit hours of electives can be substituted (see the program for details). A thesis is generally not

undertaken by someone attempting to complete the MA program in 12 months or who is supported through the Community Fellows Program.

Students not enrolled as Community Fellows should give serious thought early in the program to whether you plan to write a thesis or instead complete an internship. In the EP program, a thesis is defined as a comprehensive, near-publication quality manuscript that is based on original empirical, archival, or literature-based research and analysis beyond that which could be accomplished in a 3 credit course and which makes a clear contribution to professional practice or scholarship in the general area of environmental policy.

## **2 EP Requirements and Procedures**

### **2.1 General Requirements and Procedures**

The University has outlined the general academic requirements for M.A. programs in its Graduate Student Handbook but EP Program has additional requirements that must also be fulfilled. It is your responsibility to ensure that all graduation requirements are met.

### **2.2 Graduate Credit**

The curriculum for the EP M.A. degree and the various graduate certificates are clearly outlined elsewhere. Courses outside those specified on the EP website and in the course catalogue *may* be substituted depending upon your professional interests. Any substitutions will require the permission of your advisor and the EP Director. In order to be counted for graduate credit, courses from other departments (i.e. not “ES” or ES cross-listed) must be at the 300-level or above. Courses listed as “ES” below the 300-level do not count. Note that as a special condition of acceptance into the program, the EP Advisory Committee may require you to take courses that make up for deficiencies in your preparation even though credit cannot be received for them. If your acceptance in the program is conditional on taking remedial course work, it will be clearly stated in your acceptance letter.

Courses completed in which you receive a grade lower than “C-“do not count towards the graduation requirement. If you accumulate more than 12 credit hours (typically equivalent to four courses) of grades lower than “B-“ (the Four-C Rule), you will be barred from registration and dropped from the program. The University also requires a minimum cumulative grade point average of 2.75 for graduation from Master’s Degree programs.

### **2.3 Advising**

You will be assigned to an academic advisor when you are admitted into the EP Program. It is your responsibility to meet regularly with your advisor to discuss requirements and issues regarding registration and your overall progress in the program. Your academic advisor will provide your PIN (needed for registration) and help you to select appropriate courses.

There is also an academic advisor (or point person) affiliated with each EP area of concentration. These faculty members are meant to be additional resources and can help answer questions specific to the topic area, including relevant available coursework and post-graduate job opportunities.

### **2.4 Registration**

Graduate students preregister for the upcoming semester near the end of each semester (typically in November and March). Preregistration is handled online (Banner) via the Registrar's home page. If you are new to the system, you need to log on initially with your social security number and birth date as the login ID and password. You will then be asked to change your password. To complete registration, you will need to obtain an alternate PIN number from your adviser.

[The Lehigh Academic Calendar](#) provides important dates regarding registration, dropping and adding courses, graduation deadlines, etc.

## 2.5 Full-Time Status

Students must be enrolled in at least 9 credits worth of courses to be considered full time. The signatures of the EP Director and the Assistant Dean for Graduate Studies and Research are required to certify the full-time status of students rostering fewer than 9 credit hours. To be certified as full-time with fewer than 9 credits, you must have established degree candidacy and accumulated enough credits for graduation. Salary earned by RAs or TAs that is not certified as full time is subject to FICA taxes under current tax law. The IRS considers graduate students employees of the University rather than students.

**Important:** If your formal registration record does not show that your summer is preceded by full-time spring-semester registration and followed by full-time fall-semester preregistration, lenders may seek payment of any student loans that are outstanding. If you are rostering fewer than 9 credits and are an RA or TA, full-time certification is required. The CAS Graduate Office has the full-time certification forms.

## 2.6 Late Fees

Please be sure that you are aware of the deadlines imposed by the Registrar's Office. Failure to register in time will result in a late fee. The date often varies from year to year and can be difficult to determine from registration materials. Even if your schedule for the following semester is uncertain (e.g. you are trying to arrange research for thesis credits), you can avoid a late fee by registering for 1-credit (of anything). Your final schedule may be adjusted later through the normal drop/add procedure (and without a financial penalty).

## 2.7 Petitioning for Changes to the Program

Occasionally, students will deviate from the prescribed EP program by substituting one or more classes. This is typically done because a student has a specific professional focus that is slightly different from the formal curriculum or because progress in the program is significantly delayed by the unavailability of a required course. Such changes to the program can be accommodated through the petition process described below. With sufficient justification, such changes usually receive the endorsement of the EP Program Director.

The Graduate Petition form is available to students online (<https://cas.cas2.lehigh.edu/node/351>). Students must complete their portion of the form electronically before printing the form to sign and circulate it for the signatures of the EP Director and the CAS. The Graduate Programs Office and Registrar's Office will not have paper copies of this form readily available.

Once you indicate the reason for your petition on this form, it will automatically update to indicate any supporting documentation that must be included with the petition. All of the supporting documents must be attached to the petition form before the Graduate Office will sign and forward to SOGS. Only complete forms will be forwarded to SOGS. If any information or items are missing from the petition, it will be sent back to the department with a list of required items.

The Registrar's Office must receive completed petitions by 4:45PM the Thursday before an SOGS meeting in order to ensure that the petition will be reviewed at that meeting. Petitions received after this deadline will be held until the subsequent SOGS meeting.

## 2.8 EP Thesis Requirements

A thesis in the Environmental Policy program is an opportunity for students to conduct original research on an issue affecting the natural environment; study the ways that issue is impacted by federal, state, or local regulations, programs, and/or laws; and present findings, an argument, or an application that informs environmental policy. Students planning to go onto further graduate studies or enter a PhD program are strongly encouraged to complete a thesis.

Work on a thesis should begin during students' first semester on campus, through close collaboration with professors and advisors, as well as the directors of Environmental Policy and the Environmental Initiative. Students completing a thesis should plan to spend at least two semesters (for example, the spring semester and summer session) conducting the research and writing it:

<b>Fall Start</b>	<b>Spring Start</b>	<b>Activity</b>
September	January	Identify broad area of focus for thesis and reach out to possible advisors
October	February	Refine research questions with thesis advisor and primary reader
November	March	Draft thesis proposal to share with advisor, reader, and program directors
December	April	Finalize thesis proposal and get proposal approved; register for thesis credits
January to May	May to August	Complete literature review and begin original research/data collection
May to July	August to November	Complete draft in close collaboration with primary advisor and reader
August	December	Receive final approval; Schedule submission meeting with Graduate Office

If you decide to do a thesis, you must first identify a Thesis Advisor and a Second Reader who agree to form your Thesis Committee. The Thesis Advisor must be an EP faculty member as they

will be grading and signing the completed thesis. The Second Reader may be any member of the Lehigh University Faculty and will act in an advisory capacity at the Thesis Advisor's discretion.

You shall work with your Thesis Advisor and Second Reader to develop a proposal to the specifications outlined below. After both the Thesis Advisor's and the Second Reader's approval of the proposal, it must be submitted to and approved by both the Director of Environmental Policy and the Director of the Environmental Initiative at least 4 weeks BEFORE the first day of classes for the term in which any thesis credits (ES-490) are earned.

If the proposal fails to be approved by these reviewers, you will be required to make revisions or fill out your program with an internship or additional credits of coursework. If the proposal is approved but the final thesis is unsatisfactory to your Thesis Advisor, you will be required to revise your thesis to a satisfactory level or fill out your program with an internship or additional credits of coursework. Progress through the thesis, the order of assignments and all grading is at the primary discretion of the Thesis Advisor, who, as the EP faculty member of record for the project, will sign the final thesis along with the Second Reader, the Director of Environmental Policy, and the Director of the Environmental Initiative.

A. Thesis initiation process:

1. Identify your thesis committee consisting of an advisor and second reader
2. In consultation with your committee, prepare a thesis proposal consisting of the items below (the entire document should be about 5 single-spaced pages):
3. Provide email notification or paper signature of approval from your committee to the Director of Environmental Policy and the Director of the Environmental Initiative

B. The thesis proposal should include:

1. Tentative thesis title
2. Names of the thesis advisor and second reader
3. Statement of a research question
4. Description of the methods or form of philosophical reasoning that will be used to answer the thesis question with the original research, and an explanation of the original research you plan to conduct, which could include:
  1. Original qualitative or quantitative data collection tested through various methods or forms of analysis to reason about empirical research or policy context
  2. Archival research
  3. The application of theory to a new area of environmental policy
5. Description of a specific literatures that will be included in your literature review
6. Description of specific goals and outcomes of the research and their value to scholars and/or practitioners, for example:
  - a. Testing a hypothesis
  - b. Developing a new theoretical framework
  - c. Applying an existing theoretical framework to a case study
  - d. Proposing how a particular environmental problem (such as clean air, clean water, climate change, natural conservation, and endangered species) ought to be addressed through more effective environmental policies
  - e. Critique of existing environmental policy (the regulations, laws, or public programs that impact or address the environmental issue you

are focusing on) through original empirical analysis or a particular theoretical perspective.

7. Tentative outline of thesis sections including a brief (two or three-sentence) description of each one
8. Specific timeline of activities culminating in the date of final submission to the College of Arts & Sciences

Important: Submission of the proposal must occur at least 4 weeks BEFORE the term in which any thesis credits (ES-490) are earned (also, please refer to the section on “Late Fees”). Students enrolled in the EP Program may NOT register for thesis credits (ES-490) without first having a proposal approved by their thesis advisor, second reader, and the directors of Environmental Policy and the Environmental Initiative. If the proposal fails to be approved by anyone in this group, you will be required to make revisions or fill out your program with an internship or additional credits of coursework.

Also, if the proposal is approved, but the final thesis is unsatisfactory to your thesis advisor and/or second reader, you will, at their discretion, be required to revise the thesis to a satisfactory level, or fill out your program with an internship or additional credits of coursework.

## 2.9 Grievance Processes

While many disagreements and concerns can be resolved by informal discussion among the parties, on occasion it may be necessary to initiate a more formal grievance resolution process. Generally speaking, for issues regarding grades, courses or other aspects of a graduate program, students should first seek resolution directly with the faculty member(s) involved. If resolution cannot be reached with the faculty member(s), the student should next bring the issue to the attention of the Environmental Policy Director and the appropriate department chair. If resolution cannot be reached within the program and the department, the student should bring the issue to the attention of the Associate Dean for Research and Graduate Programs in the College of Arts and Sciences.

It is far preferred for issues to get resolved by all parties meeting to discuss the situation. If this proves unsuccessful, students should submit formal grievances in writing (including a description of their concerns and their requested course of action), which the relevant faculty member(s) and the Environmental Policy Director and appropriate department chair (where applicable) will evaluate and respond to in writing. If resolution is not reached through these steps, these written records will be submitted in full to the Associate Dean for Research and Graduate Programs. The Associate Dean, in consultation with the Dean of the College, will gather information and provide a decision.

*If at any point in this process you are unsure how to proceed or have concerns about raising issues within your department/program, we encourage you to reach out to the Associate Dean's Office for advice (MaryAnn Haller, Manager of Graduate Programs: 610-758-4280, mh0h@lehigh.edu; Dominic Packer, Associate Dean: 610-758-4282, djp208@lehigh.edu). You may also skip a step in the hierarchical grievance process (e.g., go straight to the department chair or associate dean) if you have serious concerns about approaching a particular individual. For advice outside of the College, you can also contact the Associate Dean and Director of Graduate Student Life (Kathleen Hutnik; 610-758-4722, kaha@lehigh.edu) or the University Ombuds Office (<http://www.lehigh.edu/~inombuds/index.html>).*

Students who are not satisfied by the ultimate outcome of this process may appeal by petition to the Committee on Standing of Graduate Students (SOGS). (Petition forms are available here.) Please note, however, that this committee deals only with academic issues. The SOGS committee includes

the graduate associate deans of the colleges, the director of graduate student life, and a representative from the Graduate and Research Committee. The committee meets regularly with the Registrar and considers all graduate petitions. The Registrar's Office notifies the petitioner of the committee's decision.

If a student is not satisfied with the decision of the SOGS committee, he or she may appeal that decision to the Graduate and Research Committee (GRC), an elected committee of the University Faculty. Appeals to the GRC are, however, rare and the petitioner must make clear in writing why the decision of the SOGS committee was inappropriate and why the resolution proposed by the petitioner is more appropriate.

### **Reporting Harassment or Discrimination**

As per Lehigh University's Policy on Harassment and Non-Discrimination:

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. The University strongly encourages (and, depending upon the circumstances, may require) students, faculty, staff or visitors who experience or witness harassment or discrimination, or have information about harassment or discrimination in University programs or activities, to immediately report such conduct. (Full policy [here](#).)

#### **Reports should be made to:**

Karen Salvemini, Equal Opportunity Compliance Coordinator  
Alumni Memorial Building, Room 302  
(610) 758-3535, [EOCC@lehigh.edu](mailto:EOCC@lehigh.edu)

In the event that the conduct involves the Equal Opportunity Compliance Coordinator, reports should be made to:

Human Resources Investigator  
428 Brodhead Avenue  
(610) 758-3897, [jaz308@lehigh.edu](mailto:jaz308@lehigh.edu)

Reports of harassment or discrimination can also be made:

- To the Lehigh University Police Department (610-758-4200)
- To any member of the faculty (e.g., your advisor or graduate director) or university administration (e.g., the Associate Dean's Office).
- Online at [go.lehigh.edu/harassment](http://go.lehigh.edu/harassment)

Before a disclosure is made, an individual who wishes to talk about these issues confidentially and without initiating a report or investigation can contact:

Lehigh University Counselling &  
Psychological Services

Lehigh University Chaplain's Office  
661 Taylor Street

### 3 Financial Aid

#### 3.1 Overview

Financial aid is available in the form of teaching assistantship (TA) positions, research assistantship (RA) positions, graduate assistantship (GA) positions, fellowships, and scholarships. Fellowships and TA and RA positions may only be held by full-time students. A comprehensive resource for financial aid in the College of Arts and Sciences (CAS) can be found online (<https://cas.cas2.lehigh.edu/content/financial-aid>). An exhaustive list of organizations that provide fellowship support can be found on the Office of Fellowship Advising's website (<http://ofa.lehigh.edu/>).

#### 3.2 Teaching Assistantship (TA) Positions

The EP Program offers a teaching assistantship (TA) position. The College of Arts and Sciences pays up to 9 credits of tuition per semester for a TA. In some circumstances, the CAS will additionally pay for 3 credits of thesis hours (ES-490) during the summer session. The TA also receives a monthly stipend for the 9-month academic year (late August to late May). At the EP Director's discretion, the TA position may be held by one student or split between two students during the academic year. If the position is shared, each student would have TA support for only one semester, during which the student would receive up to 9 credits of tuition and 4.5 months of stipend. The Graduate Student Handbook states that a TA should provide 20 hours per week of service to the University. A more extensive discussion of the Terms and Conditions of Employment for TAs can be found online (<https://cas.cas2.lehigh.edu/node/314>).

**3.2.1 Responsibilities of a TA.** Responsibilities for TAs vary depending on the course or courses they are assigned, and may include grading homework sets and exams, setting up and teaching labs, and running field trips. TA duties are assigned and evaluated by the faculty member of record for a particular course. At a very minimum, a TA needs to do the following:

- Do all of the assigned reading for the course(s)
- Attend all lectures or events assigned to the class (e.g. lecture series)
- Complete all of the problem sets and/or generate sample answers for essay questions assigned to the class
- Maintain regular office hours and be willing to interact with students face-to-face or via e-mail to answer their questions or explain concepts
- Do all of the required grading and record scores
- Take and record attendance
- If a class uses Course Site, the TA may be required to maintain it

Note that teaching is a highly personalized endeavor and each faculty member will likely have his or her own methods and techniques (even for the same course). It is the TA's responsibility to adjust to these differences and be aware of exactly what is expected by each faculty member. Be sure to communicate frequently with the instructor (a regular meeting time(s) each week can be advantageous). If an instructor has developed a separate handbook or guide, be sure to follow it carefully. A TA who has not taken the course previously as a student will need to invest



more time and effort into getting things done correctly—and should be prepared to ask plenty of questions.

A TA position can be demanding work, and it can be challenging to balance TA responsibilities, coursework, and thesis research, but it can also be satisfying and rewarding. Overall, the students greatly appreciate a TA's efforts, as do faculty members.

**3.2.2 Competency in Spoken English.** Note that the University requires that a foreign student whose native language is not English must pass a test of spoken English before serving as a TA. Non-native speakers can be TAs at Lehigh so long as they score 230 or higher on the Lehigh speaking exam. Students passing this test with a score between 200 and 230 can be a TA while concurrently taking an ESL class. A score of less than 200 prohibits TA support. The ESL (English as a Second Language) Department offers several courses for foreign applicants, and it is advised that students complete such courses in the summer prior to the beginning of their first semester.

**3.2.3 Teaching Evaluations.** Teaching can be an effective way to sharpen one's communication skills; both communication and teaching are valuable life skills. All TAs are advised to solicit feedback from students on their teaching early in the semester to highlight areas for improvement and to avoid potential issues or problems from festering. At the end of the semester, the TA will be given a standardized student evaluation form to administer to the class. These standardized evaluations are the outcome of a graduate student senate and graduate research committee initiative. The results of the student evaluations will be available to the EP Director and shared with the TA. Faculty instructors will also evaluate a TA's performance at the conclusion of each course and place a brief evaluation letter in the student's file. It is strongly recommended that the faculty member and TA discuss the evaluation and use the discussion as an opportunity for more direct and interactive feedback.

### **3.3 Research Assistantship (RA) Positions**

A faculty member will sometimes receive a grant to perform specific research. This grant may include funding for a graduate research assistant to help with the project. A Research Assistant (RA) position may pay a monthly stipend and/or tuition credits (much like a TA position). The chief difference lies in the responsibilities, which for an RA involves various tasks related to a particular research project assigned and evaluated by a principal investigator (usually one's advisor). The responsibility associated with an RA position is not to be underestimated. Grants obtained by faculty that support RAs have specific requirements that must be completed in a timely manner. Often, research work assigned to an RA will support his/her thesis work, but this need not always be the case.

### 3.4 Fellowship Programs

**3.4.1 Community Fellows Program.** The Community Fellows Program is designed to support partnerships between Lehigh University, the EP Program, and regional agencies that are active in community and economic development. The program is ideal for students who are interested in rigorous academic training combined with meaningful, community-based work experience in non-profit agencies.

A Community Fellow will work for a participating agency for fifteen hours per week while taking classes toward a M.A. in EP. Fellows receive academic credit for their agency work, allowing them to earn their M.A. degree in one full year of work and classes. Fellows focus on completing projects identified and designed by their fellowship sites.

Fellows are financially responsible for 9 credits of graduate school tuition (out of the 30 credits required for an MA degree), payable in three installments. Payment for three credits are due in the fall, three in the spring and three in the summer. All other tuition costs are paid by Lehigh University and the partner agency. Depending upon various factors, the division and amount of financial resources may vary between academic years so be sure to contact the Community Fellows Program to learn about possible changes.

Applicants to the EP Program should submit a letter indicating their interest in the Community Fellows Program with their regular graduate school application. There is no direct application to the Community Fellows Program. Students who are admitted to the EP M.A. Program can then be matched to an agency, **contingent on availability and mutual interests**. Please see the Community Fellows web site ([https://community\\_fellows.cas2.lehigh.edu/](https://community_fellows.cas2.lehigh.edu/)) for more information.

**3.4.2 The Pyramid Foundation Graduate Fellowship.** Michael J. Cohen (class of '58) has provided the EP Program with endowed funding for the Pyramid Fellowship. These funds are awarded to an EP student studying in the interdisciplinary STEPS Program in the College of Arts and Sciences. Funds have traditionally been used to support a student(s) involved in a summer research project, typically related to their M.A. thesis. The fellowship pays for a summer stipend as well as for research materials and/or expenses. The EP Program typically issues a request for proposals (RFP) during the spring semester of each year.

### 3.5 Scholarships

Scholarships consist of tuition credits only (no stipend is included). The EP Program has a limited number of scholarships to award annually. Awards are typically based upon merit and need. An application for a scholarship should be made by contacting the EP Director.

**3.5.1 President's Scholarships.** Lehigh undergraduate who achieve and maintain a 3.75 GPA by their junior year can apply for and receive a President's Scholarship. The application is submitted to and approved by the Registrar's Office. The award covers tuition for a 5<sup>th</sup> year of study at Lehigh and can be used to fulfill requirements of the EP Program. (More information on the President's Scholars Program is available online at [http://www.lehigh.edu/registrar/students/pres\\_scholar.html](http://www.lehigh.edu/registrar/students/pres_scholar.html).)

**3.5.2 50/50 Scholarships.** Another scholarship available to students in the EP Program is the "50/50 Scholarship." As the name implies, this scholarship pays for 50% of the cost of tuition for each semester that a student is enrolled in the program. This scholarship is only awarded to **NEW**

students entering the EP program. (These scholarships are based on merit and are designed to help attract the best students to our program.) The scholarship can continue for the duration of the degree program as long as progress toward the degree is maintained and a minimum GPA is achieved. This scholarship may not be combined with any other form of financial aid such as a TA, RA, or GA position.

**3.5.3 Thesis Scholarships.** The Environmental Policy M.A. can be difficult to complete within a 12-month time frame, especially when students are writing a thesis. Students who are making progress in the program and who are in good standing may apply for a scholarship to be used to register for 1-credit hour of thesis (ES-490) during their terminal semester. This allows a student to retain full-time status in the program while completing the thesis (Lehigh requires that you be registered for the semester prior to graduation). Requests for thesis scholarships should be made to the EP Director prior to the start of the student's terminal semester.

### **3.6 Graduate Assistantship (GA) Positions**

Various College (e.g. Dean's office, Athletics) and University (e.g. Greek Affairs, Residential Life) departments and organizations (LEO) offer Graduate Assistant (GA) positions. These are generally well-advertised. The awards involve work that is not strictly research related, and can cover a wide range of teaching, supervisory, consulting, or service work. More details can be found at this link: <https://gradlife.web.lehigh.edu/assistantships>.

### **3.7 Other Resources & Opportunities**

**3.7.1 Travel Grants.** EP students are encouraged to attend national or regional meetings as a form of professional development, especially to present their scholarship. The EP Program has funds available to support this activity. Proposals (with an accompanying budget) should be submitted well in advance of the conference date to the EP Director. Funds will be awarded according to merit and availability. Matching or supplemental funds are sometimes available from the College of Arts & Sciences (CAS), Lehigh's Sustainability Coordinator (Lehigh's Facilities Services), or the Graduate Student Center.

**3.7.2 Tuition Reduction for Education.** Students who are teachers in K-12 and Community Colleges can be offered the College of Education Rate to take courses in the EP Program. Students must supply a letter from their employer each year to be given this rate. The rate is applied after the 10<sup>th</sup> day of class each year. Award letters come from the CAS after the confirmation letter from a school district or community college is received.

**3.7.3 Other Paid Opportunities.** Faculty members occasionally have short-term projects for which they can pay students an hourly wage. Sometimes these jobs are widely advertised, and sometimes they are not. It may be a good idea for students to let the faculty members know that they are interested in such work should it become available. There are also loan programs with specially discounted interest rates for full-time students. Such loans usually do not require any payment of interest or principal until sometime after graduation as long as students maintain full-time status. Loan terms are determined entirely by students and their lenders. Contact the Financial Aid Office (<http://www1.lehigh.edu/financialaid>) for more information.

### **3.8 Outside Employment.**

Students receiving academic-year financial aid through a TA, RA, or GA position must receive the EP Director's permission before considering additional outside employment. The final approval for TAs, RAs, or GAs to work beyond their normal 20 hours per week rests with the CAS Dean. The Dean will grant permission under the following guidelines:

- a. A student must have completed all course work for the degree
- b. There can be no conflicts with the student's TA, RA, or GA assignment c
- c. The student must be making satisfactory progress towards his or her degree

### **3.9 Withdrawal of Financial Aid**

When a student receives an offer of financial aid, it is essential to note that the continuation of that aid is contingent on two factors: availability of funding and the student's performance. Owing to factors beyond the Program's control, there can be no guarantees that continuing aid will be available. It is rare that aid would have to be cut off for this reason, and the College and the Program make every effort to see that does not happen. Nevertheless, students should be aware that this is possible.

Students' performance, however, is very much under their control. The EP Program is likely to withdraw an aid package if a student fails to maintain a 3.0 grade average, fails to perform TA, RA, or GA duties adequately, or otherwise shows a lack of commitment to his or her own professional development. These factors, and lack of satisfactory progress toward the degree, are the chief evaluation criteria when the Program considers awarding and/or continuing financial aid. Recognize that the Program's expectations for student performance are quite high, and students cannot afford a single weak semester.

## **4 Student Services**

### **4.1 EP Life and Lehigh Living**

Being a part of the EP Program is not just about degree requirements, courses, internships and theses. This section covers the range of graduate student services available at Lehigh or on the South Side of Bethlehem.

### **4.2 Student Work Space**

The EP program does not typically provide individual office space for students. The STEPS building has ample and comfortable seminar rooms and public study spaces available to you. You may utilize any of the seminar rooms if they are not being occupied. Be aware that this space is sometimes assigned by the Registrar so you may be asked to leave if a group (or class) has a reservation to use the room. (Please keep the common space clean and presentable.) If you are serving as a TA, RA, or are involved in a special project with a faculty member, shared space may be arranged if it is available in STEPS.

In addition, the STEPS building has a shared computer facility (ST 121), which is available when classes are not scheduled. Small "lunch rooms" are located throughout the STEPS building that have sinks, refrigerators, and microwaves. (Again, please keep these areas clean and presentable.)

Telephones are located in or near most common offices and seminar spaces in STEPS. The phones are programmed to allow all in-coming calls but only local outgoing calls unless a calling card or account number is used.

### **4.3 Keys**

All graduate students are eligible for after-hours building access using their student ID card (see the EP Director). Should they prove necessary, keys for inside doors are available from Facilities Services' Office of Access Control, at 42 University Drive. You can get the necessary form from the EP Director.

### **4.4 Parking**

All cars must be registered to park on campus (see Parking Services in Johnson Hall). Graduate student parking permits are issued for varying fees, which may change year to year and depend on the location of the parking space: Mountain Top parking south of Iacocca Hall, Zoellner Arts Center Parking Garage on the lower campus for a covered, reserved space. Graduate students may be permitted to park at Saucon Village Apartments for no charge. Campus bus service is available from Saucon Village and Mountain Top lots; schedules are widely distributed. Obtain parking permit application forms and current parking rates from Parking Services, a division of Transportation Services.

### **4.5 Housing**

Lehigh maintains a graduate student housing complex of 135 living units available on a yearly lease basis. The Office of Residential Services provides a list of off-campus rentals. Most graduate students live off-campus.

### **4.6 Graduate Student Center**

Students are represented on academic and student life issues by an elected Graduate Student Council. The council also maintains a graduate student center, plans social events, and disseminates information among fellow graduate students. The Graduate Student Center is currently located in the Packer House, 217 W. Packer Avenue. Contact information for Graduate Life Office is listed in the Lehigh Directory.

### **4.7 Child Care**

Lehigh operates its own childcare center and provides services for a monthly charge. Financial assistance is available.

In those instances when child care arrangements fall through, there is no issue with occasionally bringing children onto campus. Do keep in mind, though, that STEPS is an active workplace that is laced with hazards, particularly for young children (especially on the lab floors).

### **4.8 Health Care**

Lehigh offers free inpatient and outpatient health care at its Health Center, staffed by professional doctors and nurses. It is also possible to join low-cost insurance plans for services not available there, such as X-rays and certain laboratory work and medications.

(Please note that Lehigh *requires* international graduate students to have health insurance coverage.)

Counseling & Psychological Services (<http://studentaffairs.lehigh.edu/counseling>) provides individual counseling, group therapy, faculty/staff and parent consultation, and numerous outreach activities and can be reached at 610-758-3880.

The University's Emergency Medical Services (LUEMS) quick response team responds to emergency medical situations that occur on campus. This team can be dispatched through the University Police at 610-758-4200, or 84200 on a campus phone. Members of LUEMS are on-call 24 hours a day, 7 days a week while classes are in session.

#### **4.9 Fitness**

Lehigh's Fitness Center has the latest exercise equipment, and its use is free to students. Swimming pools, gyms, a jogging track, and many outdoor recreational facilities are also available.

#### **4.10 Resources for International Students**

Lehigh welcomes and encourages the international exchange of students and scholars. The Lehigh graduate student experience is truly global, both academically and culturally. In any given year, there are over 350 international graduate students and 75 visiting scholars from more than 60 nations. The Office of International Education advises on immigration, visa and personal matters. It provides a complete orientation for all new students, an international student handbook, and a variety of cross-cultural programs.

**4.10.1 English as a Second Language (ESL).** The English as a Second Language Program offers courses for all English language learners. In addition, the intensive English language institute offers a 4 week pre-semester summer program. This program is designed to prepare new students for the American university environment. A language proficiency assessment is required for all new international students.

**4.10.2 International Multimedia Resource Center.** Within this state-of-the-art center is a World View Room and multi-media foreign language computer lab that offer daily news broadcasts from around the world and foreign language programming received via international satellite TV networks.

#### **4.11 Pets**

Pets are not permitted inside STEPS nor most other campus buildings. This is a University policy.

#### **4.12 TRACS & Escort Service**

The escort service and TRACS provide an alternative to walking alone after dark. The TRACS van follows a fixed route around campus while the escort service ((610) 758-1111) is more flexible.