

Bradley University

Undergraduate
Academic Advising
Handbook

Bradley University Undergraduate Academic Advising Handbook

Table of Contents

1. BU ADVISING PHILOSOPHY AND LEGAL ISSUES.....	4
Role of Advising at BU	
Definition and Strategy for Academic Advising	
Advising Goals	
Advising Tips	
Legal Issues	
2. ACADEMIC RECORDS.....	10
Electronic Academic Records	
Departmental/College Academic Records	
3. REGISTRATION PROCESS.....	13
Advising Process for Early Enrollment	
Definition of Student Standing	
Satisfactory Progress Requirements	
Academic Good Standing/Probation/Dismissal	
Online Registration - Webster	
Advising Student Athletes	
Completing the Registration Process	
4. GENERAL EDUCATION REQUIREMENTS.....	21
5. ADVISING SENIOR STUDENTS.....	23
6. TRANSFER WORK, REPEATED AND INCOMPLETE COURSES, AND PLACEMENT EXAMS.....	26
Transfer Work	
Advising Transfer Students	
Repeated Courses	
Incomplete Courses	
Grade Change	
Placement Exams	
CLEP Exams	
7. CHANGES TO ACADEMIC MAJOR/MINOR.....	34
Adding/Deleting a Major	
Adding a Second Major	
Adding a Minor	
8. PETITIONS TO ACADEMIC REVIEW BOARD (ARB).....	36
Waivers of Graduation Requirements	
Reinstatement Following Academic Dismissal	
Academic Forgiveness Policy	

9. WITHDRAWALS AND ABSENCE.....	40
Withdrawal from a Course	
Complete Withdrawal	
Absence from Class Due to an Emergency	
Leave of Absence	
10. FORMS.....	44
11. UNIVERSITY PROGRAMS.....	46
Academic Exploration Program	
Turning Point Program	
Honors Program	
Study Abroad Program	
Cooperative Education and Internship Program	
12. RESOURCES.....	49
Career Services/Job Search	
Counseling	
Disciplinary Action	
Financial Assistance	
Fraternities and Sororities	
Grievances	
Health Center	
Housing and Residential Life	
International Student Issues	
Campus Recreation	
Multicultural Student Services	
Orientation for New Students	
Registrar’s Office	
Student Activities	
Students with Disabilities	
Student Fees/Controller’s Office	
Student Handbook	
Student Leadership and Public Service	
Summer and Interim Sessions	
Testing Services for Students	
Tutoring and Study Skills	
13. GENERAL INFORMATION ABOUT BRADLEY UNIVERSITY...57	
History of Bradley University	
Organizational Structure	
14. OUTSTANDING ACADEMIC ADVISOR AWARD.....60	
Application	
Previous Recipients	

Bradley University

Academic Advising
Philosophy and Legal Issues

Role of Academic Advising at Bradley University

The purpose of the Bradley University Academic Advising Handbook is to serve as a guide for faculty members concerning their role and responsibility as advisors and to provide information about procedures involving the advisor and referrals that the advisor should offer to students. Academic advising goes well beyond assisting students with their semester schedule of classes. The role of the academic advisor includes, but is not limited to:

1. Helping the student define career goals.
2. Referring the student to personal counseling when appropriate.
3. Encouraging awareness of cultural and social opportunities on campus.
4. Identifying courses and experiential learning opportunities that will help the student to achieve personal and professional goals.
5. Learning the policies and requirements for graduation and clearly communicating them to advisees so that they will not be deficient in any University, College, or Departmental requirements.

Initially students may be concerned only with their class schedules, but once a supportive and trusting relationship is established, conversations pertaining to career goals, opportunities on and off campus, and necessary referrals will very likely follow.

“Academic advising is the responsibility of the faculty. It is central to the Bradley experience. The promise of meaningful interaction between a faculty advisor and a student is one of the reasons a student chooses to attend Bradley University. This positive relationship strengthens recruitment, retention, student satisfaction and placement.” This quote is from the Bradley University Faculty Handbook which is located on line at: <http://www.bradley.edu/academics/fachandbook/>

“An academic advisor needs to know:

1. How the student feels about school.
2. How motivated the student is about studying.
3. How committed the student is to getting a degree.
4. What help the student wants or needs.
5. What motivational blocks may hinder the student’s progress.”

“Every candidate for a degree is personally responsible for meeting all requirements for graduation and no University official can relieve a student of this responsibility,” (Bradley University Undergraduate Catalog). The academic advisors should provide accurate and timely information to the student. This handbook will assist advisors in helping students with the necessary information.

Definition and Strategy for Academic Advising

Bradley University's definition of advising is the embodiment of a relationship established between the student and advisor. "Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary" (Crockett, p. 3).

Bradley University places emphasis on the recruitment and retention of its students. Academic advising is critical to the persistence of students because of the support and guidance Bradley faculty members provide to students as their academic advisors. Academic advising, effectively delivered, can be a powerful influence on student development and learning and as such, a potent retention force on the campus. Habley (1981) presents a particularly convincing case for an Advisement-Retention Model which underscores the critical link between academic advising and student retention. Based on the assumption that retention programs should focus on services which enable students to clarify their educational/career goals and relate those goals to academic offerings, quality advising provides the most significant mechanism through which this can be accomplished. Habley concludes that the advisor is critical in assisting students to explore goals and choose appropriate educational offerings consistent with those goals (Crockett, p. 167).

Two resources that may be of assistance to academic advisors or Bradley University students are:

- Mr. David Trillizio, Director
Center for Orientation & Advisement
Heitz Hall 100
dpt@bradley.edu
309-677-2420
- Dr. Joyce Shotick, Executive Director
Center for Student Development, Health and Transitional Services
Heitz Hall 100
jas@bradley.edu
309-677-2420

Advising Goals

1. Assist students in self-understanding and self-acceptance (their values, abilities, interests, and limitations).
 - a. Refer to the *Center for Testing* Services
 - b. <http://www.bradley.edu/eddev/testing>
 - c. Refer to Center for Testing Link in the box in the upper right hand corner
2. Assist students in their consideration of life goals by relating interests, skills, abilities, and values to career, the work environment, and the purpose of higher education.
 - a. Refer to the Academic Exploration Program
<http://www.bradley.edu/eddev/aep>
3. Assist students in developing an educational plan consistent with life goals and objectives (alternative courses of action and alternate career considerations).
 - a. Refer to the Smith Career Center
<http://explore.bradley.edu/scc>
4. Provide accurate information about institutional policies, procedures, resources, and programs.
 - a. Refer to the Dean's Office and the Registrar's Office
<http://www.bradley.edu/registrar/>
 - b. Refer to the Undergraduate Catalog
<http://www.bradley.edu/pubs/undergrad.html>
5. Make referrals to other Bradley University or community support services.
 - a. Refer to the Center for Student Support Services
<http://www.bradley.edu/students/support/>
6. Provide information about students to the institution and/or academic departments.
 - a. Refer to FERPA (Family Educational Rights and Privacy Act)
<http://www.bradley.edu/registrar/ferpa.html>
7. Assist students in evaluation of progress toward degree completion.
 - a. Refer to DARS (Degree Audit Requirement System)
<http://acinqire>
8. Assist students in developing decision-making skills.

Advising Tips

1. Create a receptive, confidential relationship with the advisee. When students believe that the advisor is truly providing guidance that will benefit them, the students will be more accepting, appreciative, and often act upon the recommendations offered by the advisor.
2. Advising is listening! If students can talk with someone in whom they have confidence, who won't laugh at their comments, ridicule their expressions, or be paternalistic or condescending, students may, within the discussion itself, discover various possibilities and perceive their situation from various perspectives. A good listener, being attentive and encouraging, may provide the student with a form of assistance that is truly helpful.
3. Be empathetic. Remember some of your own difficulties, frustrations, and complexities of college life and make an effort to reduce them for your advisee.
4. Establish the advantages and limitations of advising with each student. Explain how regular advising sessions can benefit the student. Be sure to ask the student if they have any questions.
5. Both the advisor and advisee have certain responsibilities. Discuss your expectations of the student as an advisee. A written list of those expectations would serve as a reminder to the student to prepare for his/her next meeting.
6. Clarify with your advisee that he/she understands your intended message. Ask the student to then describe back to you what he/she will do.
7. End-of-lecture summary has its counterpart in advising. During the advising session, and particularly at the end, summarize what transpired and the options that the student has. This is an opportunity for the student to respond to your advice.
8. Open-ended questions are a useful means of entering into a discussion. Students, particularly freshmen, may be intimidated by your faculty rank, and be hesitant to elaborate in their discussions with you.
9. You may have to inform a student that you are compelled to deny his/her request. When this must be done, be sure to specifically explain what you cannot do for the student and why.
10. Refer the student to a specific person and offer several alternatives. This handbook will provide you with a number of resources. If you are not sure where to refer a student, make a phone call to your department Chair and/or the Center for Orientation and Advisement.
11. Take good notes on what was discussed and what your recommendations to the student were and file them in the student's folder. This will serve as a reminder to you when you meet with the student in a follow up visit.
12. If an academic advisor is on sabbatical or is not able to meet with students due to other complications, the department chair will notify the advisees that their academic advisor is not available for the semester and the name of the interim advisor should be provided.

Legal Issues

The academic advisor is on the "front line" of the university in dealing with students. It is a critical position, and the success or failure of the student's education and growth is influenced greatly by the advising function. In today's litigious atmosphere, the advising function is more critical than ever.

Academic advising primarily occurs under the umbrella of academic affairs. The courts have always hesitated to enter the academic arena and substitute their judgment for that of the academician. In doing so, they have recognized the academic freedom which protects academic decisions, including advising decisions. The increasing number of court decisions dealing with classroom and academic matters attests to the growing judicial sensitivity to students' rights in academic affairs.

An increasing emphasis on quality advising to enhance retention brings added responsibilities to the advisor. More and more, advisors not only are expected to understand such things as scheduling and registration procedures and degree requirements, but also they may be expected to function as a referral service or possibly as career counselors.

Most institutions' catalogs state that the ultimate responsibility for knowing degree requirements rests with the student. The Bradley University Undergraduate Catalog contains such statements. This type of statement normally would protect advisors if they commit an advising error. Generally, the advisor is not going to be held personally liable for erroneous advising in the absence of gross negligence, irresponsible behavior, or arbitrary or capricious treatment of the student.

Advisors should keep notes of their discussions with students during advising sessions. An accurate record of advising sessions would help solve any disputes over the content of previous advising and also serve as a legitimate protection against the claims of erroneous advising.

Due to a number of legislative acts that have been enacted, particularly the Family Educational Rights and Privacy Act (FERPA), faculty and staff must be careful to limit the information that they provide to individuals. **Under no circumstances should anyone provide information about the specific whereabouts of a student or about the student's grades or other personally identifiable information to anyone without written permission from that student.** Please visit the Registrar's web site for more information and an interactive quiz to test your knowledge about FERPA at: <http://www.bradley.edu/registrar/ferpa/>

Bradley University
Academic Records

Electronic Academic Records

A student's entire academic record can be accessed through the Registrar's online record system, Acinquire. The URL is: <http://acinquire.bradley.edu>
Faculty and staff must have permission to access student records. Faculty who advise students must obtain permission from the Dean of his/her college. Those permissions are kept on file with the Registrar.

Acinquire is an Internet-based system that faculty can use to get information such as a student's midterm grades, accepted transfer work, and the student's schedule. Another powerful advising tool available to advisors through the Registrar's Office is the Degree Audit Requirement System (DARS). DARS is an option within the Acinquire that will allow the advisor to view all the graduation requirements for a particular major and the progress that a student has made in fulfilling those requirements. DARS will also identify how many credit hours the student has accumulated, GPA, junior/senior hours, and residency hours. Students also have access to DARS in their Webster account. Advisors should encourage students to bring an updated copy of their degree audit to their advising sessions.

If an error in the DARS is detected, the advisor should contact the Registrar's Office to rectify the situation. If a waiver to a college and/or department requirement is granted, the advisor should inform the Registrar's Office so the DARS is updated. For more information, contact Ms. Angela Butler, Assistant Registrar, 309-677-3099.

Regiserv

The Registrar's Office provides electronic notices and updates to faculty about dates for advising, grades, faculty office hours, and roster information. To receive these email messages, contact Andy Kindler at: akindler@bumail.bradley.edu

Departmental/College Academic Records

Each department/college varies on the form of records maintained by the unit. Some departments maintain a hard copy of every student record. Information regarding transfer approval of coursework, petitions, and change of major/minor approvals are collected in a student's folder. An academic advisor should also include information about visits with that student in his/her folder. This information can be valuable if a student changes advisors or if department/college awards are being selected. To obtain the hard copy of a student's record, the advisor should see the department administrative support staff member or the college record administrative support staff member. Please refer to the list below:

Foster College of Business Administration.....	Alison Jones, 309-677-2254
Slane College of Communications & Fine Arts.....	Martha Schmitt, 309-677-2851
College of Education and Health Sciences.....	Mhairi Doty, 309-677-3183
College of Engineering.....	Jamie Dutton, 309-677-2975
College of Liberal Arts and Sciences.....	Pat Hall, 309-677-2384
	Trish Blattenberger, 309-677-2382

Bradley University

Registration Process

Advising Process for Early Enrollment

Advising is a continuous process by which faculty nurture and guide students through their educational experience. While students may meet with advisors throughout the school year, advisement is mandatory for certain students. All first year students, transfer students, and students with senior status are **REQUIRED** to see their academic advisor before they are allowed to register for classes. All AEP students, regardless of their class standing, are also **REQUIRED** to meet with their academic advisor. Certain majors require an advisor appointment every semester. It is the student's responsibility to make an appointment with their academic advisor. It is the advisor's responsibility to inform students when he/she is available for advising either with a sign up sheet on their office door or through their departmental administrative support staff member. These students are encumbered until they have met with their advisor, at which time the advisor must inform the departmental chairperson or support staff member to release the student for registration (or appropriate person). If the student is in the Academic Exploration Program (AEP), the advisor must e-mail the Center for Orientation and Advisement's Administrative Support staff member, Michele Ohl at mohl@bumail.bradley.edu to have the student's hold removed.

Advisement is required for all Bradley students who have **NOT** earned more than 24 Bradley hours or who have earned more than 90 Bradley hours. However, they are encouraged to visit with their advisors for verification of the appropriateness of their class selection, visit about academic progress in general, and discuss experiential learning opportunities. The majority of students meet with their advisor for assistance for a variety of reasons throughout the year.

Advisors should have access to Academic Inquire ([acinquire](#)) and Degree Audit Requirement System (DARS) through a web browser. New faculty who will be advising students should obtain permission from their Dean and the Registrar. **Acinquire** will provide advisors with information about transfer work that has been completed, midterm grades, dates of withdrawals, and final grades of all courses taken at Bradley or transferred into Bradley.

In addition to electronic information from the Registrar's Office, the departmental office may house folders for each student in that major. At orientation, students will complete several questionnaires requesting information about the student's personality and goals. This information will be available to advisors in the student's folder. Advisors should make notes and comments about the student's progress in the student's folder.

To complete electronic enrollment records of students academic advisors have access to DARS through (<http://acinquire>). DARS will allow the advisor to view complete graduation requirements for a specific major and the progress and remaining requirements of a student in that major. If an academic advisor or student wishes to know what requirements are necessary for another major, DARS allows the advisor to obtain information about a different major and that student's progress status. Just click on the "DARS other" button and select the major from the drop down menu. Please note that this is the "unofficial record" of the student and that the student's official permanent record is housed in the Registrar's Office. It may be prudent for an advisor to visit with

the department chair of the other major/minor. It would also be beneficial for advisors to confirm their advice to students regarding specific graduation requirements with the department chairperson or the Associate/Assistant Dean.

The degree audit is a useful tool but should be reviewed regularly by both the advisor and the student to ensure its accuracy. Advisors, in conjunction with the approval of the department chairperson, need to complete the “Degree Audit Exception Form” for any departmental or college waivers of requirements or substitutions and submit it to the Registrar’s Office to make changes in a student’s audit. Check with your College office for procedures or contact Ms. Angela Butler at 309-677-3099 for more information.

If the student has a problem getting classes for the semester, the advisor should suggest alternative classes. The Access system (Acinquire) allows advisors to check the number of seats and reserve seats available for every class. This information can help in advising the student thereby increasing the probability of getting into a class. If the student is a senior and needs a particular course, you or the student should contact the department chairperson of the course and inquire about getting the student into the course. For all other courses that are full, the student needs to contact the department chairperson after the wait list is processed. Typically, students on the wait list who need the course for their major or minor will be the first to be given a reserve seat. Advisors should explain this process to the student.

Students with any outstanding financial obligation to the University may have a grade hold. This grade hold will prevent the student from obtaining a copy of his/her transcript, access their grades, or view DARS. Please inform students of any “holds” they may have. Students can view their “holds” on Webster. If a student is encumbered, he/she may not register for classes or withdraw from classes.

For more detailed information to share with students on the advising process, please refer students to: <http://www.bradley.edu/eddev/advising>
See the PowerPoint presentation that can be downloaded that will explain what a student should do if classes are full at:
<http://www.bradley.edu/eddev/advising/documents/TCIF2011.pdf>

Definition of Student Standing

Full-time student status is a minimum of 12 credit hours. If students register for fewer than 12 hours, they may jeopardize their financial assistance and/or their family's health insurance. Students will be classified based on the number of credit hours completed according to the following scale:

<u>CLASS</u>	<u>COMPLETED HOURS</u>
Freshman.....	0-23 hours
Sophomore.....	24-55 hours
Junior.....	56-89 hours
Senior.....	90 hours or more

Excess Hours

If a student desires to register and waitlist for more than a total of 18 ½ hours in a given semester, he/she must obtain special permission. The student can either go to the Dean's Office of his/her college to obtain the excess hours form or click onto the Registrar's office home page and click onto "forms", and select "petition to carry excess hours" under "others". The student must obtain the signature of their academic advisor and the Dean of the college their major is in. Please remind students that they will be billed for every hour (even half hour) over 16 hours.

There are a few courses that a student can take over 16 hours and not be billed. The list of those courses is available in the schedule of classes each semester, or online at: <http://www.bradley.edu/classes> listed under Billing and Payment.

Satisfactory Progress Requirements

By Financial Assistance

Academic Progress: Students must make measurable progress toward completion of their academic program. Full time students must complete at least **twelve credit hours per semester** or total hours that average at least twelve per semester. Students who fail to meet this progress standard will be denied any further financial assistance.

Academic progress is checked at the completion of 2 semesters of course work for all students. Students who do not meet the requirements will be notified prior to the start of the next semester.

Appeal Procedure: Students who are denied financial aid because they failed to make measurable progress may appeal the decision in writing to the Director of Financial Assistance. They must fully explain the extraordinary circumstances which prevented minimum progress.

Approved Appeals: Students who have an approved petition for continued financial assistance will be required to sign a contract. This contract will require that in the following semester, the student complete a minimum of 12 credit hours (or all hours enrolled if less than full time) and earn a semester and cumulative GPA of 2.0.

Grade Point Requirements: Financial aid recipients must meet the same all-University academic standards as required of all other students. That is, the recipient must have a **2.00 GPA** to be considered in good academic standing. Students who fail to meet this progress standard will be denied any further financial assistance.

GPA requirements are checked at the completion of 4 semesters of course work for all students. Students who do not meet the requirements will be notified prior to the start of the next semester.

Appeal Procedure: Students who are denied financial aid because they failed to meet GPA requirements may appeal the decision in writing to the Vice President of Student Affairs. They must fully explain the extraordinary circumstances which prevented minimum progress.

Failure to Meet Conditions: Students who do not meet these requirements will be considered Failed to Meet Conditions and will be ineligible for further assistance. Students who are concerned about meeting the requirements of an approved petition are encouraged to contact the Financial Assistance office to determine their options.

Academic Good Standing/Probation/Dismissal

Students obtain good academic standing when they have an overall GPA of at least 2.0. Students whose overall GPA falls below 2.0 are placed on academic probation. Students on academic probation for the first time will be required to participate in the Turning Point Program (see University Programs).

If a student on academic probation fails to earn an overall GPA of 2.0 the following semester or a semester GPA of 2.25, he/she will be dismissed. Dismissal information will arrive at the student's local address from the Registrar by certified mail. Enclosed in the information will be a petition for reinstatement to the Academic Review Board (see Petitions to ARB). Please inform students on probation that the University must have their current mailing address for communication purposes.

A student who has been dismissed in May can petition the Dean of his/her college to enroll in summer school at Bradley University if he/she can demonstrate that by doing as such will raise the student's overall GPA to 2.0

A student who receives a GPA below 2.0 one semester but then earns a 2.25 GPA the semester after will be allowed to stay at Bradley. In order to not be on academic probation a student must continue earning a semester GPA of 2.25 or higher or an overall qualitative GPA of 2.0 or higher. Please work closely in advising this student so they can achieve academic good standing.

Online Registration - Webster

Bradley University students may register for classes online through the Registrar's Site: (<http://webster.bradley.edu>). At this site, students can select the course(s)/section(s) for which they wish to register. Students can also check sections for availability or wait list classes. Students cannot register for courses in which class times overlap. Within Webster, students can also change their addresses, run degree audits, view class schedules and grades, and access the Clearinghouse to obtain enrollment verifications for insurance purposes. These forms state that the student (by name) is enrolled in sufficient hours to be classified as a full-time student. For more information, contact Andy Kindler in the Registrar's Office at 309-677-3101 or email at registrar@bradley.edu.

Completing the Registration Process

After a student registers for classes, a billing statement is generated from the Controller's Office. In order to claim classes for the semester, the student must sign his/her bill and payment arrangements must be made by the appropriate dates. Students who fail to claim their classes before the start of the semester will have their classes dropped and must register again. If a student registers for a class after the first day of classes, he/she must make a payment within 24 hours or the classes will be dropped. When the student registers using Webster, he/she can print a bill and present it to the Controller's Office within 24 hours.

Students are not officially enrolled in a university course until their classes are claimed, noted as CF (claimed full-time) or CP (claimed part-time) on a University roster. For further information, contact the Controller's Office at 309-677-3120.

Advising Student-Athletes

Due to NCAA rules, academic advisors should consider the impact of academic decisions on a student-athlete. An advisor may want to consult with Jennifer Jones, Associate Athletic Director for Academics & Student Welfare, concerning a course of action for a student-athlete.

NCAA Continuing Eligibility Requirements

1. A student-athlete is eligible to practice and participate in competitions if he/she is enrolled in a minimum of 12 semester hours. The moment the student-athlete drops below 12 hours he/she is no longer able to practice or participate in team-related activities.

EXCEPTION: If the student-athlete is in the last term of his/her degree program and is carrying the necessary credits to complete the degree, the student-athlete may be in less than 12 hours. Proper documentation from the college dean of the student-athlete's major must be on file with the Registrar's office.

2. To be eligible for competition the following academic year, at least 24 hours per academic year must be satisfactorily completed.
3. Of those 24 hours, the student must complete a minimum of 18 hours during the school year (including winter interim).
4. The student must also pass a minimum of six credit hours each regular term (fall/spring).
5. Each year, the student-athlete must meet a minimum percentage of degree countable hours to remain eligible. For detailed information, contact the Associate Athletic Director for Academics & Student Welfare.

Declaring or Changing Majors

According to the NCAA, each student must be in a major by the beginning of his/her 5th semester. For AEP students who need to declare a major, the student must meet with their academic advisor.

Student-athletes who are in a major and wish to change into another major should go to the advisor of the major they wish to transfer from and obtain a "Notice of Change of Major or Minor" form. Before a major change is done, the student-athlete should check with the Associate Athletic Director for Academics & Student Welfare to ensure athletic eligibility.

Questions? Please contact: Jennifer Jones, Associate Athletic Director 309-677-2846/jenjones@bradley.edu

Bradley University

General Education
Requirements

General Education Requirements

All Bradley University students must complete all general education requirements to earn their degree. If students do not meet these requirements due to extenuating circumstances, they may petition the Academic Review Board (ARB). In any case where a student petitions the Academic Review Board, the support of their advisor, department chairperson, and college dean will be helpful, but not ensure the granting of the student's ARB petition.

For the specific requirements and the courses that will fulfill the requirements, please refer to: <http://www.bradley.edu/academics/gened/gened-1.html>

Some colleges have specific course requirements for their majors that fulfill General Education requirements. Please review the Undergraduate Catalog or contact your college Records Administrative Support Staff member for those specific requirements.

Students may elect to take general education courses at a community college or four-year institution. The following web site identifies equivalent courses offered at Illinois community colleges: <http://admissions.bradley.edu/transfer/academics/transferguides/> Please refer to the Transfer Work section of this handbook to determine which courses are acceptable and for the process for approval to take the courses.

Bradley University

Advising Senior Students

Advising Senior Students

Special care needs to be taken when advising students who have earned 90 or more credit hours (senior status). Graduation requirements for those students are critical. The DARS identifies all graduation requirements and indicates the student's current status for completing those requirements. A few requirements that advisors should discuss with these students are:

1. Earned credit hours – Students **MUST** have earned no less than 124 hours to graduate. This requirement is highly enforced and waivers are never granted.
2. Residency requirement – 24 of the last 30 hours of coursework toward graduation must be completed at Bradley University. If a student wants to earn hours from another institution during their last year, they should be cautioned that only six hours can be taken.
3. To receive Honors for graduation, a student must have completed 60 hours at Bradley University. The honors recognized at the commencement ceremony are determined by the student's next to last semester GPA (seventh semester in a typical four year program). The computation of the GPA for honors designation on the transcript and diploma will be based on all work completed at Bradley University at the time of graduation. The honors are:
 - a. Sum cum laude - 3.8 or higher
 - b. Magna cum laude – 3.6-3.79
 - c. Cum laude – 3.4-3.59
4. Students must complete 40 credit hours at the junior/senior level (300-400 classes).
5. GPA – students must have an overall GPA of 2.0 to graduate from Bradley University. There may be college and/or departmental GPA requirements that the advisor should review with the student.
6. Application for Graduation – every student who plans to graduate must complete and submit the application for graduation to the Registrar's Office. The form is located on the Registrar's Office website at <http://www.bradley.edu/registrar/forms/>. Filing deadlines are listed in various locations online or can be determined by contacting the Registrar's Office at 309-677-3101. If a student has filed, but was unable to complete requirements for graduation, he/she must reapply. This is a critical communication tool so that the Registrar's Office is kept informed of the student's intention and progress.

7. Commencement – There are two commencement ceremonies at Bradley University: May and December. The May commencement is held in the Civic Center. Students who have applied to graduate will receive a packet of information about graduation and order forms for cap and gown the first week in March. The December commencement is held in the Renaissance Coliseum. Students who have applied to graduate will receive their packet the first week in October. Although degrees are conferred in August, there is no summer commencement. For more information, contact Nial Johnson, Jobst Hall 237, at 309-677-2333 or visit <http://www.bradley.edu/commencement/>

8. Walk – If a student is within two courses for graduation, a student may participate in commencement if they show proof or registration in the final required courses. A walk form is available in the Dean’s Office of the student’s major.

Bradley University

Transfer Work,
Repeated and Incomplete
Courses, and
Placement Exams

Transfer Work

Students may at any time enroll in course work at another institution. For that work to transfer to Bradley University, the student must obtain transfer pre-approval using the “Transfer Work Approval Form” from his/her department chair and college dean before enrolling in any courses at another institution. If the course to be taken is to fulfill a general education requirement, the Office of the LAS Associate Dean must approve the course. A list of courses that are transferable to Bradley University from many community colleges in the state of Illinois can be accessed at:
<http://admissions.bradley.edu/transfer/academics/transferguides/>

If the student wishes to do course work at a four-year institution, the student should bring a copy of the course description to his/her advisor to determine if it is an appropriate course. The student should check with the department chair of the equivalent course taught at Bradley University to determine if the course is indeed equivalent.

If the student has taken the course without pre-approval and inquires about transferring the course to Bradley University, **the Transfer Work Approval Form must be completed if the course is determined to be equivalent to a course at Bradley University.**

In all cases of transferring a course to Bradley University, the student is responsible for contacting the Student Records Department (Registrar’s Office at the institution where the work was completed) to have the official transcript sent directly to the Registrar at Bradley University. The Registrar will not accept a transcript from any other source than the institution. Only after the Registrar has received the approval form from the dean’s office and the official transcript from the other institution will the course be recorded on the student’s Bradley University record. For more information, please contact the Registrar’s Office at:

www.bradley.edu/registrar
Ms. Heather Berkley
Swords Hall 11
309-677-3643

Courses will be transferred only if the overall GPA for the set of courses being transferred is at least a 2.0. For example, if a student received a D in a 3 hour course and a B in another 3 hour course for the same period in which the courses are being transferred to Bradley University, both courses will be transferred to Bradley University.

All advisors should check with their Dean for additional stipulations to transferring courses.

Students must be careful not to transfer more than six hours in their last 30 hours toward degree completion at Bradley University. Additionally, only 66 hours may be transferred for credit from a 2-year college.

Advising Transfer Students

Transfer students should be treated with care and a great deal of patience. Often, transfer students may not feel an immediate connection to the university. These students may need multiple appointments due to a delay in their transcripts being sent, or because they can only take night classes. Thus, your interaction and assistance may set the tone for their entire semester.

If you need clarification about the student's work at the other institution, please contact:

Pat Bower, Director, Transfer Admissions

Visitor's Center

pbower@bradley.edu

309-677-3236

<http://www.bradley.edu/admissions/>

If a student repeats a course and the course number has changed, the Registrar's Office will mark the repeat after receiving a "Notification to the Registrar of a Repeated Course" form signed by the Dean of the college in which the course is offered. All other repeated courses are automatically marked. (See FORMS section) Please note that any student looking to repeat a course can do so up to one full year after the course was first completed. Students can obtain this form (Notification to Registrar of a Repeated Course) by going to the Registrar's Office website

<http://www.bradley.edu/registrar/forms/>

After one year, special permission must be obtained by the Department Chair and Dean of the college that the course falls under.

Repeated Courses

Students may elect to repeat courses in which they received a low grade. The grade from the repeated course will replace the previous grade in the computation of the student's GPA. Although the previous grade is no longer factored into the student's GPA, all grades will appear on the student's transcript. For students on academic probation or who have been academically dismissed, repeating a course in which the student received a D or an F can greatly improve the student's GPA and may help the student regain good academic standing. (Proficiency exams cannot be used for repeating courses because credit earned in this manner is not used in the calculation of the student's GPA.)

Please note that any student looking to repeat a course can do so up to one full year after the course was first completed. Students can obtain this form (Notification to Registrar of a Repeated Course) by going to the Registrar's Office website <http://www.bradley.edu/registrar/forms/>

After one year, special permission must be obtained by the Department Chair and Dean of the college that the course falls under.

Advisors should make it clear to the student that although the semester calculation for that term will count the hours of the repeated course for tuition and full or part-time status, the student will NOT receive credit for the hours repeated in their total hours earned (except in the case of a failing grade in which no credit was given). The Registrar's Office will automatically make the changes to the GPA and total hours earned in the student's records.

Incomplete Courses and Removal of Incomplete

Faculty may elect to give a student a “grade” of incomplete if the faculty member believes that there are extenuating circumstances that prevented the student from completing all the coursework during the normal semester. The student must complete the coursework by the middle of the following semester. (Refer to the Academic Calendar under “General Information” for the exact date at:
<http://www.bradley.edu/pubs/AcademicCal.html>

To remove an incomplete, the faculty member must evaluate the work and then obtain a Removal of Incomplete/In Progress form. The completed form with the student’s final grade is turned into the Registrar’s Office. If the student does not complete the work, the incomplete will become permanent.

Grade Changes

Faculty should take great care in recording grades to the Registrar. However, if a calculated or clerical error is made, the faculty can request that the grade be changed accordingly with the approval of the chairperson of the department, Dean of the college, and the Vice-President of Academic Affairs.

If a student disagrees with a final grade in the course, the student should discuss the grade with the instructor of the course. If the student is not satisfied, then the student should be advised to consult with the Student Handbook on Academic Grievance for the policy and procedure.

Placement Exams

Math Placement Scoring

All new freshmen that attend summer orientation take the math placement assessment. Otherwise students must arrange a date and time with the administrative support staff member in the Mathematics Department by calling 309-677-2502. Placement test scores are determined by the student's ACT score + Placement Test score. Math placement test scores can be found on Acquire under "tests".

Please note that only some of the math courses listed in the undergraduate catalog can fulfill the general education requirement. MTH 100, 105, 109, 118 without 119 and anything above MTH 223 DOES NOT fulfill the general education requirement but the student may need a course here to prepare for a more intensive math course(s).

Introductory-Level Mathematics Course Descriptions

For a list of all introductory 100 level mathematics courses, including course descriptions, refer to:

www.bradley.edu/advising/mathcourses.html
Dr. Mat Timm, Chairperson, Mathematics Department
Bradley Hall 446
mtimm@bradley.edu
309-677-2499

Please note that only courses labeled **MA** may be used for General Education math credit. Most remaining classes may be used toward elective or Bachelor of Science credits. **HOWEVER**, MTH 109 does not count as credit toward a student's Bachelor of Science requirement.

Foreign Language Placement/Credit Policy

All students have the option of taking the Foreign Language placement exam at Orientation. Students can choose from French, German, or Spanish. Students who choose a Bachelor of Arts degree must complete up and through the 202 level of their primary foreign language choice. If a student receives Advanced Placement (AP) Credit that places him or her above the 202 level, that student will only be required to take one 300 level class in the same foreign language to fulfill the requirements for the Bachelor of Arts degree. Other methods of receiving Foreign Language credit are listed in the on-line handbook at:

<http://www.bradley.edu/las/fld/placement/>
Dr. Leslie Sconduto, Chairperson, Foreign Language
Bradley Hall 315
lsconduto@bradley.edu
309-677-2474

Advanced Placement Test

The Advanced Placement exam is offered in many high schools for college credit for juniors and seniors. The admissions office posts the AP work from the test results. For more information, contact:

DeAnna Hutton
202 Visitor Center
dhutton@bradley.edu
309-677-4386
www.bradley.edu/admissions

International Baccalaureate Program

The International Baccalaureate program is similar to the Advanced Placement program in the high schools. For more information, contact:

DeAnna Hutton
202 Visitor Center
dhutton@bradley.edu
309-677-4386
www.bradley.edu/admissions

CLEP Exams (College Level Entrance Program)

Bradley University does administer CLEP tests through the Center for Testing and we do accept **certain** CLEP scores for credit given that the student's score is above the required score. The Admissions Office has a list of acceptable exams and the scores necessary to transfer them to Bradley University. If a student inquires about CLEP opportunities, please direct them to:

Sherry Winkle
winkle@bumail.bradley.edu
309-677-2416

Bradley University

Changes to Academic
Major/Minor

Adding/Deleting a Major

If a student desires to change his/her major, the advisor for the major being deleted should initiate the appropriate paperwork. The Change of Major/Minor form is available in the departmental office or Dean's office of the student's major. The student's name, ID number, current GPA and the major which the student is deleting should be coded on the form. After obtaining the signature of the academic advisor, the student needs to take the form to the Dean's office for approval to delete the major.

Then the student should take the form to the department chair for the major the student wishes to add for his/her approval. The appropriate major and college codes should be added and the student should be informed whether or not they meet the requirements to add the major. The form should then be directed to the Dean's office for approval and the copies should be routed to the appropriate offices. The Dean's office sends the form to the Registrar's Office where the change is made on the student's official record. The student's folder should be sent to the college office of the new major.

Adding a second major

Students may enroll in a second or third major. An advisor for each major will be assigned to the student. This creates an advising challenge in order to coordinate the college and departmental requirements for each major.

Adding a minor

Bradley University offers a number of minors. The requirements are identified in the Bradley University Undergraduate Catalog. Advisors should suggest minors that will enhance the student's academic experience. Advisors of the student's major should sign the Change of Major/Minor form and then direct the student to the department chairperson of the intended minor for requirements of the minor. The Change of Major/Minor form needs to be completed by the advisor of the minor and then forwarded to the Dean's office for approval and then the Registrar's Office. (See "Majors, Concentrations, and Minors" in the Academic Regulations section of the Undergraduate Catalog).

Students who have completed the requirements for his/her major may, with the approval of the Dean of the college, complete additional majors or minors after graduation. If the student is in an additional declared major/minor at the same time as the first major, those additional major/minors cannot be completed. They must delete the additional major/minors at graduation and add those major/minors upon completion of the work.

Bradley University
Petitions to ARB

Petition to the Academic Review Board

The Academic Review Board at Bradley University is authorized to act on three types of cases:

- 1. Waivers of graduation requirements**
- 2. Reinstatement following academic dismissal**
- 3. Academic Forgiveness Policy**

Waivers of Graduation Requirements

Under special circumstances, a student may request that a requirement for graduation from Bradley University be waived. For example, a student must take 24 of their last 30 hours in residence at Bradley. Suppose that a student has taken two courses at a community college within these last 30 hours and one course was worth three semester hours, the other four semester hours. This student could then petition ARB to allow them to have only 23 of their last 30 hours at Bradley. The petition must be accompanied by a letter from the student explaining the reason for the waiver request and the waiver form signed by his/her advisor, chair of the department, dean of the college and in the case of a general education requirement, the Associate Dean of the College of Liberal Arts & Sciences. This package should be submitted as soon as the need for the waiver becomes evident so that the student has as much time as possible to prepare for the possible denial of their petition.

The Board will NOT hear petitions for waivers of the following:

1. The minimum 124 semester hours to graduate
2. The minimum 2.00 cumulative grade point at Bradley
3. The minimum of 30 semester hours taken at Bradley
4. Commencement honors or participation in commencement
5. Maximum of 66 hours transferred from a two-year college
6. Variations in minimum BA/BS requirements

Role of the advisor: The primary role of the advisor is to inform students of the graduation requirements. Advisors should attempt to assist students so they will avoid the need for such waivers.

Reinstatement Following Academic Dismissal

Students who have been academically dismissed from Bradley University must petition the Academic Review Board for Reinstatement to the University. A student requesting reinstatement must submit a completed petition and a letter presenting all pertinent facts and all supporting evidence. This letter must address two specific issues:

1. Reasons for the inadequate grade point average
2. Rationale for future academic success

In addition, the student's advisor must submit (at the request of the student) a completed departmental form also signed by the chair of the department.

Role of the advisor: As an academic advisor you can play an important role in helping a student avoid academic dismissal. Study a student's background well and be certain that their course schedule is appropriate. Key questions for you to ask are:

- Has the student met all prerequisites for the course they intend to register for?
- Is the course load excessive for the student's background?
- Are the courses appropriate?

If these guidelines are followed, many academic dismissals can be avoided. If a student is on probation, meet with them to discuss their plans for improving their grades. Make certain that they have a plan. Monitor the student's progress during the semester so that you can discuss with them what to do in a worst case scenario. If a student is academically dismissed, one strong piece of evidence that they could use for reinstatement would be successful completion (GPA > 2.25) of transferable courses at another institution, usually a community college near their home. Students should be advised to take courses that will transfer to Bradley, but not courses that they plan to repeat on returning to Bradley (Repeating courses at Bradley can improve the student's GPA, but repeating courses at another institution does not impact a student's Bradley GPA).

All reinstatement materials must be received in the ARB office at least 14 days prior to the start of the semester for which the student wishes to return. This includes the student's petition, letter of explanation and departmental review form. Ordinarily, a student should not anticipate reinstatement until after one regular semester has intervened.

Students who have been reinstated may have probationary status with their financial assistance. Maintaining financial assistance may be dependent on the student's GPA and number of hours earned in the semester following reinstatement. Reinstated students should contact the Office of Financial Assistance before dropping classes or if they have concerns about their GPA.

Academic Forgiveness Policy

Bradley University's academic forgiveness policy is designed for students with a severe cumulative honor point deficiency. To qualify for the Academic Forgiveness Policy, students must not have been enrolled in a Bradley degree program for at least five years. If the petition is approved, grades for all Bradley courses taken before the hiatus for five or more years will be removed from the overall GPA calculation. Students will retain credit for those courses with grades of "C" or better, whether the credit was taken in residence at Bradley or from another source.

The forgiven grades shall not count in determining the student's overall grade point average for academic probation or dismissal or for graduation; however, they shall remain on the transcript with an appropriate notation, and shall be used in determining graduation honors and major and minor GPA requirements.

Forgiveness can only occur once and is irreversible once granted.

Role of the Advisor: The petition for forgiveness requires the written approval of the student's advisor. Faculty who meet with prospective students who might qualify for this option should keep it in mind.

Questions?

The Academic Review Board Office is in 103 Sisson Hall (309-677-2405) and all necessary forms are available in that office. Any questions involving the Academic Review Board can be answered in that office or by contacting Dr. Herb Kasube, ARB Chair, Bradley Hall 450 (309-677-2505).

Bradley University

Withdrawals and Absence

Withdrawal from a Course

Students may at any time up until the drop deadline (stated in the semester calendar) drop a class in which he/she is registered by using Webster. Although it would be beneficial for the student to visit with his/her advisor about dropping a course, he/she may drop without any consultation or approval. If the course is dropped before the third full week of classes begin (stated in the Schedule of Classes), there will be no "W" placed on the student's transcript and the student will receive a partial refund (if applicable). If the course is dropped between the third week and the drop deadline, the student will have a "W" reported on their transcript and the student will be responsible for the tuition for that course. Any approved course withdrawal does not affect a student's GPA.

When advising a student who wishes to drop a class and then add a different class, he/she will be subject to additional tuition fees beginning the third full week of class if their "total" enrolled hours exceed 16 hours. For example, if a student begins the semester with 16 hours and drops a three hour course after the third week of classes then adds a one hour course, he/she will be assessed 17 hours of tuition. Please inform the student of the possibility of additional tuition before registering for a "replacement" class.

Complete Withdrawal

If a full-time student is experiencing personal, emotional, health, or financial problems that may cause him/her to withdraw from the University, he/she needs to be advised to meet Barbara Carraway, the Executive Director of Student Support Services, Sisson Hall 101. A student may drop all but one class on Webster. Only by visiting with the Executive Director will a full time undergraduate student be allowed to withdraw. If a student is an undergraduate but enrolled in less than nine hours for the semester, he/she can drop any or all classes on Webster.

The Executive Director of the Center for Student Support Services will also explore alternative academic options rather than a complete withdrawal. However, if the student cannot find a feasible solution to his/her reason for withdrawing, the appropriate paperwork will be initiated through the Center for Student Support Services. A checklist of withdrawal items will be discussed. These include housing, financial assistance, billing, academic recording, and book return. The withdrawal date (which is critical to the billing of the tuition for the semester) will be dated the day in which the student aggress and signs the withdrawal request form (except in the case of hospitalization).

When a student withdraws, he/she must be prepared to move their personal belongings out of the residence halls (if occupied), his/her QuickCard will be immediately inactivated, and the student will no longer be able to participate in Bradley University activities.

When a student withdraws **from all classes**, but before the official beginning day of University classes, a full refund less a registration fee of \$15 will be made for first semester freshmen and part-time students. All other full-time students will be charged a

registration fee of \$100. When a student completes an Official Withdrawal from the University on or after the beginning day of University classes, tuition and room will be charged as follows:

- **Tuition**

Tuition charges as listed in the online Schedule of Classes. The withdrawal date schedule for each semester is available in the schedule of classes or online at <http://www.bradley.edu/classes/>

- **Room**

Charged on a prorated basis for each day.

- **Board**

Charged on meal plan money used and overhead.

No refunds are made after the ninth week of classes. For specific impact that dropping a class or withdrawing for the semester will have on his/her financial assistance, the student must consult with the Financial Assistance Office in Swords Hall.

Absence from Class Due to an Emergency

If a student has contracted a prolonged illness, is hospitalized, or has a family emergency that will prevent the student from attending classes, the student or advisor can contact the Center for Student Support Services:

Barbara Carraway
Sisson Hall 101
bck@bradley.edu
309-677-3658

She will contact the student's professors and inform them of the student's situation.

Leave of Absence

BEFORE the first day of classes, if a student believes that he/she cannot attend classes for the entire semester, he/she should contact the Dean of the college to inquire about petitioning for a Leave of Absence from college. The form is available in the Dean's Office. The approved form will be sent to the Registrar's Office. The student may not enroll in classes at another institution during his/her Leave of Absence.

The student's financial assistance will be held until the semester when he/she returns and student loans will not have to be repaid during the leave of absence. The leave of absence cannot exceed 12 consecutive months and cannot be granted to a student who is on probation or dismissed from the University. The Leave of Absence process must be completed BEFORE the first day of class. For more information, contact:

Angela Butler, Assistant Registrar

Swords Hall 11

amb@bradley.edu

309-677-3099

Bradley University

Forms

Most all of the forms that academic advisors will need in assisting students can be obtained through the Dean's Office or from the Registrar's Office. There are several forms that can be accessed online. For confidential reasons, the following forms are available to faculty and staff only through the acinquire system:

Audit a Class Request
Course Change Form
Course Evaluation Form
Credit by Exam Form
Degree Audit Exception Form
Grade Change
Incomplete Removal Form
Late Add Request Form
Leave of Absence Petition
Notification to Registrar of a Repeated Course
Student Worker Access to Records Permission
Transfer Approval Form

There are also a few that are available to students at:
<http://www.bradley.edu/registrar/forms/>

Class Schedule Worksheets
Graduation Applications
Student-At-Large Applications (grad and undergrad)
Transfer Work Approval Form
FERPA Related Forms
IN/IP Contract Form
Transcript Request
Audit a Class Request
Late Add Request
Military Policy
Leave of Absence Petition
Label/List Request Form
Credit By Exam Form

Bradley University
University Programs

Academic Exploration Program

Students who are undecided concerning their major enroll at Bradley University and enter the Academic Exploration Program (AEP). Since 1977 Bradley University has been a national leader in assisting exploratory students in making choices. All Bradley University students can enroll in the Student Planning Seminar—AEP 100. Students have the opportunity to take advantage of our job-shadowing program, Footsteps, and a plethora of resources and personal attention that they would not receive otherwise.

For more information, contact:

<http://www.bradley.edu/eddev/aep/>

Mr. David Trillizio, Director, Academic Exploration Program (AEP)

Heitz Hall 100

dpt@bradley.edu

309-677-2420

Ms. Sherry Winkle, Associate Director, Academic Exploration Program (AEP)

Heitz Hall 100

winkle@bumail.bradley.edu

309-677-2420

Turning Point Program

Students who are on academic probation for the first time will be enrolled and required to participate in the Turning Point Program. This program is administered through the Center for Learning Assistance. Students are given intense guidance on time management and student responsibility. For more information contact:

Ms. Pam Miller

Library 3rd Floor – Center for Learning Assistance

pamiller@bumail.bradley.edu

309-677-4356

Honors Program

The Honors Program is designed to help talented students establish a learning environment that will encourage students to develop versatility and independence of thought. The program is intended to build progressively through a student's course of study at Bradley by encouraging juniors and seniors to avail themselves of opportunities for independent research in their chosen academic field. For more information, contact:

www.bradley.edu/academics/honors/

Dr. Robert Fuller, Director

Bradley Hall 295

309-677-3282

rcf@bradley.edu

Study Abroad Program

More than 30 percent of Bradley students study abroad before they graduate. Students may study abroad during any academic term at Bradley University. Choices include, but are not limited to, England, Denmark, Germany, Spain and Austria among others. For more information, contact:

<http://studyabroad.bradley.edu/>

Dr. Christine Blouch, Director, International Programs

Global Communications Center 325

309-677-2400

blouch@bradley.edu

Cooperative Education and Internship Program

Students are encouraged to gain career-related work experience prior to graduation through internships, cooperative education and summer or part-time employment. Internships and cooperative education experiences provide opportunities for professional development, which integrate classroom theory with supervised work experience. Students have a choice of several options to follow. The part-time option allows students to attend classes while working part-time with a local employer. The full-time option allows students to work full-time during an academic semester or summer. The full-time alternating option is based upon alternating periods of full-time study and full-time work. All the above options correspond with the academic calendar.

While on a registered full-time internship or cooperative education work assignment, students are considered to have full-time student status, making normal progress toward a degree in a recognized university program and are entitled to all student privileges at Bradley University. In the event that a student needs proof of full-time enrollment, he/she contacts the Registrar's Office for enrollment verification. Also while on a full-time assignment, students may register for additional hours of classroom study upon departmental approval.

In order to be referred to an employer or participate in an internship or cooperative education work assignment, students must be attending Bradley University and either be registered for a minimum of three hours of non-cooperative education/internship credit or be on a full-time cooperative education or internship assignment. A work assignment will not be approved retroactively. For more information, contact:

<http://explore.bradley.edu/scc/index.php>

Ms. Jane Linnenburger

Executive Director, Smith Career Center

309-677-2510

jane@bradley.edu

Bradley University

Resources

Career Services/Job Search

The Smith Career Center assists students in exploring and defining career options, developing job search strategies, obtaining career-related work experience, and identifying and connecting with prospective employers. Each student is assigned to a Career Advisor who will work one on one with the student regarding job search strategies, resume writing, interviewing, etc. Students have access to the web job listing and the opportunity to post their resume online for employers to review. The Center also provides a 24-hour resume review service for current students and alumni. Visit the website for more services offered. For more information, contact the Executive Director:
Ms. Jane Linnenburger
Burgess Hall 104A
jane@bradley.edu
309-677-2515
<http://www.bradley.edu/offices/student/scc/>

Counseling

Professional counselors and supportive staff are trained to work with Bradley students in their growth and total development - social, emotional, intellectual, physical, spiritual, and occupational - as well as the environment in which they live. Personal growth and development issues of adjustment to college, relationship concerns, alcohol and substance abuse, anxiety and stress management, communication skills, eating disorders, assertiveness, and lifestyle choices are some of the issues addressed by the counselors. Often, students can see a counselor the same day that they call for an appointment. Visits are confidential and free for Bradley students. For more information, contact:
Ms. Deborah Montgomery-Coon, Director
Markin Center 52C
dkmontgomery@bumail.bradley.edu
309-677-2700
<http://www.bradley.edu/eddev/cwc/>

Disciplinary Action

The student judicial system implements the Student Standard of Conduct found in the Student Handbook. If a faculty member has an immediate disciplinary problem with a student, the Campus Police should be contacted. Students have the opportunity to have their "case" heard by either the University Judicial Officer or the University Arbitration Board.
Mr. Nathan Thomas, Executive Director, Residential Living and Leadership
nthomas@bradley.edu
309-677-3221
<http://www.bradley.edu/campuslife/reslife/judicial/>

Financial Assistance

The Office of Financial Assistance provides scholarships, grants and loans to many Bradley students. The number of hours a student completes each semester and their cumulative GPA determine a student's eligibility for some sources of assistance. If a student plans to drop below full time or has concerns about his/her GPA, he/she should contact the Office of Financial Assistance to determine if changes in course load will affect their financial assistance. To learn more about the requirements and policies, visit <http://sfs.bradley.edu/award/policies/>

Mr. David Pardieck, Director of Financial Assistance

Swords Hall 100

bufinaid@bradley.edu

309-677-3089

<http://www.bradley.edu/offices/other/sfs/>

Fraternities and Sororities

Bradley's Greek community consists of three councils: Interfraternity Council (IFC), Panhellenic Council (Panhel), and the National Pan-Hellenic council (NPHC). There are 17 fraternities and 12 sororities on campus, comprising 35 percent of the student population.

Mr. Jesse Koch, Associate Director, Fraternity & Sorority Life

Harper Hall 20

jckoch@bumail.bradley.edu

309-677-2428

<http://bugreeklife.com/>

Grievances

Student grievance procedures are described in the Student Handbook. If an individual has been physically or sexually harassed by a Bradley University student, an informal or formal grievance can be filed. Any questions regarding a student grievance should be directed to:

Dr. Alan Galsky, Vice President for Student Affairs

Sisson Hall 100

apsa@bradley.edu

309-677-3140

Health Center

The Student Health Center is an outpatient clinic that provides service to **enrolled** Bradley students who experience health problems. Students are assisted through advisement, treatment, consultations with health providers, and referral for extended treatment if necessary. While there is no charge for most on-site treatment, services provided through referral to outside agencies are charged by that care provider and are the student's financial responsibility. For more information, see <http://www.bradley.edu/eddev/healthservices/> or contact:

Dr. Jessica Higgs, Director

Markin Center 101

jhiggs@bumail.bradley.edu

309-677-2700

Housing and Residential Life

Housing and Residential Life hires and trains the residence hall staff and handles matters of policy and regulation for the campus community. The housing office makes housing assignments and takes care of other physical arrangements.

Mr. Nathan Thomas, Executive Director

Sisson Hall 133

nthomas@bradley.edu

309-677-3221

<http://www.bradley.edu/campuslife/reslife/>

International Student Issues

Bradley University is the home to many international students. Due to increased national security, international students must meet several new requirements. If you have an international student with any concerns about their VISA, work stipulations, or interests in international student associations, please contact:

Ms. Frances Jones, Director, Multicultural Services

Garrett Center 210

fjc@bradley.edu

309-677-2646

Campus Recreation

This department strives to meet the recreational and leisure needs of a diverse Bradley community. Haussler Hall, the university's recreation complex, is open more than 100 hours per week and offers numerous activity areas -- a multi-purpose gym, racquetball courts, weight room with a generous supply of free weights and weight machines, a cardiovascular center, a dance studio, and combative gym and pool. Students, faculty, and staff are encouraged to participate in the comprehensive intramural, club, sport, and fitness programs coordinated by the department. Different skill levels are available to accommodate all interested individuals regardless of their experience or ability in a given sport. For more information, contact:

Mr. Mike Keup, Executive Director

Haussler Hall 147

mkeup@bradley.edu

309-677-2677

<http://www.bradley.edu/campusrec/>

Multicultural Student Services

The Office of Multicultural Student Services serves as a catalyst in assisting minority and international students in reaching their full potential. This mission is accomplished through its goals in providing support programs and services, promoting and cultivating an awareness and appreciation for multiculturalism campus-wide, developing resources which expand and improve upon the Romeo B. Garrett Cultural Center, and empowering minority and international students and organizations to cultivate leadership, respect, and personal and organizational development. For more information, contact:

Ms. Frances Jones, Director
Garrett Center 212
fjc@bradley.edu
309-677-2646
<http://www.bradley.edu/multicultural/>

Orientation for New Students

Bradley University offers 13 two and a half day summer orientation sessions for new students and their parents. Student orientation is mandatory while parent orientation is optional, but highly recommended, and a majority of our new parents choose to attend. While at orientation students will receive academic advisement, register for classes, and become integrated into the Bradley community through interaction with our Student Aides, professional staff, and faculty. For more information, contact:

Mr. David Trillizio, Director, Orientation & Advisement
Heitz Hall 100
dpt@bradley.edu
309-677-2420
<http://www.bradley.edu/campuslife/orientation/>

Registrar's Office

The Registrar's Office houses the official student record for the University and provides many student services, such as transcripts, address change, registration through Webster, schedule changes, degree verifications, enrollment verifications through Webster, degree audit, grades, holds, and University schedule.

Ms. Kathie Beaty, Registrar
Swords Hall
kbeaty@bradley.edu
309-677-3101
<http://www.bradley.edu/registrar/>

Student Activities

The Student Activities Office provides a variety of services to student organizations and the campus community including program planning, leadership and organizational development, contracts and negotiation, posting validation, publicity and promotion development, talent acquisition and financial management. For more information, contact:

Ms. Michelle Whited, Director
Sisson Hall 141
mwhited@bumail.bradley.edu
309-677-3050
www.bradley.edu/sao

Students with Disabilities

Bradley University is committed to helping all students. The Office for Student Accessibility is designed to help the faculty, staff, and administrators in responding to student needs related to specific disabilities. Students with physical disabilities have a legal and moral right to access educational and co-curricular activities of their choosing. The Office for Student Accessibility provides appropriate and reasonable accommodations for students in need. For more information, contact:

Ms. Barbara Carraway
Center for Student Support Services
Sisson Hall 101
bck@bradley.edu
309-677-3658
<http://www.bradley.edu/students/support/>

Student Fees/Controllers Office

The Student Fees office generates a billing statement for each student. In order to officially enroll in classes, a student must sign the bill and make payment arrangements by the appropriate dates each semester, or their classes will be dropped.

Changes in number of hours, course load in excess of 16 hours, and part-time status may change a student's bill. Information about billing, payment, and withdrawal is available in the schedule of courses, online at <http://www.bradley.edu/classes/>.

For more information, contact:
Mrs. Sandra Fay, Student Finance Manager
Swords Hall 100
sfay@bumail.bradley.edu
309-677-3120
www.bradley.edu/controller/

Student Handbook

For detailed information about Standards of Conduct, Student Services and Organizations, Student Government and Activities, please refer to the Student Handbook, which is available online only. For more information, contact:

Dr. Alan Galsky, Vice President, Student Affairs

Sisson Hall 100

apsa@bradley.edu

309-677-3140

<http://www.bradley.edu/campuslife/studenthandbook/>

Student Leadership and Public Service

The Lewis J. Burger Center for Student Leadership and Public Service strives to educate and prepare students to be committed and effective leaders in their careers, families, and communities by providing leadership development programs and service learning opportunities. The Center sponsors programs such as BUILD, LINC'S, TEAM Bradley, Fellows, and service opportunities. For more information, contact:

Ms. Katie McGinn, Director

kmcginn@mail.bradley.edu

Harper Hall 20

309-677-2428

<http://www.bradley.edu/studentleadership/>

Summer and Interim Sessions

Students may be interested in taking classes outside the Fall and Spring semesters. Bradley offers five condensed sessions each year: January Interim, 3-week May Interim, 8-week May Interim, two 5-week Summer sessions (one beginning in June and the other in July). Schedules for January Interim are listed in the Spring Schedule of Classes and the Summer Sessions are listed in the Fall Schedule of Classes. All session schedules are posted on the website at <http://www.bradley.edu/classes/>

Mr. Jon Neidy, Director of Summer and Interim Sessions

Continuing Education Building

neidy@bradley.edu

309-677-2374

Testing Services for Students

For students who express indecision about what to major in or want to identify their strengths, valuable information can be provided through the educational/career testing process at the Center for Testing. Tests and inventories, specially selected according to each student's needs, can help match their primary career interests, abilities and personality style. The process includes an initial meeting with the staff, followed by the testing at the students' convenience, concluding with a verbal interpretation of the test results with recommendations.

Ms. Sherry Winkle, Associate Director, Center for Testing

Heitz Hall 100

winkle@bumail.bradley.edu

309-677-2420

<http://www.bradley.edu/eddev/testing/>

Tutoring and Study Skills

The Center for Learning Assistance is the University's primary academic support service responsible for helping students acquire skills essential to achieve academic and personal success. The Center offers tutoring services, study skills classes, learning disadvantaged academic support, programs for students on academic probation, special assistance for student athletes, and other student academic support programs.

Dr. Debbie Fischer, Director

Library 312

djfisch@bumail.bradley.edu

309-677-3654

www.bradley.edu/students/support/learn.html

Bradley University

General Information about
Bradley University

History of Bradley University

Bradley University was founded by Lydia Moss Bradley as the Bradley Polytechnic Institute in 1897. Bradley University has had a rich, documented history. For detailed information about the University, the following references would provide that history:

FORGOTTEN ANGEL The Story of Lydia Moss Bradley
Written by Allen A. Upton

FOUNDING OF BRADLEY
Undergraduate Catalog

Some additional facts about the University:

- Mrs. Bradley in 1896 donated 17.5 acres of land and funds for two buildings, the largest endowment of any university in Illinois except the University of Chicago
- Red and white were selected as the official school colors in 1897
- Oct. 4, 1897 was the first day of classes at Bradley Polytechnic Institute
- The first alumni publication, Bradley News, was issued in 1922
- Parents' Day was first held in 1927
- Bradley's men's basketball team was invited to the NIT in 1938
- Graduate courses were first offered in 1945
- The name of the institution was changed to Bradley University in 1946
- Bradley's first honorary degree was awarded to Illinois Governor Adlai Stevenson in 1949; other recipients have included Richard M. Nixon, Arthur Godfrey, Larry King, Coretta Scott King, Charlie Steiner, Betty Friedan, Bill Cosby and General John M. Shalikashvili
- Bradley Hall was gutted by fire on January 12, 1963
- A four-member Bradley team became undefeated champions on the nationally televised General Electric College Bowl program in 1969
- Bradley was selected as the nation's Outstanding Institutional Advising Program among private universities emphasizing undergraduate education by the American College Testing Program and the National Academic Advising Association in 1985
- A "Dorm of the Future" program began in 1986 with networked computers
- The first of two colleges were named in honor of generous benefactors to Bradley: Foster College of Business Administration (1994) and The Henry Pindell Slane College of Communication and Fine Arts (1996)
- Bradley University proudly celebrated its first 100 years of excellence in higher education in 1997

Organizational structure

Bradley University has had nine Presidents since 1897. The first was Dr. William Rainey Harper who was concurrently President of the University of Chicago when Ms. Bradley requested that he serve as Bradley's first President.

Today, Joanne Glasser, Esq. serves as the tenth President of the University. In her cabinet are: Dr. David Glassman, Provost & Vice President for Academic Affairs, Mr. Gary Anna, Vice President for Business Affairs, Dr. Alan Galsky, Vice President, Student Affairs, Dr. Michael Cross, Athletic Director, and Mr. Pat Vickerman, Vice President for Advancement,

Reporting to Provost Glassman are five deans of the academic colleges, Chuck Ruch, Associate Provost for Information Resources and Technology, Ms. Kathie Beaty, Registrar, and Ms. Janet Lange, Executive Director of Continuing Education and Professional Development, Jennifer Gruening, Director, Institutional Improvement, Barbara Galik, Executive Director, Library

The five deans of the undergraduate colleges are: Dr. Robert Scott, Interim Dean, Foster College of Business Administration, Dr. Joan Sattler, Dean, College of Education and Health Sciences, Dr. Richard Johnson, Dean, College of Engineering and Technology, Dr. Jeff Huberman, Dean, Slane College of Communication and Fine Arts, Dr. Claire Etaugh, Dean, College of Liberal Arts and Sciences, and Dr. Alberto Delgado, Interim Dean of the Graduate School.

The associate deans for the colleges are: Dr. Ed Sattler, Foster College of Business Administration, Dr. Lori Russell-Chapin, College of Education and Health Sciences, Ms. Betty Lawrence, Slane College of Communication and Fine Arts, Dr. Joe Emanuel, College of Engineering and Technology, and Dr. Kelly McConnaughay, College of Liberal Arts and Sciences.

Bradley University

Outstanding Advisor Award

Outstanding Academic Advisor Award

Bradley University is proud of the advising provided to the students. Many faculty are excellent advisors and spend considerable time with their advisees. The following recognition is intended to acknowledge their valiant efforts in helping students achieve their career goals.

<http://www.bradley.edu/eddev/documents/OutstandingAcademicAdvisorAwardForm.pdf>

Ms. Michelle Whited, Director, Student Activities
Sisson Hall 141
mwhited@bumail.bradley.edu
309-677-3050

Mr. David Trillizio, Director, Orientation & Advisement
Heitz Hall 100
dpt@bradley.edu
309-677-2420

This award recognizes a member of Bradley's faculty, administration, or professional staff who serves as an academic advisor. The award criteria and deadlines are listed on-line.

The past recipients are:

1991-1992:	Dr. Charlotte Awl - Nursing
1992-1993:	Dr. Max Taylor - Chemistry
1993-1994:	Dr. John Howard – International Studies
1994-1995:	Dr. Ian Welsford - Biology
1995-1996:	No Advisor Awarded
1996-1997:	No Advisor Awarded
1997-1998:	Dr. Charles Bukowski – International Studies
1998-1999:	Dr. Larry Aspin – Political Science
1999-2000:	Dr. Mary Ann Manos – Social Work
2000-2001:	Dr. Celia Johnson – Teacher Education
2001-2002:	Dr. Joseph Emanuel – Industrial Engineering
2002-2003:	Dr. Elizabeth Cram – Nursing
2003-2004:	Dr. Nina Collins – Family and Consumer Sciences
2004-2005:	Dr. Molly Cluskey – Nursing
2005-2006:	B.J. Lawrence – Communication
2006-2007:	Dr. Dawn Roberts - Psychology
2007-2008:	Dr. Tim Conley - English
2008-2009:	Dr. Sara Netzley - Communication
2009-2010:	Mr. Gary Will - Art
2010-2011:	Dr. Michael Greene – Philosophy & Religious Studies

Outstanding Academic Advisor Award

Sponsored by Student Senate and Center for Orientation and Advisement

The outstanding Academic Advisor Award was established to recognize a member of Bradley's faculty, administration or professional staff who serves as an academic advisor. Nominations will be accepted from anyone. The person being nominated may be told of his/her candidacy. This award will be presented at the annual Student Leadership Recognition Reception in the spring.

Nominee:

Name: _____

Campus Address: _____

Campus Phone: _____

Nominator:

Name: _____

Campus Address: _____

Campus Phone: _____

Award Criteria: The selection committee will evaluate nominations in support of effective advising qualities and practices that distinguish the nominee as an outstanding academic advisor.

- Demonstration of interest toward advisees
- Effective interpersonal skills
- Availability to advisees
- Frequency of contact with advisees
- Use of referral to necessary resources
- Consistent monitoring of student progress toward academic goals
- Knowledge of current institutional regulations and procedures
- Appropriate use of information sources
- Ability to provide developmental advising versus routine course scheduling

Nominations should contain adequate factual or descriptive material to enable the selection committee to ascertain the extent to which an individual meets the criteria. Nominators are encouraged to include objective data to support their nomination whenever possible.

SUPPLEMENTAL INFORMATION:

- Although not required, a maximum of 3 letters of support from faculty, staff or students can be included with this nomination.
- Additional information is not requested, however, materials providing significant supplementary support may be submitted.
-

Academic Advising Handbook last updated by Student Support Services and Orientation & Advisement offices on 12/12/11.