

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).*