

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