

General Admission Information

Eligibility

(see also: *Admission Requirements*)

Graduate study is open to any student who holds a bachelor's degree from an accredited college or university, or the international equivalent, and to certain qualified Bradley University seniors (see Categories of Admission below).

Categories of Admission

1. **Unconditional.** This classification denotes a graduate student who is admitted to a degree program. At the undergraduate level the student must have achieved an overall grade point average on a 4.0 scale of at least 2.50 (halfway between B and C), and an average of not less than 2.75 (B-) in courses considered to be in the student's major area of study.

2. **Conditional.** This status may be given if the student's overall undergraduate grade point average is below that required for unconditional admission (2.50 overall and 2.75 in the major area of study). It may also be given if the student's scores on standardized tests fall below the requirement in the discipline; if the student does not have sufficient undergraduate preparation; or in fine arts performance areas, if, in the judgment of the faculty, the quality of work is not totally acceptable. If undergraduate deficiencies are a cause of conditional admission, the faculty in the discipline shall specify the additional coursework prerequisites and/or a standard of achievement in prescribed coursework which will remove the deficiencies.

Students admitted in conditional status must fulfill the conditions of their admission as individually specified. Once the student has met these conditions, the *Removal of Conditional Status* form must be completed and filed in the Graduate School.

Students granted conditional admission are not eligible for financial assistance.

3. **Graduate Student-at-Large.** This admission status is for a student who has a bachelor's degree from an accredited institution, wishes to register for graduate or undergraduate courses, and is not

currently seeking a graduate degree from Bradley University. Graduate students-at-large do not qualify for scholarships or assistantships.

At the time of application or during the first semester of enrollment, a graduate student-at-large must provide official transcripts as evidence of having earned a bachelor's degree. Students who have met the prerequisites may enroll in most graduate courses. Students who enroll in courses for which they are not qualified may be dropped from the course.

Admission as a graduate student-at-large does not constitute admission to a degree program. Should the student wish to apply to a degree program, all requirements for admission to that program must be met. A maximum of 9 semester hours with grades of B or better earned as a graduate student-at-large may be applied to a degree program, with approval of the program's graduate coordinator.

4. **Bradley Seniors Taking Courses for Graduate Credit.**

Bradley seniors who are within 6 semester hours of graduation, or who are registering for the semester during which they will complete their bachelor's degree requirements, may register for graduate courses for graduate credit provided they also have a cumulative grade point average of 3.0 or greater. They must also have the approval of: 1) their undergraduate advisor, 2) the instructor of the course who determines if the course is appropriate for graduate credit, and 3) the graduate program director/coordinator if the course is part of a graduate program, or the department chairperson if the department does not house a graduate program. The senior may not take more than 9 semester hours of courses for graduate credit while registering as a senior. These hours will not be counted toward the baccalaureate degree. The student must secure the approval signatures on the form, *Application for Graduate Credit for a Senior*, and file it with the Registrar. Forms may be obtained from the Registrar's Office.

Former Students

Students who have received an undergraduate or graduate degree from Bradley must reapply for admission if they wish to register for additional coursework.

Admission Requirements

Before being considered for admission, degree-seeking students must submit the following materials. Some departments have additional requirements. Be certain to check individual programs for admission requirements. Please note: all forms are available in the Graduate School or on the web at www.bradley.edu/grad/.

1. **Application Form.** All applicants must submit an *Application for Graduate Admission*, signed and dated by the applicant.
2. **Application Fee.** All applicants must submit a non-refundable application fee, payable by check or money order to Bradley University, at the time of application. The fee for domestic applicants is \$40 and \$50 for international applicants. This fee cannot be waived or deferred. Applications submitted without an application fee will not be processed. Fees are subject to change without notice.
Applicants are allowed to postpone their admission to one consecutive semester at no additional cost. Postponement of admission beyond the semester immediately following the initial semester of application results in the requirement to pay a nonrefundable reactivation fee (domestic applicants: \$30; international applicants: \$40). Any deferment to the following year, or beyond, requires payment of the reactivation fee for each request. Applicants requesting reactivation may need to provide updated information.
3. **Transcripts.** Applicants are required to provide two official transcripts sent directly from the Registrar's office for all undergraduate and graduate institutions attended. International applicants see requirements for international students (below).
4. **Experience and Objectives.** Applicants must provide a short admissions essay on each of the following topics:
 - a. Explain achievements and work experience that you consider relevant to your interest in and capacity for graduate study.
 - b. Briefly state your career objectives and how the graduate program you have selected will assist you in attaining these goals.
5. **Recommendations.** Applicants must provide two letters of recommendation sent directly to the Graduate School from individuals who can comment on the applicant's potential for success in a graduate program. Recommendation forms are available through the Graduate School or on the Internet.
6. **Entrance Examinations.** Certain programs require entrance examinations (e.g. GRE, GMAT, MAT, portfolio, et al.) as part of the application process. Students can find these requirements within the information described by each program. Official score reports should be sent to the Graduate School if applicable.

Testing Information: Information about the GMAT, GRE, and the Test of English as a Foreign Language (TOEFL) may be obtained from the Educational Testing Service, Box 955, Princeton, NJ, 08540. All current testing and registration information on

GMAT, GRE, and TOEFL is available on the Internet at www.ets.org. Local administration of the GMAT, GRE, and TOEFL is available through the Prometric Testing Center, 7501 N. University Ave., Peoria, IL, 61614, (309) 683-4653. To have scores sent to the Graduate School, indicate the Bradley institutional code 1070. Information about International English Language Testing System (IELTS) is available through their Web sites, www.ielts.org or www.ceil.org, or British Council Offices. Additional information on testing is also available through the Bradley Center for Orientation, Testing, and Advisement, Kaufmann Building, (309) 677-2409, or the Graduate School.

MAT information and test registration is available through the College of Education and Health Sciences, Westlake Hall 218, (309) 677-3181.

7. **Language Proficiency.** All applicants to the Graduate School (degree seeking as well as students-at-large) whose native language is not English are required to submit official evidence of language proficiency. This requirement is in effect for all applicants regardless of citizenship or immigration status. Non-native English speakers who have earned a degree from a U.S. institution or from an institution in a country where the official language is English are exempt from this requirement. Language proficiency is determined by results on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

TOEFL Requirement. The minimum TOEFL requirement on the Paper Based Test (PBT) is a 550, or the Computer Based Test (CBT) equivalent score of 213. The IELTS is an acceptable substitute for TOEFL. The minimum band requirement is 6.5. A departmental program may require higher scores than the Graduate School minimum. No applicant with less than a 550 PBT (213 CPT, 6.5 IELTS) will qualify for financial assistance.

Additional information about TOEFL testing and registration is available through their Web sites at www.toefl.org or www.ets.org and U.S. Embassies, Consulates and advising centers throughout the world. Bradley's institutional code for score reporting is 1070.

Additional information about IELTS testing and registration is available through their Web sites at www.ielts.org or www.ceii.org, British Council offices throughout the world, and IDP Education Australia.

International Students

International students are applicants who are not U.S. citizens or permanent residents/immigrants. International students must meet the admission requirements of the Graduate School as enumerated above. In addition, the following is required.

1. **Transcripts.** All applicants must submit official documentation of their academic records and certification of their degree(s). The names of these documents differ from country to country, but are commonly referred to as transcripts, *relevé de notes*, *marksheets*, or *statements of marks*. The documen-

tation should include, semester by semester, or year by year, the courses taken, the examination results received, the grading scale or system used, and the degree and date it was awarded. If the documents are not prepared in English, an official, literal translation must accompany the original document.

From institutions in countries such as India, Pakistan, Bangladesh, and Nepal, the Graduate School accepts marksheets as official if “attested” by the registrar, controller of examinations, or other officially authorized office, when they are sent directly from the university office to the Graduate School. Alternatively, marksheets may be considered official if enclosed in an official university envelope that has been sealed, stamped, dated, and signed by an authorized university official and received by the Graduate School unopened. The Graduate School requires marksheets from all examination sessions reflecting all examinations passed, failed, and/or repeated. **Consolidated marksheets and college transcripts are not accepted.**

From schools in China, the Graduate School requires an official Chinese transcript accompanied by an official, literal translation. In addition, the certificate of graduation and certificate of degree awarded (in Chinese, accompanied by an official translation) are required.

Applicants should alert the Graduate School as to how their name appears on the transcripts or marksheets if the family name is abbreviated or their name is reported in a manner different from how it appears on the application. Confusion and inconsistency in the reporting of names on documents is a common cause for delay in the processing of applications.

2. **Financial Certification.** All international applicants intending to enter the U.S. on an F-1 student visa are required to present the *Certificate of Eligibility Form I-20* when applying for a visa. The Graduate School will issue the *Form I-20* to applicants who have been admitted and provide the required financial certification documentation.

The financial certification requirements are described in detail on the Bradley University *Financial Information and Certification* form provided to all international applicants. All applicants are required to document their ability to finance their education and living expenses for the length of time estimated to complete a master’s degree (two years). Certification requirements normally include (1) a notarized affidavit of support from the applicant’s sponsor (normally parents or family) indicating the intent and ability to provide at least \$19,000 each year for two years; and (2) an official bank statement (signed, dated, and current) from the sponsor indicating an account balance of at least \$19,000. The bank statement should report money in the local currency, the current exchange rate, and the U.S. dollar equivalent. Bank statements should be current at the time of application or within six months of enrollment. Estimated expenses are subject to change without notice.
3. **Language Proficiency.** See “*Language Proficiency*” under “*Admission Requirements*” above.

Permanent Residents/ Immigrants

Applicants who are permanent residents/immigrants must submit proof of their immigration status along with their application. Applicants may submit a copy (front and back) of their Alien Registration Card when applying for admission. Before students can register, they must present the original card to the Graduate School. (See “*Language Proficiency*” under “*Admission Requirements*” above.)

Interruption of Studies

Students who have not enrolled for one or more semesters must contact the Graduate School for re-enrollment.

Students who maintain continuous enrollment may graduate under either the catalog in effect at the time of their entrance or under the catalog in effect at the time of their graduation. Students whose work has been interrupted for one or more regular semesters may be held to requirements in effect at the time of their re-enrollment. Some departments may have additional requirements.

Registration

Academic Calendar

Bradley University’s academic calendar consists of two fifteen-week semesters (fall and spring). A three-week interim (mid-May to mid-June), an eight-week summer session, and two five-week summer sessions (early June to mid-July and mid-July to mid-August) are also offered. A three-week January interim is also offered. (See “*Academic Calendar*.”)

Schedule of Classes

Bradley’s *Schedule of Classes* lists specific registration information on the courses to be offered and is available to graduate students in the Graduate School or on the Bradley University Web site.

Application Deadlines

The Graduate School processes applications as they are received. Because some departments have specified deadlines, be certain to check individual programs for deadline information.

Registration

Bradley University uses a web-based registration system. Using their Bradley ID number and a Bradley Registration Number (BRN) assigned upon admission, students may register by visiting webster.bradley.edu. Instructions for online registration are included in the *Schedule of Classes* each semester.

Schedule Change After Registration

Once a student has registered, changes to that schedule (additions and deletions) may be made by using the online system. Instructions are outlined in the *Schedule of Classes*.

For all schedule changes after the deadlines for online registration, students must obtain the *Late Add Request* or *Late Withdrawal Request* from the Registrar’s Office and follow the procedures outlined below.

To add a class(es), the signatures of the graduate coordinator (or, for business only, the associate dean of the College), the instructor of the added class, the department chair for the added class, and the dean of the Graduate School must be obtained.

Partial drops may be done online up until the last day for dropping classes outlined in the *Schedule of Classes*. To drop classes after the drop date, the *Late Withdrawal Request* must be used and signed by the graduate coordinator, the instructor of the dropped class, the department chair of the dropped class, and the dean of the Graduate School.

Complete withdrawals can be done at any time online. Please see the Registrar's Office for the appropriate procedure.

Admission to Interim and Summer School

Students who have been enrolled in graduate study at Bradley University in the preceding regular semester do not need to apply for admission to interim or summer sessions.

Degree-seeking students who have been admitted to graduate study at Bradley University but did not attend classes during the semester immediately preceding the summer or interim session for which they wish to register must contact the Graduate School for readmission.

Graduate Certificate Programs

Graduate certificate programs are relatively short-term programs that offer students a coherent body of knowledge practical to the workplace; they are not degree programs. They may be post-baccalaureate or post-masters. Certificate programs consist of no fewer than 12 semester hours of 500- and/or 600-level courses. Students admitted to a graduate certificate program will be required, at a minimum, to meet the same academic requirements as those defined by the Graduate School for degree-seeking students. The department(s) offering the program may set additional admission requirements. The application process is the same as for all other graduate programs. Recognition of the courses taken and the completion of the course of study will be noted on the student's transcript. For information on specific certificate programs, refer to the departmental sections of this catalog or to the Graduate School's web page at www.bradley.edu/grad.

Student Eligibility and Admission Criteria

1. An earned baccalaureate degree or its equivalent from a regionally accredited college or university is required for admission to a post-baccalaureate program. An earned master's degree or its equivalent from a regionally accredited college or university is required for admission to a post-master's program.
2. Students who are currently enrolled in the Graduate School and who wish to pursue approved graduate certificate programs must apply for admission to such programs before completing the second course required by the certificate program.
3. Courses that satisfy the requirements for a certificate program may be used to satisfy the requirements for a master's degree at the discretion of the degree program coordinator/director.
4. Courses taken prior to admission to a certificate program are not a guaranteed means of admission to that certificate program or to a graduate degree program. Admission to or completion of a certificate program may be used as evidence in support of a student's application for admission to a graduate degree program, but the certificate itself is not a prerequisite and does not guarantee admission.
5. All courses used to satisfy the certificate program requirements must be taken at Bradley University unless the certificate program is taught jointly with another institution.
6. Students admitted to a graduate certificate program will be required, at a minimum, to meet the same academic requirements as those defined by the Graduate School for degree-seeking students. Individual departments may apply more stringent academic requirements.
7. The student's official transcript shall contain the listing of courses taken in this program and will also indicate successful completion of the program.
8. The student will be required to complete the certificate program within the time limit specified for graduate programs by the Graduate School.
9. Students enrolled will have access to the same campus services as other graduate students.
10. Students seeking only a graduate certificate will not be eligible for financial aid, with the exception of loans.
11. The Graduate School will issue the certificates of completion.
12. Students completing a certificate program will not participate in the University's commencement exercises. Departments have the discretion to offer certificate award ceremonies.