

Directory

About Peoria

Bradley University

1501 W. Bradley Ave., Peoria, IL 61625
(309) 676-7611 • bradley.edu

Bookstore

(309) 677-2320

Center for Student Health Services

(309) 677-2700
Markin Center

Computing Services Technology HelpDesk

(309) 677-2964

Controller's Office

(309) 677-3120
103 Swords Hall

Cullom-Davis Library

Circulation, (309) 677-2825
Hours Open, (309) 677-2824
Interlibrary Loan, (309) 677-2837
Reference, (309) 677-3502
Renewals, (309) 677-2826
Reserves, (309) 677-3315

Financial Assistance Office

(309) 677-3089
100 Swords Hall

Graduate School

(309) 677-2375
200 Bradley Hall
bugrad2@bradley.edu
bradley.edu/grad/

Multicultural Student Services Office

(309) 677-2646
Garrett Center

Registrar's Office

(309) 677-3101
11 Swords Hall

Schedule of Classes

bradley.edu/classes

Peoria, Illinois is a metropolitan area of 350,000 people, conveniently located halfway between Chicago and St. Louis. Peoria is large enough to provide a wide range of recreational, cultural, and professional activities, and yet is small enough to maintain a shared community spirit.

Peoria's downtown business district and riverfront have been revitalized with art galleries, restaurants, and boutiques. Providing a healthy business climate, Peoria is home to Caterpillar Inc. and a number of innovative technological firms. It is also a medical center for central Illinois. Peoria is proud to be home to Bradley University and joins in welcoming you to your graduate school experience.

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Bradley University is committed to a policy of non-discrimination and the promotion of equal opportunities for all persons regardless of age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. The University also is committed to compliance with all applicable laws regarding non-discrimination, harassment, and affirmative action.

Federal regulations require universities to make student consumer information available to prospective and current students concerning: financial assistance information; institutional programs and policies; graduation rates; safety programs, policies, and crime statistics; athletic program participation rates and financial support data; and rights under Family Education Rights and Privacy Act. This information may be obtained by requesting the Student-Right-to-Know and Campus Security Act Compliance Report from Bradley University's Office of University Relations at (309) 677-3164 or by viewing the University Web site at www.bradley.edu/police/.

This Catalog represents the University's best effort to communicate information on academic programs, policies, rules, and regulations that were in effect at the time of its printing. Students should be aware that the University reserves the right to modify these programs, policies, rules, and regulations at any time within a student's term of residence. The University's policy is to provide notice of any such modifications sufficiently in advance of their implementation to ensure adjustments without undue inconvenience. Before pre-registering for any academic term, students should contact the administrative office of their academic department or college to verify the most current information.

Academic Calendar

The academic calendars are subject to revision. Students should refer to the most recent *Schedule of Classes* for important dates each semester.

2008-2009

First Semester

August 18, Monday	Reporting date for faculty
August 23, Saturday	Residence halls open
August 27, Wednesday	Classes begin
October 11, Saturday	Fall Recess begins
October 15, Wednesday	Classes resume
November 26, Wednesday	Thanksgiving Recess begins
December 1, Monday	Classes resume
December 9, Tuesday	Last day of classes
December 10, Wednesday	Study Day
December 11, Thursday	Final Examinations begin
December 17, Wednesday	Final Examinations end
December 20, Saturday	Commencement

January Interim

January 5, Monday	First day of classes. Classes meet Monday – Saturday
January 19, Monday	Final Examinations will be held in the morning only

Second Semester

January 12, Monday	Reporting date for new faculty
January 18, Sunday	Residence halls open
January 21, Wednesday	Classes begin
March 14, Saturday	Spring Recess begins
March 23, Monday	Classes resume
May 5, Tuesday	Last day of classes
May 6, Wednesday	Study Day
May 7, Thursday	Final Examinations begin
May 13, Wednesday	Final Examinations end
May 16, Saturday	Commencement

Summer Sessions

May 18, Monday	May Interim I begins
(No classes on Memorial Day Holiday)	
June 5, Friday	May Interim I ends
June 8, Monday	Summer Session I begins
July 10, Friday	Summer Session I ends
July 13, Monday	Summer Session II begins
August 14, Friday	Summer Session II ends

2009-2010

First Semester

August 17, Monday	Reporting date for faculty
August 22, Saturday	Residence halls open
August 26, Wednesday	Classes begin
October 10, Saturday	Fall Recess begins
October 14, Wednesday	Classes resume
November 25, Wednesday	Thanksgiving Recess begins
November 30, Monday	Classes resume
December 8, Tuesday	Last day of classes
December 9, Wednesday	Study Day
December 10, Thursday	Final Examinations begin
December 16, Wednesday	Final Examinations end
December 19, Saturday	Commencement

January Interim

January 4, Monday	First day of classes. Classes meet Monday – Saturday
January 18, Monday	Final Examinations will be held in the morning only

Second Semester

January 11, Monday	Reporting date for new faculty
January 17, Sunday	Residence halls open
January 20, Wednesday	Classes begin
March 13, Saturday	Spring Recess begins
March 22, Monday	Classes resume
May 4, Tuesday	Last day of classes
May 5, Wednesday	Study Day
May 6, Thursday	Final Examinations begin
May 12, Wednesday	Final Examinations end
May 15, Saturday	Commencement

Summer Sessions

May 17, Monday	May Interim I begins
May 17, Monday	May Interim II begins
(No classes on Memorial Day Holiday)	
June 4, Friday	May Interim I ends
June 7, Monday	Summer Session I begins
July 9, Friday	Summer Session I ends
	May Interim II ends
July 12, Monday	Summer Session II begins
August 13, Friday	Summer Session II ends

2010-2011

First Semester

August 16, Monday	Reporting date for faculty
August 21, Saturday	Residence halls open
August 25, Wednesday	Classes begin
October 9, Saturday	Fall Recess begins
October 13, Wednesday	Classes resume
November 24, Wednesday	Thanksgiving Recess begins
November 29, Monday	Classes resume
December 7, Tuesday	Last day of classes
December 8, Wednesday	Study Day
December 9, Thursday	Final Examinations begin
December 15, Wednesday	Final Examinations end
December 18, Saturday	Commencement

January Interim

January 3, Monday	First day of classes. Classes meet Monday - Saturday
January 17, Monday	Final Examinations will be held in the morning only

Second Semester

January 10, Monday	Reporting date for new faculty
January 16, Sunday	Residence halls open
January 19, Wednesday	Classes begin
March 12, Saturday	Spring Recess begins
March 21, Monday	Classes resume
May 3, Tuesday	Last day of classes
May 4, Wednesday	Study Day
May 5, Thursday	Final Examinations begin
May 11, Wednesday	Final Examinations end
May 14, Saturday	Commencement

Summer Sessions

May 16, Monday	May Interim I begins
May 16, Monday	May Interim II begins
(No classes on Memorial Day Holiday)	
June 3, Friday	May Interim I ends
June 6, Monday	Summer Session I begins
(No classes on Fourth of July Holiday)	
July 8, Friday	Summer Session I ends
	May Interim II ends
July 11, Monday	Summer Session II begins
August 12, Friday	Summer Session II ends

2011-2012

First Semester

August 15, Monday	Reporting date for faculty
August 20, Saturday	Residence halls open
August 24, Wednesday	Classes begin
October 8, Saturday	Fall Recess begins
October 12, Wednesday	Classes resume
November 23, Wednesday	Thanksgiving Recess begins (no classes)
	Classes resume
November 28, Monday	Last day of classes
December 6, Tuesday	Study Day
December 7, Wednesday	Final Examinations begin
December 8, Thursday	Final Examinations end
December 14, Wednesday	Commencement
December 17, Saturday	

January Interim

January 2, Monday	First day of classes. Classes meet Monday - Saturday
January 16, Monday	Final Examinations will be held in the morning only.

Second Semester

January 9, Monday	Reporting date for new faculty
January 15, Sunday	Residence halls open
January 18, Wednesday	Classes begin
March 10, Saturday	Spring Recess begins
March 19, Monday	Classes resume
May 1, Tuesday	Last day of classes
May 2, Wednesday	Study Day
May 3, Thursday	Final Examinations begin
May 9, Wednesday	Final Examinations end
May 12, Saturday	Commencement

Summer Sessions

May 14, Monday	May Interim I begins
May 14, Monday	May Interim II begins
No classes on Memorial Day Holiday	
June 1, Friday	May Interim I ends
June 4, Monday	Summer Session I begins
No classes on Fourth of July Holiday	
July 6, Friday	Summer Session I ends
	May Interim II ends
July 9, Monday	Summer Session II begins
August 10, Friday	Summer Session II ends

Bradley University

The University

Bradley University is an independent, privately endowed, coeducational institution. Located on an 85-acre campus in Peoria, Illinois, Bradley was founded in 1897 as Bradley Polytechnic Institute by Lydia Moss Bradley as a memorial to her children and husband, Tobias. It became a four-year college in 1920 and in 1946 became a university and began offering graduate programs. Bradley is accredited by the North Central Association of Colleges and Schools.

With approximately 5,300 undergraduate and 800 graduate students, Bradley is the ideal size for living and learning. Bradley provides a broad choice of academic and preprofessional programs with more than 100 programs of study in five colleges: the College of Liberal Arts and Sciences, College of Education and Health Sciences, College of Engineering and Technology, Foster College of Business Administration, and Slane College of Communications and Fine Arts. Through its Graduate School, Bradley awards 14 degrees in over 30 academic areas, including a doctor of physical therapy degree. Programs offered through Continuing Education extend the resources of the university to promote lifelong learning.

The average class size is 24 students and the student-to-faculty ratio is 14:1. Bradley has more than 300 full-time faculty who are both active researchers and committed teachers, providing personalized attention in learning and academic advising. All courses are taught by professors, not graduate assistants, and team projects and collaboration are emphasized in every area of university life. After class, Bradley students have abundant opportunities for involvement in campus life—including more than 240 clubs and organizations, NCAA Division I athletics, intramural and club sports, study abroad, and the Lewis J. Brammer Center for Student Leadership and Public Service.

Technology is integrated across the campus—from the digital editing suites used by communication students to the robotics used in the engineering labs. Students can borrow wireless laptops to use in Cullom-Davis Library, work in computer labs across campus, and have access to the Internet in every residence hall. Of the 300 universities participating in Internet2, Bradley is one of the few non-doctoral research institutions offering access

to this high-performance network for faculty research and student-faculty collaborative projects.

Bradley students do exceptionally well in their chosen careers and advanced studies after graduation. Last year the overall placement rate for Bradley graduates was 96 percent. Graduates of Bradley University have become leaders in every field of endeavor.

Our Vision

Bradley University is committed to excellence. Already one of the best private comprehensive universities in the Midwest, Bradley will be one of the finest institutions of its type in the nation.

Our Mission

Bradley University is committed to nurturing the multifaceted development of students to enable them to become leaders, innovators, and productive members of society. Our graduates are prepared for life and professions in a changing world and they are able to cross academic, geographic, and cultural boundaries. A Bradley education is characterized by small classes, active learning, mentoring by highly qualified faculty, challenging academic programs, opportunities for study abroad, and numerous cocurricular activities.

We recruit, develop, and support faculty who are passionate educators and outstanding scholars whose research and creative contributions benefit society. We expect and reward pedagogy and scholarship of exceptional quality and influence.

A distinctive feature of Bradley University is our cohesive sense of community that unites faculty, students, staff, and alumni. Our tradition of collective responsibility is founded on a commitment to the values of academic freedom, civility, diversity, and respect for the individual. Our exemplary system of shared governance both represents and sustains our sense of community and fundamental values.

We promote and facilitate collaboration among all members of the University community. Students learn teamwork and leadership through group projects and col-

laborate with faculty on research and creative production. Likewise, faculty collaborate with colleagues across departmental, college, and institutional boundaries to elevate the quality and impact of their work. The University's strategic partnerships with business, cultural, and governmental institutions provide benefits to the community and society and create additional learning opportunities for students.

Founding of Bradley

On April 10, 1897, ground was broken for Bradley Hall. What had been prairie-land cornfield was transformed into a seat of learning because of the remarkable courage, strength, and determination of one woman, Mrs. Lydia Moss Bradley.

Lydia Moss Bradley had seen all of her hopes, ambitions, and dreams for her six children end in their untimely deaths. She and her husband, Tobias Bradley, had devoted much time, thought, and discussion to how their wealth might be used as a fitting memorial to their deceased offspring and considered establishing an orphanage.

Unfortunately Tobias died in May of 1867, before their dream could be realized. Alone, Mrs. Bradley devoted herself unreservedly to the achievement of their goal. After some study and travel to various institutions, Mrs. Bradley decided that, instead of an orphanage, she wanted to found a school where young people could learn how to do practical things to prepare them for living in the modern world. In 1892 she purchased a controlling interest in Parsons Horological School in LaPorte, Indiana, the first school for watchmakers in America, and moved it to Peoria. She specified in her will that the school should be expanded after her death to include a classical education as well as industrial arts and home economics: "...it being the first object of this Institution to furnish its students with the means of living an independent, industrious and useful life by the aid of a practical knowledge of the useful arts and sciences."

In October 1896 Mrs. Bradley was convinced by Dr. William Rainey Harper, president of the University of Chicago, to move ahead with her plans and establish the school during her lifetime. Bradley Polytechnic Institute was chartered on November 13, 1896. Mrs. Bradley initially provided seventeen and a half acres of land; funds for two campus buildings, including laboratory equipment and library books; and annual operating expenses.

Contracts for Bradley Hall and Horology Hall (later re-

named Westlake) were awarded and work moved ahead quickly. Fourteen faculty and 150 students began classes in Bradley Hall on October 4, 1897—with 500 workers still hammering away. (The Horological Department added another eight faculty and 70 students.) Bradley Polytechnic Institute was formally dedicated on October 8, 1897. Its first graduate, in June 1898, was Corinne Unland.

By 1899 there were 350 pupils in the School of Arts and Science at Bradley, about equally divided between men and women. Instruction was offered in biology, chemistry, food work, sewing, English, German, French, Latin, Greek, history, manual arts, drawing, mathematics, and physics. Pleased with its progress, Mrs. Bradley transferred to the school the rest of her estate, including nearly 1,000 different pieces of property, reserving its use and profits during her lifetime. At Founder's Day in 1906 she announced an additional gift to build Hewitt Gymnasium, now Hartmann Center for the Performing Arts. Mrs. Bradley died on January 16, 1908, at the age of 91.

The Institute continued to grow and develop to meet the educational needs of the region. Bradley became a four-year college offering bachelor's degrees in 1920 and a full university offering graduate programs in 1946, when it was renamed Bradley University.

Today, Bradley alumni total more than 60,000 worldwide. Prominent alumni include David Markin '53, president and chairman, Checker Motors Co., L.P.; General John Shalikashvili '58, retired chairman of the Joint Chiefs of Staff; Keith Bane '61, founder of Nextel and retired president, global strategy and corporate development, Motorola, Inc.; Richard Teerlink '61, retired chairman, Harley-Davidson, Inc.; Wendy Ross '64, assistant managing editor, *Washington Post*; Gerald Shaheen '66 MA '68, retired group president, Caterpillar Inc.; Charlie Steiner '71, commentator, Los Angeles Dodgers; Dr. Nora Zorich '75, vice president, research and development, director of new drug development, Proctor & Gamble Pharmaceuticals; Stephen Gorman MBA '78, executive vice president, operations, Delta Air Lines; Renée C. Byer '80, winner of the Pulitzer Prize, senior photographer, *Sacramento Bee*; Kary G. McIlwain '81, president and CEO, Young & Rubicam Chicago; Brad Cohen '96, teacher, motivational speaker, and author of *Front of the Class* (Best Education Book, 2005, and the basis of a Hallmark Hall of Fame movie); and Tami Lane '96, winner of an Academy Award, prosthetic make-up artist.



Accreditation

Bradley University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools:

**30 N. LaSalle St., Ste. 2400,
Chicago, Illinois, 60602-2504;
(312) 263-0456;
www.ncahigherlearningcommission.org.**

Bradley also has a number of select undergraduate and graduate programs that are accredited by the following:

- AACSB International – The Association to Advance Collegiate Schools of Business
- American Chemical Society
- American Council for Construction Education
- American Dietetic Association (didactic program approval)
- Association for Childhood Education International
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Council for Exceptional Children
- Council on Accreditation of Nurse Anesthesia Educational Programs
- Council on Social Work Education (CSWE)
- Educational Leadership Constituent Council
- Engineering Accreditation Commission and the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 - telephone (410) 347-7700.
- National Association for the Education of Young Children
- National Association of Schools of Art and Design
- National Association of Schools of Music
- National Association of Schools of Theatre
- National Council for Accreditation of Teacher Education
- National Council for the Social Studies
- National Council of Teachers of Mathematics
- National League for Nursing Accrediting Commission (NLNAC)
- National Science Teachers Association

THE GRADUATE SCHOOL

Vision

The Graduate School of Bradley University will make available to individuals desiring post-baccalaureate studies a selection of rigorous, high-quality professional degrees and certificate programs that will enhance their professional skills and intellectual development. It will be recognized for the quality of the advanced study, research, and creative production produced by the students and faculty. Students completing programs of study shall be recognized at the local, state, and national levels for their excellence in research, creative production, professional service, or performance in the workplace.

Mission

The mission of The Graduate School, working with the graduate faculty, is to provide leadership and administrative assistance to the faculties of the colleges and departments of the university for the purpose of developing and maintaining high-quality professional post-baccalaureate programs. In accordance with the theme of Bradley's post-baccalaureate programs, "Professional Programs for Emerging Leaders," these programs are designed to prepare individuals for professional leadership, with advanced skills in analysis, communication, creative production, technology, and interpersonal relations. The programs meet the diverse needs of individuals by offering students the opportunity to work closely with faculty, in small classes, on a flexible schedule.

The Graduate School shall serve as an advocate before the university administration and the community in support of the students, faculties, departments, and colleges that are participants in the University's post-baccalaureate programs. It shall provide for the welfare of the students and faculties by identifying the needs of these constituencies and pursuing avenues for meeting these needs.

The Graduate School

The Graduate School at Bradley University targets areas of special strength for the offering of select graduate programs in 30 different areas designed to prepare students for rewarding careers. The strength of Bradley's graduate programs lies in the outstanding quality of its faculty, who mentor students in a genuine academic community. With a strong commitment to facilitate student learning, the faculty strives to advance knowledge relevant to society's local, regional, and global needs.

Bradley University offers state-of-the-art facilities, a diverse cultural environment, and a beautiful campus. In this setting, graduate programs rapidly adapt to external forces that call for students to synthesize information and integrate knowledge as they prepare for careers in the twenty-first century—a century that promises continued technological change.

Professional Programs for Emerging Leaders

Each semester nearly one thousand graduate students from a wide variety of institutions study in 30 different subject areas. The various post-baccalaureate programs consist of masters' degrees, the doctor of physical therapy degree, and graduate certificate programs. These graduate programs are intended to promote the professional development of graduate students by engaging them in research, creative production, workplace-oriented experiences, and theoretical studies. Emphasis is placed on developing leadership, technology, research, and teamwork skills through collaborations with nearly two hundred graduate faculty members, the University's strategic partners, and other students.

Role of the Graduate School

The Graduate School serves as the administrative unit that provides guidance and leadership for initiating and maintaining post-baccalaureate programs of the highest quality. Its administrative roles include assisting departments offering these programs in the following ways:

- recruiting and retaining students
- maintaining student records
- awarding financial aid, including assistantships

- assisting in raising funds in support of the programs
- approving membership to the Graduate Faculty
- assuring uniformly high quality by establishing standards for all programs
- acting as the administrator for interdisciplinary programs
- approving students for graduation.

The Dean of the Graduate School, in conjunction with the Executive Committee of the Graduate Faculty, develops policies and procedures that guide all activities relating to post-baccalaureate education at Bradley. Another important role of the Graduate School is to act as an advocate before the university administration in support of departments and colleges offering graduate programs.

Chief among the various roles of the Graduate School is providing for the welfare of the graduate students and the members of the graduate faculty by identifying the needs of both of these constituencies. These needs are brought to light by seeking input through the Executive Committee of the Graduate Faculty, program coordinators, department chairs/directors, and the Graduate Student Advisory Committee. Once the needs are identified, the Dean of the Graduate School is charged with the responsibility of seeking a means to meeting these needs as expeditiously as possible.

Campus Visits

If you are considering graduate study and would like to tour the Bradley University campus, please contact the Graduate School office at (309) 677-2375 or bugrad2@bradley.edu.

Contact the Graduate School

Visit 200 Bradley Hall

Call (309) 677-2375

E-mail bugrad2@bradley.edu

Visit Online www.bradley.edu/grad

Degrees Offered

Graduate School Interdisciplinary Program

Professional Master of Arts in STEM Education P.M.A.
Elementary Math, Science, and Technology Education

Foster College of Business Administration

Accounting M.S.A.
Business Administration M.B.A.
Finance
Management
Marketing
Executive Master of Business Administration M.B.A.
Quantitative Finance M.S.

Slane College of Communication and Fine Arts

Art M.A. and M.F.A.
Ceramics
Drawing/Illustration
Interdisciplinary Art Studies
Painting
Photography
Printmaking
Sculpture
Visual Communication & Design

College of Education and Health Sciences

Curriculum and Instruction M.A.
Assessment
Early Childhood Education
Educational Technology
Gifted Education
Literacy and Reading
Middle School Education
Multidisciplinary
Science Education
Special Education
Curriculum and Instruction—Learning Behavioral Specialist I
Additional endorsement options in education available:
Learning Behavior Specialist I Endorsement
Reading Endorsement
Middle Level Education Endorsement
Human Development Counseling M.A.
Community and Agency Counseling
School Counseling

Leadership in Educational Administration M.A.
Leadership in Human Service Administration M.A.
Nursing Administration M.S.N.
Nursing-General M.S.N.
Nurse Administered Anesthesia M.S.N.
Physical Therapy D.P.T.

College of Engineering and Technology

Civil Engineering M.S.C.E.
Electrical Engineering M.S.E.E.
Industrial Engineering M.S.I.E.
Manufacturing Engineering M.S.M.F.E.
Mechanical Engineering M.S.M.E.

College of Liberal Arts and Sciences

Biology M.S.
Chemistry M.S.
Computer Information Systems M.S.
Computer Science M.S.
English M.A.
Liberal Studies M.L.S.

Graduate Certificate Programs

College of Education and Health Science

Certificate in Curriculum and Instruction Cert.
Assessment
Early Childhood Education
Educational Technology
Gifted Education
Literacy and Reading
Middle School Education
Multidisciplinary
Science Education
Certificate in School Counseling Cert.
Certificate in Nurse-Administered Anesthesia Cert.
Certificate in Educational Administration (Type 75) Cert.
National Board Certified Teachers Fast Track Type 75 Cert.

General Admission Information

Eligibility

(see also: *Admission Requirements*)

Applications for graduate study are welcome from any student who holds a bachelor's degree from a regionally 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 a 3.0 grade point average on a 4.0 scale in the last 60 hours of undergraduate coursework. Applicants with previous graduate coursework must have achieved a 3.0 grade point average on a 4.0 scale in all graduate coursework, and have completed a minimum of 12 graduate credit hours for the graduate grade point average to be considered for admission. Admission is competitive and based on an applicant's entire portfolio (see "Admission Requirements"). Achieving the minimum required grade point average does not guarantee admission to a program.
2. **Conditional.** This status may be given if the student's last 60-hour grade point average is below a 3.0 and above a 2.5 on a 4.0 scale. 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 com-

pleted and filed in the Graduate School. Graduate students cannot be removed from conditional admission status until the end of an official university semester. No changes in status or financial assistance will be made until the end of the semester and will not be effective until the following semester.

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. The student must have achieved a 2.75 grade point average on a 4.0 scale in the last 60 hours of undergraduate coursework. In rare cases, exceptions to the grade point average requirement may be made for graduate students-at-large with the consent of the Dean of the Graduate School. Graduate students-at-large do not qualify for scholarships or assistantships.

At the time of application, a graduate student-at-large must provide an Application for Graduate Admission, application fee, and official transcripts. 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 and the Graduate School.

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 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.
3. **Transcripts.** Applicants are required to provide one official transcript sent directly from the Registrar's office at the institution from which they receive their bachelor's degree or the international equivalent. Additional transcripts may be required at the discretion of the Graduate School. Applicants should submit additional official transcripts from post-baccalaureate coursework for consideration. Applicants who have completed graduate-level coursework should submit all transcripts reflecting graduate coursework. 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 Web at bradley.edu/grad/. Certain programs may require additional recommendations.
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 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 GRE and TOEFL is available on the Internet at www.ets.org. Local administration of the GRE and TOEFL is available through the Prometric Testing Center, 7501 N. University Ave., Peoria, IL, 61614, (309) 683-4653. Information about the GMAT is available on the Web at www.mba.com. 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 is also available through the Graduate School.

MAT information and test registration are 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, the Computer Based Test (CBT) equivalent score of 213, or the internet-based TOEFL (iBT) equivalent score of 79. 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 CBT; 79 iBT; 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 Applicants

For admission purposes, an international applicant is not a U.S. citizen. "International," therefore, includes permanent residents, asylees, and other temporary visa holders. International students must meet the admission requirements of the Graduate School as stated 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 documentation 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 institutions 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. International applicants who are not or will not be in F-1 status are not required to provide financial certification. The Graduate School will issue the Form I-20 to applicants who have been approved for admission and who 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:

- a. a notarized affidavit of support from the applicant's sponsor (normally parents or family) indicating the intent and ability to provide at least \$21,000 each year for two years.
 - b. an official bank statement (signed, dated, and current) from the sponsor indicating an account balance of at least \$21,000. 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.
 - c. a Bradley University Financial Information and Certification form, which can be downloaded from the Graduate School Web site at bradley.edu/grad/.
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.)

Application or Admission Deferral

Applicants or admitted students wishing to defer their application or admission to a subsequent semester must complete a *Request for Deferral of Application or Admission* form and return it to the Graduate School prior to the start of the semester for which they intend to apply or are admitted. The form is available in the Graduate School or on the Web at www.bradley.edu/grad/.

Applicants may defer their application or admitted students may defer their admission for one consecutive semester (excluding summer and interim sessions) without reapplying. If an applicant does not complete the application process for a second consecutive semester, the applicant must reapply by submitting a new *Application for Graduate Admission* form and application fee to the Graduate School. If an admitted student does not attend for a second consecutive semester after admission, the student must reapply by submitting a new *Application for Graduate Admission* form and application fee to the Graduate School. Additional application materials may be required at the discretion of the Graduate School and the department.

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 on the Bradley University Web site at bradley.edu/classes/.

Application Deadlines

The Graduate School processes applications on a rolling, or continuous, basis for most programs. The recommended dates by which applications and supporting materials should be sent to the Graduate School are: May 15 for fall, October 15 for spring, and April 15 for summer admission. For full consideration, applicants must submit a complete application and all supporting materials no later than two

weeks prior to the beginning of any term to be reviewed for admission for that term. Beyond that time the review of applications cannot be guaranteed. 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 BUnetID available upon admission, students may register by visiting webster.bradley.edu. Instructions for online registration are included in the *Schedule of Classes* each semester (bradley.edu/classes).

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* 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*.

Graduate students who wish to withdraw from all classes in which they are registered should initiate a *Request for Withdrawal* at the Graduate School, 200 Bradley Hall.

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 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 a graduate certificate program must apply for admission to the program 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 if applicable and 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, with limited exceptions, 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, with limited exceptions, 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.

Fees and Expenses

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 cannot be waived or deferred. Applications submitted without an application fee will not be processed. Fees are subject to change without notice.

Applicants for the Master of Liberal Studies degree program are not required to pay this fee.

Checks or money orders should be made payable to Bradley University.

2008-2009 Tuition

Tuition rates and fees are subject to change. Tuition for the 2008-2009 academic year is as follows:

\$615 per semester hour

Tuition rates are subject to change for 2008-2009 and subsequent academic years. Current tuition and fees are published each semester in the Schedule of Classes (bradley.edu/classes).

All courses taken in the College of Engineering and Technology are assessed a tuition surcharge of \$5.00 per semester hour to support lab equipment.

Tuition for all classes in the MLS program is \$320.00 per semester hour for the 2008-2009 academic year.

Senior citizens (individuals 62 or older) may take classes at the rate of \$25.00 per credit hour for part-time course work. Enrollment is subject to availability of classroom space. Contact Continuing Education for admission information.

Tuition and any fees must be paid by the deadline and in accordance with the instructions found in the current Schedule of Classes (bradley.edu/classes). Students who have not made arrangements for payment by the deadline will be dropped from all classes. Questions regarding payment should be directed to the Controller's Office, 100 Swords Hall, (309) 677-3120.

Interim and Summer Sessions

See the Schedule of Classes (bradley.edu/classes) for specific details concerning payment.

Deferred Payment Plan

The University offers a Deferred Payment Plan that requires payment at registration of 25 percent of the total tuition due. This payment may be made in the form of cash or check, credit card, or a combination. The balance is charged a one-time deferral charge of 4 percent and is payable in three equal installments beginning approximately one month after registration.

A late fee of \$25 per month is assessed for each payment not received by the date stipulated on the deferred payment agreement. For further information contact Student Fees, Controller's Office, 100 Swords Hall, Bradley University, Peoria, IL 61625; (309) 677-3120.

Employees who work for employers who pay a percentage of their tuition costs contingent upon successful course completion may be eligible for a full semester's deferral if the employer is enrolled and approved in this program. Under this program tuition payments are deferred until the 60th day after the end of the semester. A \$40 fee must be paid by the student at the time of enrollment to participate in this special deferral program. Students should check with their employer to find out if their company is enrolled in the program.

Refunds

Students who withdraw from a class may be eligible for a partial tuition refund, depending on the date on which the course was dropped. Students who drop all classes and officially withdraw from the University may be eligible for a partial refund of tuition, room, and board, depending on the date of the withdrawal.

Students should check deadlines and procedures for requesting refunds in the current Schedule of Classes (bradley.edu/classes).

Room and Board

Housing is available both on and off campus. On-campus room and board fees vary with housing options and meal plans. Bradley also owns a student apartment complex one block from campus. For more information, contact the Executive Director of Residential Living and Leadership, Sisson Hall, Bradley University, Peoria, IL 61625.

Other Fees

Activity Fee

Graduate students pay a \$25 activity fee per semester.

Health Fee

All students registering for 7 or more hours will be assessed a \$72.00 health fee per semester at the time of registration.

Vehicle Registration

The fee for automobile registration is \$50.00 for the academic year. These fees are not refundable.

Thesis Binding Fee

Graduate students required to write a thesis must pay a fee of \$20.00 per copy (three copies required) for thesis binding and handling. This fee, which is subject to change, must be paid to either the Graduate School or the Controller's Office prior to submitting the completed thesis to the Graduate School. The thesis must be signed by the coordinator and, if the fee is paid in the Controller's Office, stamped by the Controller's Office showing that the fee has been paid.

Cap, Gown, and Hood Purchases

Graduate students electing to participate in commencement and hooding ceremonies must rent their cap, gown, and hood at the bookstore. Forms for students to indicate size of cap and gown are mailed to students during the semester preceding their graduation once they have filed the *Graduate Application for Graduation* form with the Graduate School. There is a \$15.00 late fee assessed for orders made after the indicated deadline.

Financial Assistance

The Graduate School awards scholarships and assistantships on a competitive basis to new and continuing graduate students who are admitted unconditionally to a graduate program or have removed the conditional status. Awards range from partial tuition support to full tuition support that may include a stipend. In general, financial assistance is available within these broad categories:

- Scholarships
- Fellowships
- Assistantships
- Loans

Students interested in financial assistance should apply according to these deadlines:

March 1

Deadline to apply for the Caterpillar Master's Fellowship for students who will begin study in the following fall term.

April 1

Deadline to apply for assistantships for the upcoming academic year.

Students interested in financial support must complete the Financial Assistance section on the *Application for Graduate Admission*. In some cases, i.e., Caterpillar Fellowship and others, special applications must also be completed.

Students must have a minimum 3.0/4.0 graduate cumulative grade point average to maintain graduate assistantships, fellowships, and scholarships. Students who are placed on academic probation or dismissed will lose their financial assistance. Once a student is removed from probation or reinstated to a program, the student may re-apply for financial assistance.

Academic good standing does not automatically ensure continuation of financial assistance. Financial assistance may be revoked for academic or non-academic reasons at any time upon the recommendation of the faculty mentor, graduate coordinator, department graduate committee, dean of the college, and the dean of the Graduate School.

For the graduate grade point average to be considered for financial assistance eligibility, applicants must have a minimum of 12 credit hours of graduate coursework complete at the time of application.

Assistantships

Graduate assistantships are available in most departments that offer graduate programs and in certain administrative areas. Academic departments award assistantships for research, teaching assistance, and other academic activities, annually or semi-annually, on a competitive basis, with scholastic ability and evidence of special qualifications being the most important criteria. Students must have an undergraduate 60-hour grade point average of 3.0/4.0, or a graduate grade point average of 3.0/4.0, to be eligible for a graduate assistantship. Full-time graduate assistants are given a 20-hour per week assignment by the awarding department and receive a stipend and waiver of 100% of actual tuition costs, with a maximum tuition award per academic year. Part-time graduate assistants are given a 10-hour per week assignment by the awarding department and receive a stipend and waiver of 50% of actual tuition costs, with a maximum award per academic year. Detailed information on eligibility and policies is available at www.bradley.edu/grad or in the Graduate School, 200 Bradley Hall.

Other Scholarships

Diversifying Higher Education Faculty in Illinois Program (DFI): this scholarship of up to \$14,000 annually provides financial assistance to Illinois residents who are members of traditionally underrepresented racial minority groups (Black, Hispanic, Asian American, American Indian, or Alaskan Native) to pursue and complete graduate or professional degrees at Illinois institutions of higher education. Descriptions of eligibility and application procedures are available from the Graduate Office.

For more information regarding additional scholarship opportunities, contact the Graduate School in 200 Bradley Hall, or 677-2375.

Caterpillar Masters Fellowships

Caterpillar Masters Fellowships are awarded annually on a competitive basis to outstanding students who have graduated from an accredited university, demonstrated superior academic achievement, and are committed to

research or creative production. Students must have an undergraduate 60-hour grade point average of 3.5/4.0 to be eligible for a Caterpillar Masters Fellowship. The Fellowships provide: an annual stipend between \$8,000 and \$12,000 in addition to a full tuition waiver, an educational environment that provides a unique transition for students preparing for doctoral degrees or professional degree programs, innovative curricula designed for business, industry, and public sector needs, a student-selected project guided by a faculty mentor, interdisciplinary teamwork on problem-solving research, and flexibility to adapt specific interests and aspirations of students.

Loans

Federal Direct Subsidized Loans: Graduate students, both full and half time, are eligible to borrow up to \$8,500 each academic year under this program. For additional information contact the Financial Assistance Office, Swords Hall, (309) 677-3089.

Unsubsidized Federal Direct Loans: This loan program offers long-term educational loans to qualified graduate students. Students are eligible to borrow up to \$12,000 each academic year. For additional information, contact Student Financial Services, 100 Swords Hall, (309) 677-3089.

International Students

International (F-1) students are eligible to apply for Graduate Scholarships, Graduate Assistantships, and the Caterpillar Master's Fellowship only. No separate application form is required for Graduate Scholarships. Caterpillar Master's Fellowship applications are considered for fall applicants only. See the application form for details and deadlines.

For more information, visit www.bradley.edu/grad or the Student Financial Services, 100 Swords Hall, where applications, eligibility requirements, policies, and specific program details are available.

Cooperative Education/Internship Program

Graduate students may gain career-related work experience by participating in Bradley's Cooperative Education/Internship Program. Cooperative education/internship experiences are related to students' academic and career interests and provide opportunities for professional development that integrate classroom theory with supervised work experience. Students have a choice of two 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. Both options correspond with the academic calendar.

While on a full-time cooperative education/internship 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 if they are registered for a credit or noncredit course at the university.

Newly admitted graduate students must be unconditionally admitted to a degree program in order to qualify, and continuing students must have at least a 3.0 grade point average in graduate courses. Graduate students do not receive graduate credit for cooperative education/internship experience; graduate assistantships do not count as cooperative education/internship experience.

In order to be referred to an employer or participate in a cooperative education/internship work assignment, students must be attending Bradley University. They also must be either registered for a minimum of three hours of non-cooperative education/internship credit or be on a full-time cooperative education assignment. A work assignment will not be approved retroactively. Although every effort is made to assist students in obtaining a cooperative education/internship position, no student is guaranteed referral or placement.

Eligibility for employment of nonimmigrant (F-1) students is defined on an individual basis according to regulations set forth by the Bureau of Citizenship and Immigration Services (BCIS) and the Bureau of Immigration and Customs Enforcement (BICE), formerly referred to as INS—the Immigration and Naturalization Service. For clarification of eligibility criteria and how it applies to you, please contact the Multicultural Student Services Office or consult the BCIS Web site at www.immigration.gov.

Academic Regulations

Course Numbering System and Requirements

Only courses numbered 500 to 699 may be applied toward the master's degree. Courses numbered 500 to 599 are open to graduate students, seniors, and specially qualified juniors. Courses numbered 600 through 699 are open to graduate students only. Courses numbered 700-899 are open only to students in doctoral programs.

Prerequisites

Prerequisites may be met by approved equivalent courses taken at other universities. You should consult your academic advisor if you have a question about prerequisites. Students who enroll in courses for which they do not meet the prescribed prerequisites may be required to withdraw from those courses. Prerequisite courses below 500-level are not eligible for Graduate School financial assistance.

Grading System

The grading system of the University which applies to graduate students is as follows:

- A- High Competence (4.0)
- B- Competence (3.0)
- C- Minimum Competence (2.0)
- D- Limited or Incomplete Competence (1.0)
- F- Inadequate Competence for Credit
- W- Official Withdrawal
- IN- Incomplete Work
- IP- Work in Progress

Only courses with a grade of "C" or higher can be used toward completion of degree requirements.

IN – Incomplete Work

"IN" is the symbol used when the instructor lacks sufficient evidence to award a letter grade. The purpose of an "IN" is to provide the time necessary for a student to complete coursework which, through no fault of the student's, was not completed in the normal time allowed. Reasonable time necessary for completion is decided by the student and the faculty member teaching the course. The "IN," once assigned, remains on the official academic record

upon conversion to a grade or permanent "I."

The "IN" should not be mistakenly considered as an incentive for the faculty to recommend or for students to believe that this extension permits students merely to retake courses, or to extend the time for the completion of the prescribed work beyond the end of the semester of enrollment, as a means of removing the "Incomplete."

At the time the "IN" is assigned, the instructor and students must sign a contract specifying what must be done to complete the "IN" and the date by which the "IN" must be converted. Copies of the contract must be provided to the student, faculty member, graduate advisor, and Graduate School office. An "IN" must be converted not later than four weeks before the end of the next regular semester. Under unusual circumstances, the student may be granted an extension to the end of the semester with the approval of the instructor involved, provided that the request was received prior to the normal deadline for the removal of incompletes. If the instructor does not submit a letter grade by the specified deadline, an "I" will remain permanently upon the student's record and may not thereafter be removed. Once a permanent "I" is recorded for a course, if a student must complete the course to fulfill degree requirements, the student will have to register for the course again and satisfactorily complete the course requirements.

Contracts are available in the Graduate School, 200 Bradley Hall, or from the graduate coordinator.

IP – Work in Progress

"IP" may be assigned to a student in a graduate course when the instructor agrees that the student requires more than one semester to complete the course. Normally, "IP" grades will only be assigned for thesis courses, other courses involving extensive projects involving research/creative production, or independent study courses. At the time the "IP" is assigned, the instructor and student must sign a contract specifying what must be done to complete the "IP" and the date by which the "IP" must be converted. The "IP," once assigned, remains on the official academic record upon conversion to a grade or a permanent "I." Copies of the contract must be provided to the student, faculty member, graduate advisor, and Graduate School Office. If the "IP" is not removed by the specified date, it

will be recorded as a permanent "I." Once a permanent "I" is recorded for a course, if a student must complete the course to fulfill degree requirements, the student will have to register for the course again and satisfactorily complete the course requirements.

Contracts are available in the Graduate School, 200 Bradley Hall, or from the graduate coordinator.

Graduate Student Policy Violation Issues and Grievance Procedures

The policy violation issues of a graduate student may be academic or non-academic in nature. In the following sections the definitions, policies and grievance procedures to deal with the issues are delineated. The primary source of procedures for dealing with these issues is the Faculty Handbook. The Student Handbook also has a section dealing with policy violation issues. It also uses as its primary source the Faculty Handbook. These handbooks can be found in the Bradley University web pages. The following is not intended and may not supersede any of the policies of the Faculty Handbook. It does in certain cases provide for input from individuals that are primarily associated with graduate programs and students.

Academic Issues

Academic issues are concerns regarding breach of academic integrity by a student or a student's allegation of unfair academic evaluation by an instructor. A breach of academic integrity is either cheating or plagiarism by a student.

Definitions

- **Cheating** is officially defined as giving or attempting to give, or obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Each instructor will indicate beforehand work that may be done in collaboration with other students.
- **Plagiarism** is reproducing from published or unpublished print or electronic media, without quotations or citations, another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, presenting someone else's line of thinking in the development of a thesis as though it were your own, and someone else's project work or results thereof as your own.

Policies

- **Cheating.** A "zero" or whatever is the equivalent of the failing lowest grade possible, shall be assigned for that piece of work to any student cheating on a non-final examination or other class assignment. A "zero" or whatever is the equivalent of the lowest failing grade

possible shall be assigned on a final examination to any student cheating on a final examination. An "F" shall also be assigned as the course grade to any student cheating on a comprehensive final examination.

- **Plagiarism.** A "zero" or whatever is the equivalent of the lowest failing grade possible shall be assigned for that piece of work to any student plagiarizing on a non-final piece of work. In the case of a student plagiarizing on a final research paper or project, an "F" shall also be assigned as the course grade.
- **Repeated Cheating or Plagiarism.** For twice-repeated or aggravated offences of cheating or plagiarism, additional action, including dismissal from the University, may be taken pursuant to the Student Handbook procedures related to the University Judicial System and the disciplinary sanctions for violation of University regulations.

University Student Grievance Policy

If a student objects to instructor's conclusion that a breach of academic integrity has occurred, or if the student alleges an unfair academic evaluation by an instructor, or if the student has non-academic concerns, the student may take recourse to the grievance procedures to resolve the issue. The student shall first exhaust the informal grievance procedures before resorting to the formal grievance procedures.

The grievance process shall be completed as expeditiously as possible. The recommended timelines may be exceeded only under compelling circumstances.

Academic Issues

Informal Academic Grievance Procedures

- The student shall first consult his or her graduate program coordinator or director to seek a course of action to resolve the issue. The graduate program coordinator or director shall advise the student of the procedures to be followed to resolve the issue. If a conflict of interest exists between the student and the graduate program coordinator or director the student may seek the advice of the department chairperson of the department offering the program in which they are enrolled. If there is a question of the procedures to follow, the academic ombudsman should be consulted.
- The student shall then appeal in writing to the instructor's department chair to resolve the issue. If there is a conflict of interest between the student and the chairperson, the student should appeal in writing to the dean of the college to resolve the issue. The instructor shall provide in writing to the chair the instructor's conclusions pertaining to breach of academic integrity by the student.
- The department chairperson shall consider the issue and try to resolve it by meeting with the concerned parties within five business days after receiving the student's appeal in writing.

- If the issue is not resolved at the level of the department chairperson, the chairperson shall forward all paperwork related to the issue including the student's appeal to the director of graduate programs of the college to which the department belongs, and request that the director resolve the issue. The chairperson shall submit to the director a memo summarizing discussions with the concerned parties and the chair's decision. If the position of director of graduate programs does not exist within the college all paperwork related to the issue including the students appeal shall be forwarded to the dean of the college to which the department belongs.
- If the issue is not resolved at the level of the director of graduate programs, the director shall forward all paperwork related to the issue, including the student's appeal, to the dean of the college to which the department belongs, and request that the dean resolve the issue. The director shall submit to the dean a memo summarizing discussions with the concerned parties and the director's decision.
- The dean of the college or the dean's designee(s) shall consider the issue and shall try to resolve the issue by meeting with the concerned parties within ten business days after receiving the request from the department chair. Due process requirements for a fair hearing shall be provided to all parties involved. The record of the hearing before the dean or dean's designee(s) shall consist of written statements of the parties involved in support of their positions provided prior to the hearing and a transcript of the hearing.
- If the issue is not resolved at the level of the dean of the college, the student may submit an appeal in writing within five business days after receiving the dean's decision, to the dean of the Graduate School to resolve the issue. The student shall inform the dean of the college about the appeal to the dean of the Graduate School.
- The dean of the college shall submit all paperwork related to the issue including the record of the hearing, to the dean of the Graduate School and the dean's or dean's designee(s)' decision, and if the dean's designee(s) rendered the decision, the dean shall indicate whether or not the dean agrees with the decision.
- The dean of the Graduate School or the dean's designee(s) drawn from the Executive Committee of the Graduate Faculty shall consider the issue and shall try to resolve the issue by meeting with the concerned parties within ten business days after receiving the appeal from the student. Due process requirements for a fair hearing shall be provided to all parties involved. The record of the hearing before the dean or dean's designee(s) shall consist of written statements of the parties involved in support of their positions

provided prior to the hearing and a transcript of the hearing. The dean shall provide the student the final decision in writing.

If the issue is not resolved at the level of the dean of the Graduate School, the student may resort to the formal grievance procedures, within five days of receiving the final written decision by the dean of the Graduate School, by appealing to the chairperson of the University Student Grievance Committee.

Non-Academic Issues

Definition

Non-academic issues include concerns regarding access or participation in courses, harassment and racial discrimination based on age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation or veteran status, or any other derogatory or discriminatory act by an instructor, a staff member, or a fellow student.

Informal Non-Academic Grievance Procedures

The student shall meet with the associate provost for student affairs to seek a course of action to resolve the non-academic issue. The associate provost for student affairs shall advise the student about the informal grievance procedures to be followed to resolve the issue, and facilitate the informal grievance process.

Formal Grievance Process Academic and Non-Academic

If the issue (academic or non-academic) is not resolved through the informal grievance process, the student may seek a resolution of the issue through the formal grievance process delineated in the Faculty Handbook. The University Student Grievance Committee shall conduct formal hearings after the chairperson of the committee receives a written request from the student to begin the formal grievance process.

University Student Grievance Committee

1. The function of the University Student Grievance Committee shall be:
 - a) To conduct formal hearings, upon request from a student or an instructor regarding academic or non-academic issues as defined before.
 - b) To submit findings to the appropriate administrative officer (provost and vice president of academic affairs for academic matters and the associate provost for student affairs for non-academic matters. If a conflict of interest exists, then, to the appropriate vice president or the president of the university). Should the committee find evidence that the grievance was appropriate, it will forward specific suggestions for rectifying such evaluation or treatment.

2. The University Student Grievance Committee shall be constituted as set forth in the Faculty Handbook, the expectation being that the faculty members will be taken from the graduate faculty and the students being graduate students in cases involving individuals associated primarily with the Graduate School and its programs.
3. The Committee shall elect its chairperson and establish its internal operating procedures in accordance with the formal student grievance policy published in the Faculty Handbook and the university policies on affirmative action, discrimination, etc. The procedures shall be made available to all parties involved in the grievance process.

Dismissal for Non-Academic Reasons

Bradley graduate students must abide by all University regulations. Students who violate University regulations may be subject to disciplinary sanctions including dismissal or suspension as listed in the Bradley Student Handbook. Handbooks are available from the Student Activities Office located in the lower level of the Student Center.

Transcript of Credits

A transcript of credits is an authentic copy of the student's academic record. No partial transcript will be issued. Transcripts are released only by written request of the student. This order must be placed in person or by mail to the Registrar's Office, and be accompanied by a \$4.00 fee per copy requested. For other methods of ordering transcripts, please see bradley.edu/registrar/transcripts.

Bradley University does not issue nor certify copies of transcripts from other institutions.

Graduate School Policies

Student Course Load

The Graduate School requires that a minimum of 30 semester hours be successfully completed for the master's degree. Specific programs may require additional hours.

A full-time student takes 9 semester hours of coursework during a semester of the regular academic year; the maximum permitted is 12 semester hours. Full-time graduate assistants may not enroll in more than 9 semester hours nor work more than 20 hours each week without written permission of their graduate coordinator and the dean of the Graduate School. During the summer, a full-time graduate course load is 6 semester hours each session.

Half-time enrollment shall be considered a minimum of four semester hours.

Graduate School Dismissal Policy

A graduate student must have a minimum cumulative GPA of 3.0 (B) in graduate coursework at the University to be in academic good standing at the graduate level. A graduate student whose cumulative grade point average in graduate coursework drops below 3.0 will be placed on academic probation. While a student is on probation, the student's record will be reviewed at the end of each term. A graduate student who earns a term GPA below 3.0 while on probation will be dismissed from the program. A graduate student will be removed from probation when the student's cumulative grade point average in graduate course work reaches or exceeds 3.0. Graduate students cannot be removed from probation until the end of an official university semester. No changes in status or financial assistance will be made until the end of the semester and will not be effective until the following semester.

A graduate student who receives grades lower than "B" for 6 or more semester hours in graduate coursework will be dismissed. Graduate students receiving grades of lower than B will be reminded of this policy each semester.

Academic good standing does not automatically ensure continuation in a graduate program. A student may be dismissed for factors other than grades upon the recommendation of a committee of department faculty, the student's advisor, the program coordinator/director, the chair

of the department/director of graduate program, the dean of the college, and the dean of the Graduate School.

Dismissed students may petition for reinstatement into the program from which they have been dismissed by filing a Petition for Reinstatement to Graduate Study. Dismissed students are allowed to make only one petition for reinstatement to the program from which they have been dismissed. If the student is dismissed a second time after reinstatement, no additional petition for reinstatement will be considered. The program coordinator/director, the department chairperson, and the dean of the Graduate School must approve the petition for reinstatement. Petitions for reinstatement are available in the Graduate School office or on the Graduate School web site bradley.edu/grad/.

A student who has been dismissed for any of the reasons specified above may apply for admission to another program or as a student-at-large. The application process for seeking admission to a different program or as a student-at-large shall be the same as for new graduate students.

Time Limit for Degree/Certificate Completion

Graduate program curricula continually evolve to stay current in disciplinary and industrial standards. Furthermore, a graduate student examines a developing body of knowledge, and it is difficult to integrate that body of knowledge if a program extends beyond five years. Therefore, candidates for a degree or certificate should complete all requirements within five years following the recording of their first graduate grades, including graduate courses taken as a student-at-large, and courses transferred into their graduate program from Bradley University or any other accredited institution of higher learning.

Graduate students are expected to stay current in their field. If they wish to use courses for the degree or certificate that were taken prior to the five-year limitation, they must have these courses validated by the program coordinator. Credit will be allowed for courses that extend beyond the limit if the coordinator confirms to the dean of

the Graduate School that the candidate is proficient in the subjects. Students should begin the approval process by contacting their graduate program coordinator.

Step-Out Policy

Graduate students may be allowed to step-out of their graduate program for one semester (fall or spring) without being dropped from the program or changing graduation requirements. If a graduate student must take a second consecutive semester off during their program, he or she must reapply for admission to the program. This reapplication does not guarantee admission to the program, and students who are readmitted may be subject to new degree requirements. A renewal of financial assistance is not guaranteed for individuals that must reapply. Students are not required to enroll during summer or interim sessions. Students who are not in good academic standing are required to reapply for admission as students on academic probation.

Students whose time limit for completion of degree/certificate has expired must submit a request to extend time with the readmission application. The request to extend time for completion of degree must be submitted in writing to the Graduate School.

Change of Program

Students who are currently enrolled may apply for a Change of Program. A student wishing to change his or her program must complete a *Change of Program* form and submit it to the Graduate School a minimum of two weeks prior to the semester in which they wish to start the new program. Additional materials or test scores may be required at the discretion of the Graduate School and the department for the Change of Program to be approved. Admission to a degree program does not guarantee a Change of Program will be approved.

Repeated Courses

Upon approval of the dean of the Graduate School, a graduate student may repeat a maximum of two courses in which he or she received grades of C or below. Both the first and second grades received for the course are averaged to calculate the graduate student's overall grade point average; however, semester hours for the course shall count only once toward the degree requirement.

Audited Courses

All Bradley students (undergraduate, graduate, full-time and part-time) in good academic standing registered for a given academic term, along with individuals admitted "at large," for a given academic term may request permission to enroll as an "auditor." Permission to audit a course must

be approved by both the instructor and the chairperson of the department offering the course. Enrollment is contingent on having available space in the class. Except in special circumstances to be determined by the instructor and department chairperson, courses involving laboratory or studio work cannot be audited. Regular class attendance by persons not on the class roster is not permitted.

Forms for audit registration are available in the Registrar's Office or on-line. Audit registrations are accepted by the Registrar's Office only after the first day of classes of each academic term.

The extent to which an auditor participates in a course and the requirements for satisfactory performance must be specified by the instructor when approval is granted. Instructors are not obligated to grade any course work performed by the auditor. Courses taken for audit do not earn academic credit, do not apply toward any academic degree and do not count toward a student's full-time or part-time load for purposes of financial aid, loan deferments or visa status. Courses taken for audit are recorded on the student's permanent academic record as completed satisfactorily ("X"), completed unsatisfactorily ("UX"), or withdrawn ("W").

After the last day for adding classes with special permission, anyone who is registered as an auditor may not change the audit registration to a "for credit" status, i.e. a regular registration; likewise, a student registered for credit may not change to audit status. Deadlines associated with courses taken for credit and courses taken for audit are identical.

All individuals will be charged a non-refundable fee for audited courses. The current fee is published in the Schedule of Classes. Persons who have audited a course may petition to earn credit by proficiency examination; however, the charge for a proficiency examination for credit is based on the standard tuition structure determined by the Controller's Office with a credit granted for charges associated with auditing.

Transfer of Credit

For a coherent program, master's degree candidates should take all of their graduate coursework at one institution or consortium. Bradley will, however, accept 6 semester hours of transfer credit from another accredited institution, providing that (1) the grade in each graduate course offered for transfer is at least a B, and (2) the graduate coordinator recommends its acceptance to the dean of the Graduate School. In rare instances, and upon written approval of the dean of the Graduate School, more than 6 semester hours may be transferred; but in no instances will Bradley accept more than 12 semester hours of transfer credit. Grades of the courses transferred are not included in the calculation of the graduate grade point average. Students applying to have course credits transferred must submit an official transcript from the

other institution and a *Request to Transfer Graduate Credit* form to the Graduate School. This transcript will be kept in the student's graduate file.

Any graduate course completed elsewhere cannot be transferred if eight years pass between completion of the course and completion of the Bradley University graduate program. Regardless of transfer of courses into a graduate program, the five-year time limit for degree/certificate completion shall be retained.

In rare instances, courses beyond the eight-year limit may be considered for transfer upon the recommendation of the graduate coordinator and approval by the dean of the Graduate School. Please see the Time Limit for Degree/Certificate Completion policy in this Catalog. Courses taken between the spring and fall semesters will be considered as being taken during "summer." This includes Bradley courses taken during May three-week, May eight-week, Summer 1, and Summer 2 sessions. "Summer" will count as one semester in the determination of the age of the course.

Courses used to earn a graduate degree at Bradley or any other university may not be used as credit towards another graduate degree at Bradley.

Extension credit is acceptable for transfer if it is taken from an accredited institution and is approved by the procedures outlined above. Correspondence courses and equivalency credit by examination are not acceptable.

Age of Courses Eligible to Meet Prerequisite Requirements

Courses that serve as prerequisites for a degree or certificate program and that do not count directly toward graduate degree or certificate completion may be accepted to meet a prerequisite requirement provided they have been completed no longer than five years prior to the time the student begins his/her graduate program at Bradley University. Courses beyond the five-year limit may be accepted in rare cases at the discretion of the department with referral to the Graduate School and approval by the dean of the Graduate School.

Progression Toward Degree

1. Graduate Program of Study

Within the first semester of a degree seeking student's graduate coursework, a completed Program of Study form must be approved by the program graduate coordinator and dean of the Graduate School. The Program of Study form must identify all program requirements including requirements beyond those listed in the graduate catalog. Revisions to the Program of Study are initiated by submission by the student of a Change of Program of Study form. This must be approved by the program coordinator and dean of the Graduate School.

The dean of the Graduate School and the program

coordinator will use the Program of Study form to determine the student's qualifications for and progress toward completion of his or her master's degree.

2. Comprehensive Assessment

Each department offering a graduate program requires a comprehensive assessment of the student's total experience as it relates to fulfilling the objectives of the program of study. The department offering the program shall determine the form and content of the assessment. The type of comprehensive assessment should be specified in the student's Program of Study. The student is responsible for making arrangements with the program coordinator for completing the assessment. At least two weeks before the date on which the degree is to be conferred, the coordinator must report the quality of the assessment to the Graduate School as Pass, Pass with Distinction, or Fail. The results of the assessment, as reported by the coordinator, will be posted on the student's transcript.

Students who receive a Fail on the assessment will be given only one additional opportunity for reassessment. The time frame in which the reassessment will take place is determined by the program, but must be within the time limit prescribed for finishing the degree.

3. Thesis

Departments of the University govern the thesis option. Those students selecting this option must obtain information about thesis requirements from their graduate coordinator. The general format and procedures for thesis filing are available from the Graduate School or on the Web at bradley.edu/grad.

4. Application for Graduation

Students must apply for graduation either online using Webster or by submitting the printed Graduate Application for Graduation form to the Graduate School. The application must be submitted when the candidate is registering for his or her final semester of study. Students finishing during a summer session should make application at the beginning of the term in which they plan to complete their requirements. The Graduate Application for Graduation form can be found online at www.bradley.edu/grad/.

Applicants failing to complete all requirements for graduation in the semester for which they applied must reapply later.

5. Removal of Conditional Status

A student must be in academic good standing to graduate. The student also must have met all conditions placed on him or her by the department and have been approved for unconditional status.

6. Attendance at Commencement

A commencement convocation is held at the completion of the fall and spring semesters. Students are encouraged to attend.

Facilities and Services

Bradley University provides a comfortable setting designed for living and learning. A beautiful 85-acre campus contains both historic buildings and state-of-the-art learning centers. Surrounded by an historic residential district, the campus has restaurants, shops, and a super-market within walking distance.

Bradley continuously updates facilities to keep pace with new methods of teaching and learning. In recent years complete renovations have taken place in Olin Hall (science), Constance Hall (music), and Bradley Hall. In Fall 2008, the new state-of-the-art Markin Family Student Recreation Center will open, offering a swimming pool, exercise facilities, and practice space for intramural sports. It will serve as the social hub for student life on campus, house the Wellness Program, Counseling Services, the Health Center, and labs to support the Department of Nursing. A 600-space parking deck will also open this fall. Work has begun on the new Athletic Performance Center and the Puterbaugh Men's Basketball Practice Facility. The APC will be home court for women's basketball and volleyball and provide a spacious venue for concerts and other performances. Bradley recently launched a major capital campaign that will bring more renovations and new facilities to campus.

St. James Place, a student residential community, provides suite-style living for upperclass students and outdoor intramural facilities—Meinen Field. In addition to these playing fields, the university has lighted tennis courts on campus. A food court in Williams Hall offers a variety of dining options for all students seven days a week until 8 p.m.

Bradley University Bookstore

The Bradley Bookstore provides the books and supplies necessary for coursework at the university. A large selection of emblematic clothing and gifts, as well as medical, reference, and general reading books, are available at the bookstore. Any book not carried in stock can be special ordered. All students, faculty, and staff with a valid school ID may purchase academically priced software online at campusestore.com. For your convenience, greeting cards, snacks, and soda are also stocked at the bookstore.

Personal checks written for up to \$30 can be cashed for a small fee. Discover, Visa, MasterCard, or American Express cards or Quick Cash are accepted at the Bradley Bookstore. Barnes & Noble gift cards are also accepted and available for purchase to be used at any Barnes & Noble college bookstore or superstore.

Computing Services

Computing Services supports both the academic and administrative aspects of university computing. Computing Services supports campus-wide computer networks, connections to the Internet, and electronic mail. Bradley is a member of Internet2, which provides high-speed network access to more than 300 research-oriented universities, laboratories, and companies. In addition, Internet2 participation provides high-speed access to all major research networks in the United States, as well as access to the major international research networks.

Academic resources include a variety of computer systems and software used for instruction, research, and public service. Student workstations are located in the Cullom-Davis Library and many academic buildings. All residence hall rooms and St. James suites have network connections giving access to the campus network as well as the Internet. Students are encouraged to bring their own workstations with them to campus. There is no charge to access the campus data network or the Internet. HelpDesk services are available in the Reserves area of the Library.

Student e-mail accounts

E-mail and network access accounts are automatically established for every student at Bradley University. You will receive your account and password when you arrive on campus. *Bradley uses e-mail as an official means of communication with students, so you should check your account on a regular basis.*

Romeo B. Garrett Cultural Center

Located at 824 North Duryea Place (across from Williams Hall), the Garrett Center houses the office of Multicultural Student Services. Multicultural Student Services functions to meet the various needs of international students and

students of color. The Center serves as a meeting place for students and community groups as well as a place for social and cultural events. It also has a fully-equipped computer lab and small multicultural library. Named in honor of the late professor emeritus of sociology, Dr. Romeo B. Garrett, the Center is open every day during the regular academic year.

Center for Student Health Services

Student Health Services 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.

The Center's qualified staff of physicians, psychiatrist, counselors, and nurses is located in modern treatment offices in Heitz Hall. They provide a point-of-entry for all university students to receive health care both at the Center and in the Peoria community.

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. Visits are confidential and free for Bradley students.

The Center is open during the school year 8:00 a.m.-11:30 a.m. and 1:00-4:30 p.m., Monday-Friday. The Center is open limited hours during breaks and regular summer school sessions. Students are seen on an appointment basis. At times when the Health Center is closed, patients are referred to the after hours number, 677-3200, which connects to OSF St. Francis Phone Nurses Triage.

In addition to regular medical services, Health Services also offers special men's and women's clinics during the regular academic year.

All students are required to have a student health form on file at Health Services before registering. To avoid penalties and delays in registering, return the completed health form and then verify through Health Services that it has been received and is complete.

IMMUNIZATION REQUIREMENT: To comply with Illinois State law, all students registering for classes for the first time in a four-year college must show proof of proper immunization or titer showing immunity to measles, mumps, rubella, tetanus, and diphtheria.

Instructional Technology and Media Services (ITMS)

Instructional Technology and Media Services provides a diverse range of instructional media and production services in support of the academic and administrative needs of faculty, students, and staff. Primary services include: the Instructional Technology Assistance Center (ITAC); Blackboard course management system; technology training; AV equipment and staff assistance; Internet2/IP videoconferencing; digital graphic, photographic, video, and copy production services; and a variety of general media services.

Instructional Technology Assistance Center (ITAC)

Located within Instructional Technology and Media Services, ITAC provides instructional technology training and assistance to faculty, staff, and students as they apply technology to teaching and learning. Services available include application training, instructional design, production seminars, use of mediated facilities, and multimedia support. ITAC also administers and assists faculty in the creation of Web-enhanced supplemental and asynchronous course sites using Blackboard software.

Cullom-Davis Library

The Bradley University Library primarily serves the needs of the University's students and faculty. Its collection encompasses more than 1,304,000 items—including approximately 518,000 books, periodicals, and government documents, 788,000 microforms, and a variety of audiovisual resources, manuscripts, and archival materials. Major microform collections include the Educational Resources Information Center (ERIC) documents, Library of American Civilization, and Library of English Literature. The Library is a depository for both U.S. and Illinois government documents.

The Library's resources and services are housed in the Cullom-Davis Library, which was renovated and enlarged to 107,000 square feet (nearly double its previous size) in 1990. The facility provides seating for 1,000 students.

Among the facilities is the Virginius H. Chase Special Collections Center, established in 1979 in honor of a Peorian who became a widely recognized authority on the botany and natural history of Illinois; it houses and exhibits rare books, manuscripts, archival materials, and other resources that require special management, including the collections of the Peoria Historical Society and the Citizens to Preserve Jubilee College.

About 13,800 music scores, 10,000 recordings, and selected music reference materials are in the Music Resource Collection, which is located on the third floor.

As a participant in OCLC, a computerized bibliographic network, the Library and its clientele have ready access to millions of resources in over 6,000 libraries across the coun-

try and abroad. The Library also provides access to a wide variety of electronic journal indexes and abstracts and to many full text databases at no charge to Bradley students and faculty. Through the University's participation in the Alliance Library System, students and faculty may borrow materials from most other Peoria-area libraries. The Library is a member of CARLI (Consortia of Academic Research Libraries in Illinois), which provides an online catalog and circulation system that incorporates Bradley's holdings and those of most of the other academic libraries in Illinois.

Markin Family Student Recreation Center

A new 130,000-square-foot student recreation center will open in Fall 2008. The Markin Family Student Recreation will include four basketball courts for intramural and recreational games, a championship basketball court, a 1/8-mile running/walking track, climbing wall, juice bar, indoor pool, weight room, exercise rooms, and other amenities.

Safety and Security

Bradley University makes every attempt to provide a safe and secure campus.

The primary function of the University Police Department is to protect life and property within the University community. Its officers are commissioned by the State of Illinois, have full law enforcement powers on and off University property, and are graduates of the Police Training Institute. University Police are on duty 24 hours a day, 365 days a year; conduct foot, bike, and vehicular patrols of the campus and residence halls; and make crime prevention presentations to student groups. University Police also coordinate patrol and call responses with City of Peoria and Peoria County law enforcement agencies.

For the safety of anyone walking alone at night on campus or in the immediate neighborhood, Bradley police escorts can be requested from dusk until dawn for an area generally bounding local neighborhoods. This opportunity replaces the previous "student escort service" and may be modified after the first semester trial period.

Numerous clearly marked emergency telephones are located strategically on campus. All ring directly into a police dispatcher and automatically display the location of the caller so that help can be dispatched.

All residence halls have limited access, with some halls having all outside doors locked on a 24-hour basis and others having main doors unlocked during daytime hours. The residence hall lobby offices are staffed during the afternoon and evening and residence hall student security staff make rounds during the night.

Security-related concerns and campus crime information are reported to the campus community through the *Scout* student newspaper, the University's Web site, AUDIX campus-wide voice mail, and other media. The University

has also instituted a campus mass notification system using text messaging if circumstances warrant such. For more information, see bradley.edu/police.

Students may borrow from the University Police Department engraving equipment to mark valuables such as electronic equipment and bicycles. Literature on safety and security is also available.

A safe campus can be achieved only with the cooperation of the entire University community—students, faculty, staff, and visitors. For a copy of a brochure that includes crime prevention information as well as crime statistics for the campus and local neighborhood, contact University Relations at (309) 677-3164.

Robert H. Michel Student Center

The Student Center symbolizes the philosophy that makes this truly a "campus community center." The Center is the focus of many campus activities. The wide variety of facilities and varied programs make a significant contribution to campus life outside the classroom.

Facilities include: a ballroom, OutTakes convenience store, meeting rooms, pool table, television, browsing lounges, dining center, and Café Bradley featuring Blimpie's, Sunset Strips, Starbucks, and smoothies. In addition, meeting rooms with food service can accommodate 10 to 100 people, and the ballroom can accommodate up to 500 people for a banquet, dance, reception, or lecture.

Telecommunications

The Telecommunications Office operates a telephone switch and voice mail system for the campus. Technical staff support telephone equipment and information outlets in offices, residence hall rooms, and many public areas. Information outlets supply voice, data, and video services through connections to Internet2, AT&T, and other carriers' local and long distance networks. Persons calling campus phones may call direct by dialing (309) 677- or (309) 495- and a phone's four-digit extension.

WCBU FM 89.9

Operated by Bradley University, WCBU is the member-supported public radio service and National Public Radio (NPR) affiliate for central Illinois. WCBU's mission is to provide excellence in music and news programming with a local emphasis, while at the same time providing valuable professional experience for Bradley students.

WCBU provides a full 24-hour schedule of NPR news and information, local news, and classical music on WCBU 89.9 as well as WCBU2, a digital HD Radio service. Additional information and online streaming of both the main and digital channels can be found at the station web site, wcbufm.org.

Student Affairs

The Bradley environment provides opportunities for the deliberate and total development of its students and encompasses experiences beyond the classroom. The Division of Student Affairs is concerned with the whole student and believes that what students learn and experience influences their aspirations, development, and achievements.

Therefore, the Division of Student Affairs enhances students' educational experiences through the mobilization and coordination of resources of the University community in order to develop responsibility within students for growth and development.

The Division complements the academic experience through programming provided by the centers for Student Involvement, Student Development and Health Services, Student Support Services, and the Smith Career Center.

Center for Student Involvement

- Campus Recreation
- Multicultural Student Services and Romeo B. Garrett Cultural Center
- Off-Campus Student and Non-Traditional Student Services
- Parents' Weekend
- Student Organizations
- Student Activities
- Student Government
- Student Media

This Center provides a cohesive plan of programs, activities, events, and services designed to respond to the cultural, social, physical and recreational needs of all students enrolled at Bradley. Opportunities for leadership and group development and organization building are provided for students to learn new skills, broaden their abilities, and manage their organizational activities. Communication between faculty, administration, students, and staff will be encouraged as a means to promote a well-informed campus community regarding student activities and government.

Campus Recreation offers students opportunities to participate in a wide variety of sport and recreational activities. A diversified schedule of activities is maintained for the novice to the advanced competitor.

Multicultural Student Services and the Romeo B. Garrett Cultural Center foster a greater awareness of the multi-

cultural and international experience by responding to social, cultural, educational, and philosophical concerns. The Center serves as a meeting place for students and community groups as well as a place for social and cultural events.

Off-Campus and Non-Traditional Student Services helps coordinate services that are designed to meet the special needs of these students.

Student Activities organizes social life that includes concerts, dances, lectures, and special events such as Campus Carnival, homecoming, and a variety of student committees and programs. The office also registers student organizations and provides information and certain administrative services for more than 200 student groups.

Student government organizations provide leadership opportunities for students to participate in the governing process of the University, particularly as it relates to student concerns and welfare.

Student media, including the weekly newspaper *The Bradley Scout*, the literary publication *Broadside*, and the radio station WRBU, offer communication experiences and opportunities for interested students. All student media bearing the name of or sponsored by the University must be approved and supervised by the Communications Council.

Center for Student Development and Health Services

- Counseling
- Health Services
- Testing and Guidance
- Wellness Program

The Center for Student Development and Health Services offers assistance to students seeking information, services, or resources for their overall well being and development. The Center provides physical and emotional consulting and services to all Bradley University students. Through the Health and Counseling Center, the professional staff offers a holistic approach to student wellness. These services are available without additional expense to students.

Emotional counseling services are provided to aid in the total development of students and to enhance the success of their academic achievement. Services are provided by a psychiatrist and professional licensed counsel-

ors in a confidential and caring environment.

The Student Health Center provides primary physical care for injuries and short-term illnesses and advises students on medical matters. The physicians may also refer students who need more intensive, specialized medical assistance.

The Wellness Program offers information to students about drug and alcohol prevention, nutritional needs, and sexual awareness. The HEAT group is a peer education organization to inform students and promote healthy living on the campus.

The Center for Testing can assist students with assessments of their professional goals. Referrals to the appropriate departments may be made for further information about career and practicum opportunities.

Center for Residential Living and Leadership

- Lewis J. Burger Center for Student Leadership and Public Service
- Judicial System
- Fraternities and Sororities
- Residence Programs
- Residence Halls and Residence Hall Staff

The Center for Residential Living and Leadership is responsible for the general welfare of the residential hall students and members of fraternities and sororities at Bradley University, particularly as it concerns their outside class activities and living environment. This office interacts with all segments of the University, including students, faculty, administrators, parents, and the community. The responsibility of the student judicial system is to protect the rights of the University and the individual student through the University Standards of Conduct.

Smith Career Center

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. Innovative services respond to current trends and economic conditions affecting the job market and career opportunities. These include:

- individual career advisement
- job search preparation
- resume development and review
- cooperative education and internships
- career seminars
- job fairs
- graduate and professional school fair
- campus interviews with employers

Extensive web-based resources are available to help students learn more about career information, job availability, employer information, and networking. Through the Web site, students can use eRecruiting to post their resume, view job listings, and sign up for campus recruiting. Also available

are Interview Stream, Optimal Resumé, and Going Global.

Bradley University students must register with the Smith Career Center to obtain an eRecruiting Web account. Having an eRecruiting account allows registered users to submit resumes for the Web Resume Book, review Web job listings, and participate in campus interviews. Registration is restricted to currently enrolled Bradley University students.

Misrepresentation Policy

Pursuant to the *Bradley University Student Handbook, Standards of Conduct*, registrants with the Smith Career Center who misrepresent their credentials are in violation of the University's dishonesty policy. "Dishonesty, including the acquisition of honors, awards, certification or professional endorsements or grades by means of cheating, plagiarism, unauthorized use of a computer, or the University's computing resources, or falsification with respect to any examination, paper, project, application, recommendation, transcript, test, knowingly providing false information or failure to provide correct information, misrepresentation, aiding or abetting another person to do so, or by any other dishonest means whatsoever" (*Bradley University Student Handbook* 2008-2009; page 39, bradley.edu/student_handbook).

If any information provided in a registrant's eRecruiting account, resume, or other application materials/activities is found to be inaccurate, disciplinary action through the Smith Career Center and/or the University's judicial system may be taken. Examples of misrepresentation, as they apply to the Smith Career Center, would include falsifying information provided during an interview, at a career fair, in a written resume or cover letter, and in eRecruiting profiles, resume books, and uploaded resumes.

The following process and sanctions would occur if a registrant were found to be in violation of the aforementioned policy:

Process for Reviewing Probable Misrepresentation

1. The registrant will meet with the Associate Director for Employer Relations.
2. The Associate Director for Employer Relations will determine if the case is referred to the Smith Career Center Review Board.
3. The Smith Career Center Review Board will determine if sanctions will be imposed by the Smith Career Center and/or if the case should be referred to the Student Judicial System.
4. The Executive Director of the Smith Career Center will notify the registrant regarding the final decision.

Sanctions

1. The registrant will be suspended immediately from the eRecruiting database.
2. The Smith Career Center Review Board will determine how long the registrant will be suspended from eRecruiting and reserves the right to suspend a registrant for up to one academic year.

3. The registrant may be referred to the Bradley University Student Judicial System. Decisions made by the Smith Career Center are separate from any rulings and possible actions from the Student Judicial System.

Appeals of the Smith Career Center Review Board

Written appeals may be submitted to the Executive Director of the Smith Career Center within five (5) business days of the decision.

Campus Interview Cancellation/No Show Policy

Cancellations: If you *must* cancel a scheduled campus interview with an employer visiting Bradley University, the deadline for doing so is *24 hours prior* (8:00-5:00 Monday-Friday) to the interview. You are responsible for contacting the Smith Career Center's receptionist at 677-2510 and requesting that your name be removed from a schedule. *Failure to cancel your interview 24 hours prior to the interview will result in the interview being classified as a "no show."*

No Show: A "no show" is defined as a missed scheduled interview where the student does not appear for a scheduled interview and has not notified or given sufficient cancellation notification (as defined above) to the Smith Career Center prior to the interview.

Campus interviews are an important service provided by the Smith Career Center. Failure to follow interview cancellation procedures means an opportunity denied to other students who could have taken advantage of an interview on a campus interview schedule. It also means time and money lost to the employer and a less favorable view of Bradley University and its candidates.

Sanctions: If you violate the interview cancellation policy above—*regardless of the reason* (including illness, emergencies, etc.)—your eRecruiting account will be *immediately deactivated* and you will be required to meet with a Smith Career Center professional staff member within five (5) working days subsequent to the missed interview. You will also be required to submit a ready-to-mail letter of apology to the employer. The letter of apology is to be given to the Smith Career Center's receptionist within three (3) working days from meeting with a Smith Career Center professional staff member. Upon receipt of the letter of apology, your eRecruiting account will be re-activated. If you fail to meet with a professional staff member *and* submit a written letter of apology *and/or* violate the interview cancellation policy more than once, your eRecruiting account will remain inactive and your interview privileges will be revoked indefinitely by the Smith Career Center. (Note: *This policy also applies to After Job Fair and practice interviews.*)

Cooperative Education/ Internship Program

Graduate students may gain career-related work experience by participating in Bradley's Cooperative Education/

Internship Program, which is administered through the Marjorie and Bill Springer Center for Excellence in Internships in the Smith Career Center. Cooperative education/internship experiences are related to students' academic and career interests and provide opportunities for professional development that integrate classroom theory with supervised work experience. Students have a choice of two 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. Both options correspond with the academic calendar.

While on a full-time cooperative education/internship 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 if they are registered for a credit or noncredit course at the university. Also while on full-time assignment, students may register for additional hours of classroom study upon departmental approval.

Newly admitted graduate students must be unconditionally admitted to a degree-seeking program in order to qualify, and continuing students must have at least a 3.0 grade point average in graduate courses. Graduate students do not receive graduate credit for cooperative education/internship experience; graduate assistantships do not count as cooperative education/internship experience.

In order to be referred to an employer or participate in a cooperative education/internship work assignment, students must be attending Bradley University. They also must be either registered for a minimum of three hours of non-cooperative education/internship credit or be on a full-time cooperative education/internship assignment. A work assignment will not be approved retroactively. Although every effort is made to assist students in obtaining a cooperative education/internship position, no student is guaranteed referral or placement.

See additional information on the Cooperative Education/Internship Program under "Financial Assistance."

Center for Student Support Services

The Center for Student Support Services is the major link between academic and student affairs to improve student retention through positive communications and relationships with students, faculty, and staff at Bradley University. The Center offers academic support services to assist students in their academic goals. The Office for Student Accessibility arranges for reasonable and appropriate accommodations for students with physical limitations. Students with medical emergencies can ask their physician to notify the university by contacting the executive director at (309) 677-3658. The Center for Learning Assistance provides accommodations for students with documented learning disabilities.