

BRADLEY

U N I V E R S I T Y

1997–1999
Graduate Catalog

Please see table of contents on page 3.

Directory for Bradley University Contacts

Main campus number: (309) 676-7611
Main campus address: Bradley University,
 Peoria, IL 61625
World Wide Web: www.bradley.edu

Graduate School, 677-2264
 118 Bradley Hall

Registrar's Office, 677-3101
 11 Swords Hall

Controller's Office, 677-3120
 103 Swords Hall

Financial Assistance Office, 677-3089
 Swords Hall

Multicultural Student Services Office, 677-2646
 Garrett Center

Center for Wellness and Counseling, 677-2408
 133 Bradley Hall

Bookstore, 677-2320

Computing Services Hotline, 677-2964

Cullom-Davis Library
 Circulation, 677-2825
 Document Delivery, 677-3550
 Hours Open, 677-2824
 Interlibrary Loan, 677-2824
 Reference, 677-3502
 Renewals, 677-2826
 Reserves, 677-3315

Bradley University is nondiscriminatory in its admission policy with regard to race, color, religion, gender, disability, place of national origin, veteran status, or other factors prohibited by law.

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About Peoria

Peoria, Illinois, is a metropolitan area of 300,000 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.

Prospects look bright for the Peoria area. The downtown business district has been revitalized with development projects including the \$60-million Civic Center complex and the 30-story Twin Towers complex containing a shopping mall, offices, and condominiums.

Peoria is proud to be home to Bradley University and joins in welcoming you to your graduate school experience.

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Academic Calendar

The Academic calendars are subject to revision. Students should refer to the most recent Academic Handbook for important dates each semester.

1997-98

FIRST SEMESTER

August 18, Monday

August 23, Saturday
August 27, Wednesday
October 11, Saturday
October 15, Wednesday

November 26, Wednesday

December 1, Monday

December 9, Tuesday
December 10, Wednesday
December 11, Thursday
December 17, Wednesday
December 20, Saturday

JANUARY INTERIM

January 5, Monday

January 19, Monday

SECOND SEMESTER

January 12, Monday

January 18, Sunday
January 21, Wednesday
March 14, Saturday
March 23, Monday

May 5, Tuesday
May 6, Wednesday
May 7, Thursday
May 13, Wednesday
May 16, Saturday

SUMMER SESSIONS

May 18, Monday

(No classes on Memorial Day holiday)

June 5, Friday

June 9, Tuesday

July 10, Friday
July 14, Tuesday

August 14, Friday

Reporting date for faculty
Residence halls open
Classes begin
Fall Recess Begins
Classes resume – 8:00 a.m.
Thanksgiving Recess begins
Classes resume – 8:00 a.m.
Last day of classes
Study Day
Final Examinations begin
Final Examinations end
Commencement

First day of classes
Classes meet
Monday-Saturday
Final Examinations

Reporting date for new faculty
Residence halls open
Classes begin
Spring Recess begins
Classes resume – 8:00 a.m.
Last day of classes
Study Day
Final Examinations begin
Final Examinations end
Commencement

Three-week Interim classes begin
Three-week Interim ends
First Session classes begin
First Session ends
Second Session classes begin
Second Session ends

1998-99

FIRST SEMESTER

August 17, Monday

August 22, Saturday
August 26, Wednesday
October 10, Saturday
October 14, Wednesday

November 25, Wednesday

November 30, Monday

December 8, Tuesday
December 9, Wednesday
December 10, Thursday
December 16, Wednesday
December 19, Saturday

JANUARY INTERIM

January 4, Monday

January 18, Monday

SECOND SEMESTER

January 11, Monday

January 17, Sunday
January 20, Wednesday
March 13, Saturday
March 22, Monday

May 4, Tuesday
May 5, Wednesday
May 6, Thursday
May 12, Wednesday
May 15, Saturday

SUMMER SESSIONS

May 17, Monday

(No classes on Memorial Day holiday)

June 4, Friday

June 8, Tuesday

July 9, Friday

July 13, Tuesday

August 13, Friday

Reporting date for faculty
Residence halls open
Classes begin
Fall Recess begins
Classes resume – 8:00 a.m.
Thanksgiving Recess begins
Classes resume – 8:00 a.m.
Last day of classes
Study Day
Final Examinations begin
Final Examinations end
Commencement

First day of classes
Classes meet
Monday-Saturday
Final Examinations

Reporting date for new faculty
Residence halls open
Classes begin
Spring Recess begins
Classes resume – 8:00 a.m.
Last day of classes
Study Day
Final Examinations begin
Final Examinations end
Commencement

Three-week Interim classes begin
Three-week Interim ends
First Session classes begin
First Session ends
Second Session classes begin
Second Session ends

1999-2000

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 – 8:00 a.m.
November 24, Wednesday	Thanksgiving Recess begins
November 29, Monday	Classes resume – 8:00 a.m.
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 11, Saturday	Spring Recess begins
March 20, Monday	Classes resume – 8:00 a.m.
May 2, Tuesday	Last day of classes
May 3, Wednesday	Study Day
May 4, Thursday	Final Examinations begin
May 10, Wednesday	Final Examinations end
May 13, Saturday	Commencement

SUMMER SESSIONS

May 15, Monday	Three-week Interim Classes begin
(No classes on Memorial Day holiday, May 29)	
June 2, Friday	Three-week Interim ends
June 5, Monday	First Session classes begin
(No classes on Tuesday, July 4)	
July 7, Friday	First Session ends
July 11, Tuesday	Second Session classes begin
August 11, Friday	Second Session ends

Bradley University and Its Mission

The Mission

Bradley University is committed to excellence in teaching and learning. At Bradley, students, faculty and staff unite to create a dynamic academic community of the highest quality committed to the exploration of what is known and the discovery of what is not.

Our Core Commitments

Lydia Moss Bradley founded the University in 1897 with the goal of preparing students to lead productive and useful lives.

The academic community at Bradley University, in achieving that goal, is founded on and embodies many values. At both the undergraduate and graduate levels, among the most important of these is our belief in free and open inquiry and the inherent worth of the individual. Knowledge can only be expanded and truth discovered where members of the academic community are free to pursue their inquiries wherever evidence and argument lead them and to discuss the results of that pursuit. Further, that pursuit is most effective where the individual is respected and responsible, where each person is the object and source of humane and civil behavior.

We believe students learn best and grow the most when they receive individual attention and when they have available a broad range of academic programs and co-curricular activities of the highest quality in a culturally rich and diverse environment. We are committed, in consequence, to remaining a medium-sized comprehensive university that offers academic breadth and depth and opportunities for both the intellectual and personal development of students, providing for them the very best formal and informal opportunities to learn about themselves and the world.

We believe that the most successful professional education and the most broadening liberal education are profoundly intertwined. Our students must be prepared to learn throughout their lives, launch and sustain careers, be effective citizens, and lead rich, fulfilling personal lives in a global and multicultural society. They must, therefore, have the advantage of curricula that develop fully the relationship between the personal and professional and between general competencies and special expertise. They must master both the theoretic and the applied, developing practical skills in combination with conceptual and analytic

abilities. Just as importantly, students must have the advantage of academic and living experiences that enlarge their affective and aesthetic lives, their moral and ethical natures, and their capacity to function in and contribute to our global community.

We believe that an enterprise flourishes when all members participate and feel ownership. Therefore, we are committed to an evaluation and reward structure that facilitates and maintains the development of a dynamic learning community.

Accreditation

Bradley University is accredited as a master's-level degree-granting institution by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Bradley's professional accreditation for undergraduate colleges and departments and selected graduate programs includes the following:

- American Assembly of Collegiate Schools of Business
- American Council for Construction Education
- National League for Nursing
- National Association of Schools of Art and Design
- National Association of Schools of Music
- American Chemical Society
- National Council for Accreditation of Teacher Education
- American Dietetic Association (didactic program approval)
- Council for Accreditation of Counseling and Related Educational Programs
- Council on Accreditation of Nurse Anesthesia Educational Programs
- Commission on Accreditation in Physical Therapy Education (undergraduate)

Founding of Bradley

The institution now known as Bradley University was founded in Peoria, Illinois, in 1897 by Lydia Moss Bradley in memory of her husband Tobias and their six children.

The Bradleys had amassed a fortune of about \$500,000 through successful dealings in real estate, railroads, a distillery, flour mill, sawmill, the Peoria Pottery Company, and other enterprises. After Tobias' death in 1867, Lydia Bradley proved to be wise in business dealings, and through real estate and farm investment her holdings grew to more than two million dollars. She was a generous philanthropist, supporting the Universalist Church, Children's Home, Bradley Home for Aged Women, and Bradley Hospital (now Saint Francis Medical Center), and donating 130 acres of land for the Peoria Park District.

The Bradleys had discussed establishing an orphanage in memory of their deceased children. After some study and travel to various institutions, Mrs. Bradley decided instead to found a school where young people could learn how to do practical things to prepare them for living in the modern world. As a first step toward her goal, 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 introduced to Dr. William Rainey Harper, president of the University of Chicago. He soon convinced her to move ahead with her plans and establish the school during her lifetime. Bradley Polytechnic Institute was chartered on November 13, 1896. Mrs. Bradley provided seventeen and a half acres of land, \$170,000 for buildings, equipment, and a library, and \$30,000 per year for operating expenses.

Contracts for Bradley Hall and Horology Hall (now Westlake) were awarded in April and work moved ahead quickly. Fourteen faculty and 150 students began classes in Bradley Hall on October 4—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 Cora Unland.

The Institute was originally organized as a four-year academy (similar to a high school) and a two-year college. By 1899 there were 400 pupils, and instruction was offered in biology, chemistry, food work, sewing, English, German and French, history, Latin and Greek, manual arts, drawing, mathematics, and physics. Pleased with its progress, that year 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. She died on January 16, 1908.

The Institute continued to grow and develop to meet the educational needs of the region. Its facilities were in great demand during World War I to train automobile and tractor mechanics. In 1920 the Institute dropped the academy and adopted a four-year college program. Enrollment boomed when servicemen returned from World War II, and in 1946 the Graduate School was established and the name was changed to Bradley University.

THE GRADUATE SCHOOL

Ahmad Fakheri, Ph.D.
Acting Associate Provost and Dean of the
Graduate School

Director of Graduate Admissions

Director, Research and Sponsored Programs

Demetrice Worley, Ph.D.

Director, Teaching Excellence Programs

Bradley University

Bradley University is located on a 65-acre campus in Peoria, central Illinois' largest metropolitan area and one of the world's most productive agricultural and industrial regions. The University community consists of approximately 5,100 undergraduate and 900 graduate students pursuing their education and building their personal and professional lives. The students are aided in their effort by dedicated faculty, administration, and professional support staff.

The University's up-to-date learning facilities enhance opportunities for highly motivated students to interact with distinguished, full-time faculty members. Men and women pursuing a graduate education learn best when they are challenged by well-qualified teachers, directed into exciting programs, surrounded by colleagues, critics, and challenging adversaries, and absorbed in studies that respond to their own motivation to grow in self-knowledge, understanding, and skill.

Bradley's distinctiveness is closely linked to its independence. This independence allows the University to modify its educational programs to meet the current and future demands of society while maintaining strengths in those areas that have long been associated with a distinctive university education. As a private university, Bradley remains free to determine how best to serve the needs of its students, community, region, and the nation.

As a medium-sized, co-educational institution, Bradley must have individual learning and effective teaching as its highest priorities. Research and creative activity, however, are also priorities of the University. Bradley faculty members have earned national and international reputations in their fields. Throughout the University, undergraduate and graduate students have the opportunity to work with faculty members on research projects. These activities complement and reinforce Bradley's emphasis on quality instruction.

Bradley is a distinctive institution of higher education that is successful at achieving a balance between large and small, diversity and specialization, and theory and practice.

Campus Visits

Persons considering graduate study who are interested in having a tour of the campus should contact the Graduate School office.

Degrees

Bradley University offers the following graduate degrees:

Foster College of Business Administration

Business Administration

M.B.A.

Accounting

M.S.A.

Slane College of Communications and Fine Arts

Ceramics

M.A. and M.F.A.

Painting

M.A. and M.F.A.

Photography

M.A. and M.F.A.

Printmaking

M.A. and M.F.A.

Sculpture

M.A. and M.F.A.

College of Education and Health Sciences

Nursing Administration	M.S.N.
Nurse Administered Anesthesia	M.S.N.
Counseling	M.A.
Curriculum and Instruction	M.A.
Leadership in Educational Administration	M.A.
Leadership in Human Service Administration	M.A.
Learning Disabilities	M.A.

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

Off Campus Credit and Degree Programs

In addition to the courses offered on Bradley's campus, the University also offers selected graduate courses and degrees at off-campus sites throughout Central Illinois and via videotape and compressed video including:

- the graduate degree in electrical engineering
- the graduate degree in mechanical engineering
- graduate courses in economics, educational leadership, industrial engineering, mathematics, and nursing.

In cooperation with area businesses, the Division of Continuing Education and Professional Development also coordinates the delivery of graduate level courses offered on a contract basis to individual companies. Credit courses offered on a contract basis can be delivered directly on site at company locations, or these courses can be offered on campus with registration open only to company employees.

For more information about off-campus courses or degrees, or contract credit programs, contact the Division of Continuing Education and Professional Development in Heitz Hall, (309) 677-2374.

General Admission Information

Eligibility

(see also: *Admission Requirements*)

Graduate study is open to any student who holds at least a bachelor's degree from an accredited college or university and to certain qualified Bradley seniors (see Categories of Admission below). Students who have already received a master's degree from Bradley must reapply for admission if they wish to take further course work.

Non-Accredited Institutions

A student who has earned a bachelor's degree from a college or university which is not fully accredited may be admitted on a conditional basis (see below) if the following stipulations are fulfilled: (1) the student's undergraduate grade average is B or above; (2) credits of the school from which the student graduated are fully accepted by that school's principal state university; (3) additional work (if any) needed to meet Bradley's baccalaureate requirements is completed here or at another accredited school; and (4) the student earns As or Bs in the first 12 semester hours of courses at the advanced undergraduate or beginning graduate level at Bradley University.

Categories of Admission

1. **Unconditional.** This classification denotes a graduate student who is admitted to a degree program. At the undergraduate level the student must have achieved an overall gradepoint average on a 4.0 scale of at least 2.50 (halfway between B and C), and an average of not less than 2.75 (B-) in courses considered to be in the student's major area of study.
2. **Conditional.** This status may be given if the student's overall undergraduate gradepoint average is below that required for unconditional admission (2.50 overall and 2.75 in the major area of study). It may also be given if the student's scores on standardized tests fall below the requirement in the discipline; if the student does not have sufficient undergraduate preparation; or in fine arts

performance areas, if, in the judgment of the faculty, the quality of work is not totally acceptable. If undergraduate deficiencies are a cause of conditional admission, the faculty in the discipline shall specify the activities which will remove the deficiencies.

The student must obtain the Removal of Conditional Status Form and return it to the Graduate School. Students who are admitted conditionally will not be considered for scholarships or assistantships until the conditions of their admission are met and a "Removal of Conditional Admission Status" form has been submitted and approved. Conditional status must be removed prior to graduation.

3. **Graduate Student-at-Large.** This admission status is for a student who has a bachelor's degree from an accredited institution, wishes to register for graduate or undergraduate courses, and is not currently seeking a graduate degree from Bradley University. Graduate students-at-large do not qualify for scholarships or assistantships.

At the time of application or during the first semester of enrollment, a graduate student-at-large must provide official transcripts as evidence of having earned a bachelor's degree. The student may enroll in any graduate courses for which he or she has met the prerequisites. Students who enroll in courses for which they are not qualified will be asked to withdraw.

Admission as a graduate student-at-large does not constitute admission to a degree program. Should the student later 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 advisor.

4. **Bradley Undergraduate Students.** Bradley seniors of superior academic standing 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 if approved by both the undergraduate dean and the graduate advisor. However, a senior may not take more than 15 hours of graduate work prior to completing baccalaureate requirements. If admitted, the student registers as a senior. Eligible seniors who desire graduate credit must submit the "Application for Graduate Credit for a Senior" form to the dean of the Graduate School. Forms may be obtained from the Graduate School Office, Bradley Hall, Room 118.

Former Students

Students who have received an undergraduate or graduate degree from Bradley must reapply if they wish to take further course work.

Admission Requirements

Degree-seeking students must submit the following materials and an "Application for Graduate School" (including an application fee) before being considered for admission.

Transcripts

All applicants for degree programs must have two official transcripts of all undergraduate and all graduate credits from other institutions sent to the Graduate School, Bradley University, Peoria, IL 61625.

Recommendations

Applicants for admission must have two letters of recommendation sent directly to the dean of the Graduate School from individuals who can comment on their potential to perform well in a graduate program. The department of nursing requires three recommendations: from an immediate supervisor, a faculty member, and a professional associate.

Entrance Examinations

Certain programs require graduate examinations before admission. Official score reports should be sent to the Graduate School if applicable:

Business Administration and Accounting:

Graduate Management Admission Test (GMAT)

Education (all fields): Miller Analogies Test (MAT) or Graduate Record Examination (GRE) general test.

Electrical Engineering: Graduate Record Examination (GRE) (for students from non-ABET-accredited schools) general test or new test #2 when available.

Nursing: Graduate Record Examination (GRE) general test only; OR Miller Analogies Test (MAT)

Information about the GMAT, GRE, and TOEFL may be obtained from the Educational Testing Service, Box 955, Princeton, N.J., 08540; the Bradley Center for Orientation, Testing and Advisement, Bradley Hall 133; or the Graduate School. Information regarding the MAT may be obtained from the Graduate School, 118 Bradley Hall, (309) 677-2371.

Some departments have additional requirements. Be certain to check individual programs for admission requirements.

International Students

International students are those who are not citizens or permanent residents of the United States.

In addition to the admission requirements stated above, international students should review the following information.

Any applicant whose native language is not English is required to submit the results of the Test of English as a Foreign Language (TOEFL). A minimum aggregate TOEFL score of 500 is necessary for admission to the Graduate School. Some departments have higher

minimum requirements. Further information on the TOEFL exam can be obtained by contacting the nearest U.S. embassy, consulate, or U.S. Information Agency, or by writing directly to the Educational Testing Service (ETS), Box 899, Princeton, N.J., 08540, U.S.A. Students who have previously studied in the United States should contact the Graduate School Office to determine whether the TOEFL is required.

International applications must be accompanied by proof of financial support. This proof of support shows that the applicant has the necessary funds or that a sponsor is willing to pay the applicant's tuition and living expenses during his/her stay at Bradley University. The Declaration of Finances form, which is provided with international application materials, should be used for this purpose. Other acceptable documentation would include an official bank document that shows account balances. Documents that show a balance in non-U.S. denominations should reflect both the current exchange rate and the equivalency of financial support in United States dollars. Documentation from a source other than the applicant must be accompanied by a letter of support.

Permanent Residents

Applicants who are permanent residents must submit proof of their status along with their application. Contact the Graduate School Office for more information.

Interruption of Studies

Degree-seeking students who are working toward a master's degree but have not enrolled for one or more semesters must contact the Graduate School Office for reinstatement. Non-degree-seeking students who have not enrolled for one or more sessions must contact the Graduate School Office for a graduate student-at-large application.

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

Registration

Calendar of Course Offerings

Bradley University's academic calendar consists of two fifteen-week semesters (fall and spring). There is a three-week summer 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). There is another three-week interim in January between the fall and spring semesters. (See academic calendar.)

Course Schedules/Academic Handbooks

Bradley's Academic Handbook lists specific registration information on the courses to be offered on campus for the fall and spring semesters. It is available to graduate students in the Graduate School Office, 118 Bradley Hall, in late October for the spring

semester and in late April for the fall semester. Summer school and interim schedules are also available to graduate students in the Graduate School office at least two months prior to the beginning of these sessions.

Application and Registration Deadlines

Entering degree-seeking students must apply to a degree program early enough to allow time for an appropriate decision to be made on their status. This process ordinarily requires four to six weeks, if required application materials arrive in a timely manner. Some departments have specified deadlines. Be certain to check individual programs for deadline information. Applicants for assistantships should apply even earlier; March 1 is the deadline for priority consideration for fall assistantships and scholarships. October 1 is the deadline for priority consideration for spring assistantships and scholarships.

A student with a bachelor's degree who wishes to take 500- or 600-level courses without entering a degree program may register as a graduate student-at-large as late as the last day of registration, providing the student presents evidence of preparation for the courses for which he or she wishes to enroll.

Telephone Registration

Bradley University uses a touch-tone telephone registration system. Using their Bradley ID number and a Bradley Registration Number (BRN) assigned upon admission, students may register by calling the system and entering the appropriate codes using any touch-tone telephone – local or long distance. Instructions for telephone registration are included in the academic handbook each semester.

Graduate students who have not enrolled for one or more semesters must notify the Graduate School of their intent to be reinstated before they can use the telephone registration system.

Schedule Change After Registration

Once a student has registered, changes to that schedule (additions and deletions) may be made by using the touch-tone telephone system. Instructions are outlined in the Academic Handbook.

For all schedule changes after the deadlines for touch-tone telephone registration, students must obtain the Change of Registration Form from the student's advisor and follow the procedures outlined below.

To add a class(es), the signatures of the graduate advisor (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 by the telephone up until the last day for dropping classes outlined in the Academic Handbook. For dropping classes after the drop date, the Change of Registration Form must be used and signed by the dean of the Graduate School.

Complete withdrawals cannot be done at any time through the touch-tone telephone procedure. All complete withdrawals must use the Change of Registration Form.

Admission to Interim and Summer School

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

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

Any non-degree-seeking student who has previously enrolled as a graduate student-at-large must complete another graduate student-at-large application for admission. Forms are available in the Graduate School Office, 118 Bradley Hall.

Fees and Expenses

Application Fee

A nonrefundable fee of \$35.00 must accompany the application for admission to the graduate degree program. This fee is not waived for applicants who earned their bachelor's degrees from Bradley.

Graduate students-at-large and 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.

1997-98 Tuition

Tuition for the 1997-98 academic year is as follows:

Part-time students (7 hours or fewer)

\$342.00 per semester hour

Part-time students (under 12 hours, more than 7)

\$425.00 per semester hour

Full-time students (12 to 16 hours)

\$6,305.00 per semester

Tuition rates are subject to change for 1998-99 and subsequent academic years. Current tuition and fees are published each semester in the academic handbook which contains the course schedules.

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 \$182.00 per semester hour for the 1997-98 academic year.

Senior citizens (individuals 62 or older) may take classes at the rate of \$10.00 per semester hour. Enrollment is subject to availability of classroom space.

Tuition and any fees must be paid by the deadline and in accordance with the instructions found in the current academic handbook. 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, 103 Swords Hall, (309) 677-3120.

Interim and Summer Sessions

See the Summer Sessions and January Interim bulletins for specific details concerning payment.

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 academic handbook (or Summer Session or January Interim bulletin).

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. Students requiring assistance with housing should contact the Director of Housing, Sisson Hall, Bradley University, Peoria, IL 61625.

Other Fees

Health Fee

All students registering for 7 or more hours will be assessed a \$15.00 health fee at the time of registration.

Vehicle Registration

The fee for automobile registration is \$50.00 for the academic year; \$25.00 for second semester only and \$10.00 for summer session. These fees are not refundable.

Thesis Binding Fee

Graduate students required to write a thesis must pay a fee of \$12.00 per copy (three copies required) for thesis binding and handling. This fee must be paid to the Controller's Office prior to submitting the completed thesis to the Graduate School Office. The thesis must be signed by the advisor and stamped by the Controller's Office showing that the fee has been paid.

Cap, Gown, and Hood Rentals

Graduate students electing to participate in graduation ceremonies must pay \$32.85 (subject to change) at the Graduate School Office for cap, gown, and hood rental. 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 Application for Graduation form with the Graduate School Office. There is a \$5.00 late fee assessed for orders made after the indicated deadline.

Financial Assistance

The Graduate School awards financial assistance on a competitive basis to qualified new and continuing students based on a variety of factors, including academic excellence, financial need, and availability of funds. All necessary application forms are available through the Graduate School. Students who are admitted to graduate programs on a conditional basis will not be considered for scholarships or assistantships until the conditions of their admission are met and a Removal of Conditional Admission Status form has been submitted and approved.

Assistantships

Full- and part-time graduate assistantships are available in most department that offer graduate work and also in certain administrative areas. Assistantships for research, teaching, and other academic activities are awarded annually on a competitive basis, with scholastic ability and evidence of special qualifications being the most important criteria. Full-time graduate assistants are required to work 20 hours each week for the assigned department. In return, graduate assistants receive a stipend commensurate with the full-time nature of their work assignments in the department. Students qualifying for full-time assistantships also qualify for tuition scholarships for 100% of actual tuition costs. Part-time graduate assistants are required to work 10 hours each week for the assigned department and receive 50% of the full-time stipend. Students qualifying for part-time assistantships qualify for tuition scholarships for 50% of actual tuition costs.

Minimum requirements:

1. Unconditional admission to a graduate degree program.
2. Approval by the department chair, the dean of the appropriate college, and the dean of the Graduate School.
3. For international students only:
 - a. TOEFL score of at least 550 and an overall undergraduate gradepoint average of 3.5 on a 4.0 scale OR
 - b. an overall graduate gradepoint average of at least 3.0 after completion of 12 semester hours of graduate study at Bradley or at another accredited U.S. institution.

Renewal requirements:

1. Submit the Graduate School Application for Financial Assistance by March 1 for the fall semester, and by October 1 for the spring semester.
2. Complete at least 6 hours (for a full-time assistantship) or 3 hours (for a part-time assistantship) of course work each semester.
3. Maintain a minimum 3.0 gradepoint average.
4. Receive a positive recommendation from an assistantship advisor.

Scholarships

Scholarships are financial awards based on a student's academic achievement or financial need and do not require any repayment (in money or service) to the University. Scholarships may cover up to 50% of tuition costs for up to 9 semester hours of course work taken each semester in a student's graduate degree program. All graduate scholarships are awarded on a competitive basis.

Academic Excellence Scholarships

Minimum requirements:

1. Unconditional admission to a graduate degree program.
2. Overall undergraduate gradepoint average of at least 3.5 on a 4.0 scale.
For international students only: TOEFL score of at least 550 OR
 - a. Removal of conditional admission status.
 - b. Overall graduate gradepoint average of at least 3.5 in 12 semester hours of graduate study at Bradley or at another accredited U.S. institution.

Renewal requirements:

1. Submit the Graduate School Application for Financial Assistance by March 1 for the May interims, summer sessions, and fall semester, and by October 1 for the January Interim and spring semester.
2. Maintain a 3.5 gradepoint average.

Minority Scholarships

Special scholarships for minority students are available. For more information, contact the Graduate School.

Other Scholarships

Illinois Consortium for Educational Opportunity (ICEOP): This scholarship of up to \$10,000 annually (a maximum of \$20,000 total for master's degree students) 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 118 Bradley Hall or 677-2371.

Need-Based Grants

Minimum requirements:

1. Enrollment in 9 semester hours or less.
2. Unconditional admission to a graduate degree program.
3. Cumulative gradepoint average of at least 3.0.
4. Demonstrate financial need through submission of the Free Application for Federal Student Aid (FAFSA).

Renewal requirements:

1. Submit the Graduate School Application for Financial Assistance by March 1 for the May interims, summer sessions, fall term, and January Interim, and by October 1 for the spring semester.
2. Maintain a gradepoint average of at least 3.0.

Loans

Federal Direct Student Loans: Graduate students, both full- and part-time, are eligible to borrow up to \$8,500.00 each academic year under this program. For additional information contact Bradley's Loan Coordinator, Financial Assistance Office, Swords Hall, (309) 677-3089.

Unsubsidized Stafford Federal Direct Loans: This loan program offers long-term educational loans to qualified graduate students. Students are eligible to borrow up to \$10,000.00 each academic year. For additional information contact Bradley's Loan Coordinator, Financial Assistance Office, Swords Hall, (309) 677-3089.

USX Loans: The USX Foundation makes loans available to full-time students studying in the fields of business, computer science, and engineering. Loans may not exceed \$2000.00 in an academic year and are made at an annual rate of 7%. For additional information contact the Graduate School Office.

Deferred Payment Plan

The University offers a Deferred Payment Plan that requires payment at registration of one-half of the total tuition due. This payment may be made in the form of financial aid, cash or check, credit card, or a combination. The balance is payable in three equal installments beginning approximately one month after registration. Effective interest charges equate to 12 percent per year.

A late fee of \$2.00 per day is assessed for each payment not received by the date stipulated on the deferred payment agreement. For further information contact the Controller's Office, 103 Swords Hall, Bradley University, Peoria, IL 61625; (309) 677-3120.

Employees who work for employers who pay 100% of their tuition costs contingent upon successful course completion are 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 30th day after the end of the semester. A \$20 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.

Cooperative Education/ Internship Program

Graduate students may participate in Bradley's Cooperative Education/Internship Program, which effectively integrates classroom theory with paid, supervised work experience related to the student's academic and career interests. Students can choose from one of two Co-op/Intern models to follow. The traditional Full Time Alternating model is based on alternating periods of full-time study and full-time paid work which corresponds to the academic calendar. The part-time option involves local employers and allows students to attend classes while working part-time.

Newly admitted graduate students must be unconditionally admitted to a degree program in order to qualify for Co-op, and continuing students must have at least a 3.0 gradepoint average in graduate courses. Graduate students do not receive academic credit for Co-op/internship experiences, and graduate assistantships do not count as Co-op/internship experience.

For further information contact the Smith Career Center.

Academic Regulations

Course Numbering System and Requirements

Graduate courses are numbered 500 to 699, and only these courses 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.

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.

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 to 15 semester hours of course work during a semester of the regular academic year; the maximum permitted is 16 semester hours. Full-time graduate assistants may not enroll in more than 12 semester hours nor work more than 20 hours each week without written permission of their graduate advisor and the dean of the Graduate School. During the summer, a full-time graduate course load is 6 semester hours each session.

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 course work 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" 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 remove the "IN" and the date by which the "IN" must be removed. Copies of the contract must be provided to the student, faculty member, graduate advisor, and Graduate School office. An "IN" must be removed 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, the "IN" will remain permanently upon the student's record and may not thereafter be removed. Once a permanent "IN" 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 Office, 118 Bradley Hall, or from the graduate advisor.

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 remove the "IP" and the date by which the "IP" must be removed. 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 "IP." Once a permanent "IP" 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 Office, 118 Bradley Hall, or from the graduate advisor.

Scholastic Requirements

A degree-seeking student must have a minimum cumulative GPA of 3.0 (B) in graduate work at this University to be in academic good standing at the graduate level. A graduate student whose cumulative gradepoint average drops below a 3.0 will be placed on probation. While a student is on probation, the student's record will be reviewed each semester. The student will be dismissed from the program if the semester gradepoint average in any succeeding semester of enrollment falls below 3.0. Whenever a student's cumulative gradepoint average equals at least 3.0, the student will be removed from probation.

A dismissed student may petition for reinstatement by filling out a Petition for Reinstatement to Graduate Study and sending it to the dean of the Graduate School, 118 Bradley Hall.

A student admitted to a degree program who receives grades of less than "B" for 9 semester hours in that graduate program will be dismissed and must petition the Dean of the Graduate School for permission to continue. The petition must be approved by the graduate advisor, the department chair, and the Dean of the Graduate School. Petitions for Reinstatement to Graduate Study are available in the Graduate School Office, 118 Bradley Hall.

To graduate, a student must be in academic good standing, must have met all conditions placed on him or her by the department, and must have been approved for unconditional status.

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.

Time Limit for Degree Completion

Candidates should complete all requirements for the master's degree within five years following the recording of their first graduate grades, including graduate courses taken as a student-at-large. If they do not do so and wish to use courses for the degree that were taken prior to the five-year limitation, they must validate those courses by examination, if their major department gives them permission to do so. This examination is to be devised by the department in

which the courses were offered. Students will be expected to be familiar with contemporary developments in subjects they have taken prior to the five-year limitation. Credit will be allowed for courses which extend beyond the limit only if the advisor recommends to the dean that the candidates are proficient in the subjects. Students should begin the approval process by contacting their graduate advisor.

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

A graduate student who is admitted to a degree program (full- or part-time) may audit any course at no charge, by permission of the instructor of the course. Students who are admitted as graduate students-at-large pay the same fee for auditing a course as they would if they were taking the course for credit.

Audited courses are not recorded on the permanent record. Students auditing courses should consult with the course instructor prior to the start of the class to clarify expectations for course participation.

Transfer of Credit

For a coherent program, master's degree candidates should take all of their graduate work 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 course offered for transfer is at least a B, and (2) the graduate advisor recommends its acceptance to the dean of the Graduate School. In rare instances, more than 6 semester hours may be transferred; but in no instance will Bradley accept more than 12 semester hours of transfer credit toward the degree. Grades of courses transferred are included in the calculation of the graduate level grade point average. Students applying to have course credits transferred must submit an official transcript from the other institution to the Graduate School. This transcript will be kept in the student's graduate file.

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

Requests for transfer of ungraded courses must be accompanied by the instructor's written evaluation of the student's performance. Ungraded courses accepted for transfer can not be computed in the overall grade point average.

Academic Forgiveness Policy

To qualify for the Academic Forgiveness Policy, students must not have been enrolled in a Bradley degree program for at least five years.

Persons who wish to be readmitted to Bradley University under the Academic Forgiveness Policy must petition the Academic Review Board and request forgiveness of previous grades earned at Bradley. If the petition is approved, grades for all Bradley courses taken before the hiatus of five or more years will be removed from the GPA calculation. Students will retain credit for those courses with grades of "C" or better, whether the credit was taken in residence at Bradley or from another source.

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

Forgiveness is a one-time option which is final and irreversible once granted.

Progression Toward Degree

1. Graduate Program of Study

Within the first 12 semester hours of a degree seeking student's graduate course work, a completed Program of Study form must be approved by the program graduate advisor 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 advisor and dean of the Graduate School.

The dean of the Graduate School and the program advisor 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 Examinations

In the final semester, each department requires a comprehensive examination which is suitable to its program. The student must make arrangements with his/her advisor to take this examination at the time of registration for his/her final hours of course work. Results of the comprehensive examination must be reported to the Graduate School Office not less than two weeks prior to the date on which the degree is to be conferred.

A master's degree candidate who fails the comprehensive examination will be given only one opportunity for re-examination. Arrangements for a new examination should be made with the graduate advisor after approximately one semester has elapsed, but within the time limit prescribed for the degree.

Results of all comprehensive examinations will be posted to the student's transcript with the designation of Pass, Pass with Distinction, or Fail.

3. **Thesis**
Departments of the University govern the thesis option. Those students selecting this option must obtain information about thesis requirements from their graduate advisor. The general format and procedures for thesis filing are available from the Graduate School.
4. **Application for Graduation**
An application for graduation is included in each semester's academic handbook. The form must be completed and filed with the Graduate School when a 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.
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 Commencement**
A commencement convocation is held at the completion of the fall and spring semesters. Students are encouraged to attend.

Policies and Procedures Governing Student Academic Concerns

The student first discusses academic concerns with the faculty person involved. If the problem is not resolved, the student then goes to the director or chairperson of the program. If no satisfactory solution is reached the student writes or visits the dean of the Graduate School to present his or her petition, informal grievance, or other matter related to graduate education. These policies and procedures are outlined in full in the student handbook and in the fall academic handbook.

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.

Facilities and Services

Bradley University offers attractive and functional facilities to serve the needs of students, faculty and staff. The 65-acre campus provides an intimate setting within a residential neighborhood. This neighborhood is anchored by an historic district which is located within walking distance of campus. Commercial amenities are provided by the Campustown center, located adjacent to campus. The 90,000 sq. ft. shopping center offers a supermarket, drugstore, restaurants, and a variety of other shops and services.

The campus itself is in the final stages of major facilities improvements. Recent improvements on the campus include new and renovated facilities in the areas of art, business, and engineering, as well as the Library and the Student Center. The new Global Communications Center features state-of-the-art audio, video, computer, and worldwide communication technology. A Visitors Center welcomes prospective students and their families to campus. Campus parking is now available in a new 700-car parking deck.

Bradley University Bookstore

The Bradley University Bookstore handles the books and supplies necessary for course work. Also, for the convenience of the campus, a large variety of other items is stocked, such as greeting cards, T-shirts, and other clothing, gifts, posters, and decorator items.

At the bookstore you can special order books not carried in stock, have film developed, and cash checks. Cookies, snacks, and soda are also available.

All of these items and services can be charged to your VISA, Mastercharge, Discover, or American Express cards.

In addition to the main store, the Fast Break in the Student Center offers convenience items, soft goods, candy, and a variety of other merchandise (including bus tickets). A professional bookstore is also in operation in Campustown. This store offers an extensive medical collection and a variety of books and merchandise.

Computing Services

Computing Services supports both the academic and administrative aspects of University computing. Academic resources include a variety of computer systems and software used for instruction, research, and

public service. Administrative support includes system development and information processing. Computing Services also supports campus-wide computer networks, network connections to the national research and education computer network (Internet), on-line information services, and electronic mail. Bradley is an affiliate of the National Center for Supercomputing Applications, which provides supercomputer access to Bradley students and faculty for instruction and research.

Equipment consists of several Sun Microsystem computers, several AT&T minicomputers, and more than 1,500 AT&T, NCR, and Apple microcomputers. These systems are connected via high-performance fiber optic networks.

Clusters of microcomputers are conveniently located in the Library and several academic buildings. Most students living in residence halls participate in the Residence Halls for the Future program, which provides a networked microcomputer in each residence hall room. Students from many disciplines use computers as an integral part of the learning process.

The Computing Services staff assists students, faculty, and administrators in their use of computers through the University Technology Service Center (UTSC), documentation, training seminars, and other support services.

To establish an "account" for use of computer facilities and access to the Internet, contact Computing Services, 677-2950. To obtain a copy of the training schedule or to register for training call 677-3645.

Romeo B. Garrett Cultural Center

Located at 824 North Duryea Place (next to the Global Communications Center), the Garrett Center houses the offices of Multicultural Student Services and various student organizations. The Center serves as a meeting place for student and community groups as well as a place for social and cultural events. Named in honor of the distinguished professor emeritus of sociology, Dr. Romeo B. Garrett, the Center is open every day during the regular academic year.

Haussler Hall

Haussler Hall is the main recreational facility for students, faculty, and staff at Bradley University. Contained in the building are several workout areas including a weight training room with Nautilus style equipment and free weights, three racquetball courts, 25-yard, 6-lane swimming pool, and three basketball courts for recreational purposes. Also there are men's and women's locker rooms where equipment can be checked out and lockers rented.

Health Center

The Student Health Center is an out-patient clinic that provides service to enrolled Bradley students who have paid the health fee and 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 treatments, payment for services

provided through referral to outside agencies is the student's responsibility.

The Center's qualified staff of physicians 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.

The Center is open during the school year from 8:00 a.m. to 4:30 p.m. daily by appointment. The Center is open limited hours during breaks and regular summer school sessions. At times when the Health Center is closed, patients are referred to the Saint Francis Medical Center Emergency Room or Prompt Care for emergent or urgent problems.

In addition to regular medical services, the Health Center also offers special men's and women's evening clinics during the regular academic year. Clinic times are 5:00 p.m. to 7:00 p.m. one night during the week. You may call the Center for the specific evening of the clinic after classes start in the fall.

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

IMMUNIZATION REQUIREMENT: In compliance 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, rebecca, tetanus, and diphtheria plus dates of polio immunization.

Instructional Technology & Production Services

ITPS is a comprehensive media services which provides technological support of academic and administrative needs. Services available include full-service photographic, graphic, and desktop publishing production, broadcast quality video production, distant learning, compressed video and satellite conferencing, multimedia, software rental and purchase, equipment checkout, media services, rapid copy service, and audio/video recording

Cullom-Davis Library

The Bradley University Library serves chiefly the needs of the University's students and faculty. Its collection encompasses more than 1,250,000 items—including approximately 532,000 books, periodicals, and government documents, 762,000 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 new facility provides seating for 1,000 students and space for the collection to grow through the year 2000 and beyond.

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 11,000 music scores, 8,000 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 country and abroad. The Library regularly performs searches of computerized 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 the Illinois Library Computer Systems Office (ILCSO). As a member, the Library provides an online catalog and circulation system that incorporates Bradley's holdings and those of 44 other academic libraries in Illinois.

Student Center

The Student Center is symbolic of 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 multivariied programs make a significant contribution to campus life outside the classroom.

The facilities of the Center include: cafeteria, ballroom, Fast Break convenience store, meeting rooms, billiards, amusement devices, television, browsing lounges, and Taco Bell. Besides the cafeteria and Taco Bell there are meeting rooms with food service for 10 to 100 people. In addition, the ballroom can accommodate up to 500 people for a meal, dance, or meeting.

WCBU FM 90

Serving all of central Illinois from the Bradley campus, WCBU provides a high quality arts and information service. Licensed to Bradley, WCBU also provides opportunities for students to participate as announcers, newscasters, operations assistants and producers.

Center for Wellness and Counseling

Professional counselors and supportive staff are trained to help Bradley students with a variety of problems. Bradley is concerned about the total development of students—social, emotional, intellectual, physical, spiritual, and occupational—as well as the environment in which they live. Students are assisted with any concerns in these areas. Personal growth and development issues of adjustment to college, relationship concerns, alcohol and substance abuse, anxiety and stress management, communication skills, eating disorders, assertiveness, and lifestyle choices are

some of the issues addressed by the counselors. Often, students can see a counselor the same day that they call for an appointment. Visits are confidential and free for Bradley students.

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 Cocurricular Development, Educational Development, Housing, Residential Life and Student Judicial System, and the Smith Career Center. The Division of Student Affairs is also responsible for the Office of Parent Relations.

Center for Cocurricular Development

- Intramural and Recreational Sports
- 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 organizational 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.

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

Intramural and Recreational Sports offers students physical and recreational 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.

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

Student Activities organizes social life which 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 yearbook *Anaga*, 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 Educational Development

- Academic Exploration Program
- Advisement
- Counseling
- Health Services
- Learning Assistance
- Testing and Guidance
- Orientation
- Parents' Board
- Retention
- Wellness
- Division Research

The Center for Educational Development is designed to provide opportunities and assistance to students for the realization of their personal and educational goals. Beginning with an appropriate introduction to the University environment, students are subsequently provided with advisement; counseling and wellness services; health services; and opportunities to investigate and explore new academic areas and challenges.

The Academic Exploration Program and other advisement services are offered through the Center for Orientation, Testing and Advisement. In addition, orientation programs assist new students and their parents' adjustment to the University and the parents' adjustment to being the parent of a college student. During orientation, academic, career, and personal skills are assessed and enhanced which ensures a foundation of support that helps students realize their educational goals.

Retention strategies allow students to maintain the sometimes precarious balance between their strengths and personal resources and the demands and

expectations placed upon them by the academic environment, their families, and their peer group.

The Center for Wellness and Counseling provides personal counseling services to aid in the total development of students as well as to enhance the success of their academic achievement. Services are provided by professional counselors and are confidential and free for Bradley students.

The Health Center provides primary care for Bradley students, free of charge. The Center offers care for injuries and short-term illnesses, and advises students on medical matters. The physicians may also refer students needing more intensive physical or medical care.

Center for Housing, Residential Life and Student Judicial System

- Center for Student Leadership and Public Service
- Discipline
- Fraternities and Sororities
- Residence Programs
- Residence Halls and Residence Hall Staff

The Office of Residential Life 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 judicial system is to protect the rights of the University and the individual student.

Smith Career Center

- Experiential Education
- Career Placement
- Career Resources

The Smith Career Center assists students in defining career goals, creating a job-search plan, obtaining career-related work experience, and developing relationships with prospective employers.

Through Experiential Education students gain paid, career-related work experience prior to graduation. Bradley students find opportunities for related work experience through paid internships, summer and part-time employment, and the cooperative education program.

Career Placement efforts include monitoring the employment market, identifying potential employment resources, facilitating campus interviews and resume referrals, and assisting students in making decisions necessary to a meaningful employer-employee relationship.

Career Resources offers job fairs, a career information library, workshops, a credit course in job search strategy, and a strong program of individual advisement.