

# 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.

## 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 coursework 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 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.

## 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 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.

A graduate student who receives grades lower than “B” for 9 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. 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 <http://www.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.

## 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 depart-

ment 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.

## **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 assess-

ment 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](http://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/](http://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.

## 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.

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