

Academic Regulations

Registration

Registration is an official part of the academic year. By registering, the student subscribes to the terms and conditions, financial and otherwise, which have been set forth by the University. A correct registration is the responsibility of the individual student. Payment of tuition and fees must be made by the deadlines published by the Controller's Office.

Late registrations may be processed by the student during the first full week of classes. After the first full week of classes, additions may be made only by special permission. The student must obtain the *Late Add Request Form* and approval signature of the advisor, instructor, and dean of the college of the student's major field. Late registrations are usually not approved after the second week of classes.

Schedule Changes After Registration

Once a student has registered for even a single class section, changes to that schedule (additions and deletions) may be made by using Webster, the web registration system, at <http://webster.bradley.edu>. Instructions are outlined in the Schedule of Classes. Students may cancel their registrations in any classes up to the end of the second full week of classes. These registrations will not be a part of the permanent record. During the third full week through the twelfth full week of classes all courses dropped will be recorded on the permanent record with the indication of "W" (Withdrawn) and the date.

After the twelfth full week of classes, the dean of the college in the student's major field may, in case of extreme hardship, authorize a student to withdraw from one or more, or all, courses. This action will be recorded on the student's permanent record with the grade of "W" together with the withdrawal date.

After the first full week of classes, classes may be added only with special permission. The student must obtain a *Late Add Request Form* and approval signature from the academic advisor, obtain approval from the instructor and chair of the department offering the class, and then obtain an approval signature from the dean of the college in which the course is offered. Classes are not added to a student's program and no registration is permitted after the second full week of class instruction.

A student who drops a course after the second full week of classes may, with permission of the instructor, continue to attend that class for the remainder of

the semester. This privilege will not be permitted in laboratory, military, or studio courses.

Procedures for withdrawing from the University are given in the current Schedule of Classes.

Students should consult the most current edition of the Schedule of Classes for details concerning procedures, dates, and refund policies.

Undergraduate Leave of Absence Policy

The leave of absence opportunity is available for undergraduate students who must leave Bradley University for a period of time not to exceed 12 consecutive months. A leave of absence may be granted for various reasons, such as personal, medical, or financial. The leave of absence must be approved in advance of the semester in which the leave of absence is to begin and can not be granted to a student who is on probation or dismissed from the University. For the complete policy, consult the Registrar's Office or the dean of your college.

Credit Taken in Residence at Bradley

Student Course Load

Twelve semester hours is the minimum load for a full-time student. The regular load is prescribed by the college in which the student is enrolled. A student must petition to enroll in excess hours (more than 18½ hours in a regular semester). The authority to approve petitions for excess hours shall be vested in the dean of the college in which the student is registered.

One credit hour is usually assigned to a class that meets 50 minutes a week over a period of a semester. In laboratory, fieldwork, or similar type of instruction, one credit hour is assigned for a session that meets two or three hours a week for a semester.

An Unclassified Undergraduate Student (non-degree-seeking) may not take 12 or more semester hours during either fall or spring semesters except with the approval of the Director of Continuing Education. A maximum of 45 semester hours taken as an Unclassified Undergraduate Student can be accepted toward a degree program. Students who are uncertain about their interest in pursuing a degree are **strongly** encouraged to apply for admission to a degree program rather than enroll as an Unclassified Undergraduate Student.

All courses taken for credit for which a student is registered at Bradley or elsewhere are counted as part of the total semester hour load the student is permitted to carry.

Student Class Standing

- **Freshman:** fewer than 24 semester hours of credit.
- **Sophomore:** at least 24 but fewer than 56 semester hours of credit.
- **Junior:** at least 56 but fewer than 90 semester hours of credit.
- **Senior:** 90 or more semester hours of credit.

Change of Student Status (Full-Time or Part-Time)

Ordinarily, the classification of full-time students will not be changed after the second week of classes even though the course load drops below 12 semester hours. In cases where this rule creates undue hardship, the dean of the college involved, upon the student's request, may suspend this rule.

Prerequisites

Students should understand that listed prerequisites may be met through equivalent courses. Please 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 the courses.

Course Numbering System

The following course numbering system is used as a guide for students in selecting courses: Courses numbered 100-199 are planned primarily for freshmen. Courses numbered 200-299 are intended primarily for sophomores. Courses numbered 300-499 are designed primarily for juniors and seniors. Courses numbered 500-599 are open only to seniors, graduate students and specially qualified juniors. Courses numbered 600-699 are reserved for graduate students only.

Please consult the all-University, college, division and departmental requirements for the number of semester hours needed at specific course levels.

Repeated Courses

The policy regarding repeated courses is that a student at Bradley may not receive credit for the same course twice unless the course is approved by the University Senate as repeatable. The last grade and credits earned for each course shall be the only ones used in computing the grade point calculations and in satisfying graduation requirements. However, the entry on the permanent record for both enrollments remain. (Proficiency exams cannot be used for repeating courses because credit earned in this manner is not used in grade point calculations.)

If a student registers again for a course which is already a part of the scholastic record and the number of the course has changed since the original enrollment, permission to substitute a course must be obtained from the dean of the college which offered the course being repeated.

Auditing Courses

An undergraduate student may enroll as an auditor for a course with the permission of the instructor of the course, except that no student is permitted to audit laboratory, military, or studio classes. An auditor is a listener in the classes, not a participant in class activities. No student who attends a class as an auditor is allowed a special examination for credit therein at any time.

Full-time students pay a fee of \$5.00 for each class audited if they have registered for more than 16 semester hours for fall or spring, 3 semester hours for the January

or May Interims, or 7 semester hours for the 5 and 8 week summer sessions. Part-time students pay the same fee for auditing as they would if they were taking the course for credit. The fee is non-refundable.

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 and completing a "Request to Audit a Class" form. 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.

Courses taken for audit are not recorded on the student's permanent scholastic record. Students auditing courses should consult with the course instructor prior to the start of the class to clarify expectations for course participation.

Audit registrations are accepted by the Registrar's Office only after the first day of classes of each term. The special audit forms are available from college deans or the Registrar's Office. Students registering for audit should not go through the regular registration process.

Non-Resident Credit Transfer Credit From Collegiate Institutions

Credits from collegiate institutions which are accredited by one of the regional accrediting associations such as the North Central Association of Colleges and Secondary Schools will be considered for acceptance at Bradley University.¹ Official transcripts of credit must be requested by the student and received by Bradley directly from the institution at which the credit was earned. Application of transfer credits to satisfy general education requirements shall be determined by the Associate Dean of the College of Liberal Arts and Sciences. Acceptance will be based on comparability of the transfer work with the nature, content and level of work offered at Bradley. Bradley University will not accept for credit the transfer of physical activity courses. Application of transfer credits to satisfy specific college graduation requirements shall be determined by the dean of the college in which the student is majoring. In the event that a student changes majors while at Bradley, a new evaluation of credit will be made. Courses with grades of "D" from a particular institution will be considered for transfer only if the student's cumulative grade average at that institution is at least 2.0 out of 4.0 at the time of transfer. The grade average for subsequent evaluations will be calculated only on the work not yet recorded on the Bradley permanent scholastic record. Once work with D grades has been evaluated and denied, it will not be evaluated again with work taken at a later time. (In some majors, D credit for transfer work does not count to fulfill specific requirements in that major.) Grades earned in transferable credits are posted on the student's permanent record solely for the purpose of advisement and evaluation by the division director or department chair and dean of the college in which the student is enrolled. A maximum of 66 semester hours of credit will be accepted from two-year colleges. If other institutions are using a quarter hour system, those hours will be converted to semester hours. Only work taken at the junior-senior level at the source institution will be counted toward meeting the requirement for junior-senior level work at Bradley.

Transfer Credit for Students New to Bradley

For students who have not enrolled at Bradley previously, official transcripts of credit from other institutions must be mailed directly from the institution at which the credit was earned to the Admissions Office at Bradley University for evaluation.

Work Taken at Other Collegiate Institutions by Regular Bradley Students

All conditions of acceptance of transfer credit apply to work taken at other collegiate institutions by continuing Bradley students. Students should obtain written approval from the dean of the college in which they are majoring before registering at the other institution. If the credit is to fulfill General Education requirements at Bradley, the written approval must come from the Associate Dean of the College of Liberal Arts and Sciences. Unless such written approval is given, students electing to take courses at another institution have no guarantee that the credit will be accepted at Bradley. Continuing Bradley students should request the other institution to send an official transcript of credit directly to the Registrar's Office at Bradley. If the other institution is using a quarter hour system, those hours will be converted to semester hours.

Seniors who take work at another institution to complete degree requirements at Bradley must file proof of registration for that work in the form of a letter from the Registrar of that institution. This letter must be received in the Bradley Registrar's Office at least one month prior to Commencement if the student plans to participate in Commencement exercises. The work must be completed by the time of Bradley's Commencement. The diploma will be awarded after receipt by the Bradley Registrar's Office of an official transcript of credits from the other institution.

Level of Transfer Credit

Transfer credit shall be accepted on the same level on which the work was offered at the source institution. For example, courses taught at the source institution on the freshman level will be accepted for credit on the freshman level at Bradley. No junior-senior credit will be given for work taken at a two-year college.

Credit by Correspondence and Extension

Students wishing to take correspondence or extension courses for transfer purposes must have the prior written approval of their dean. A total of thirty semester hours through extension and correspondence, with a maximum nine semester hours of correspondence, will be permitted to count toward graduation, except in the College of Engineering and Technology. In the College of Engineering and Technology, a maximum of ten semester hours of credit taken by correspondence and extension may be counted toward graduation.

Examination for Advanced Placement

Credit may be given in courses covered by Advanced Placement Examinations offered by the College Board if the score received is three or higher. The number of semester hours of credit allowed is determined by the extent of the college work covered by this examination, as recommended by the department or division offering the work at Bradley. Inquiries should be directed to the Admissions Office.

College-Level Examination Program (CLEP)

Bradley University accepts up to 60 semester hours of credit for those who earn scores on CLEP general and subject exams in the 50th percentile or higher. Some of these hours may be used to satisfy general education requirements.

CLEP credit is transfer credit. Students wishing to transfer CLEP hours to Bradley may do so by directing the CLEP office to forward official score results to Undergraduate Admissions at Bradley University. Because CLEP credit is transfer credit, it cannot duplicate credit already earned from another source.

CLEP credit may be applied in the following ways to satisfy general education requirements.

- **General Examinations.** The five general exams are offered on these subjects: College Mathematics, English Composition with Essay, the Humanities, Natural Sciences, Social Sciences and History. Each test provides 6 semester hours of credit.
- **Subject Examinations.** Bradley accepts CLEP credit for 24 subject exams.

Not all CLEP exams are approved for credit at Bradley. If you have questions about how CLEP credit applies to Bradley, please consult the following:

- Your advisor, if you are currently enrolled at Bradley.
- Undergraduate Admissions, if you are a student new to Bradley.

For more information about testing sites or other details, contact CLEP at (609) 771-7865, or visit the CLEP website at www.collegeboard.com/clep.

Credit by Proficiency Examination

Credit by proficiency examination is classified as non-residence credit. Upon presentation of acceptable evidence of competence, students enrolled in the University may apply for permission to attempt to earn credit by examination in certain undergraduate subjects. Applications for such examinations will be submitted to the division director or department chairperson which offers the course, who will, if the application is approved, arrange for the administration of the examination.

Students receiving approval to attempt to earn credit by examination will pay a non-refundable fee of \$50.00 for the examination for each course number listed in the catalog. This fee must be paid before the examination is taken.

Students who have had no previous college experience, and who have been admitted as full-time students, may apply for permission to attempt credit by

examination in certain undergraduate subjects. Such examination will be taken prior to the student's second registration. Credit, but no grade, will be recorded for examinations passed.

Grades for examinations taken after the student's second registration will be entered on the permanent record. Students shall have the option of requesting either a letter grade or a grade of Pass/Fail. A grade of "C" or better will be considered a passing grade for both options. A grade of "D" is not acceptable for a proficiency examination. The option selected must be agreed upon by the student and the department or division offering the course at the time of application for the examination. Because credit by proficiency is not considered residence credit, grades are not computed in the student's cumulative grade point average. Seniors may not take examinations for credit toward any degree in courses which are numbered below 300. Application blanks are available in the dean's or Registrar's Office.

Departmental Prerequisite Examinations (Not for Credit)

At the discretion of the department or division offering the course, regularly enrolled students of the University may be allowed to take a special examination in any course offered by the department or division in order to satisfy prerequisites for subsequent courses. Before a student will be permitted to take a prerequisite examination, a \$50.00 fee for each course number listed in the catalog must be paid to the Controller's Office.

A prerequisite examination carries no University credit and no grade. Upon successful completion of a prerequisite examination an appropriate entry will be made on the permanent record of the student.

All-University Degree Requirements

Responsibility for Meeting Degree Requirements

A minimum of 124 semester hours is required for all baccalaureate degrees. The curricula of certain departments or divisions require as many as 150-155 semester hours.

Students who maintain continuous enrollment and who complete work toward the baccalaureate degree within five years from the date of entry may graduate under either the catalog in effect at the time of entrance or under the catalog in effect at the time of graduation. A change in major could mean meeting new requirements in force at the time of the change as a condition for acceptance into that major. Students whose work has been interrupted for one or more semesters may be held to requirements in effect at the time of their re-enrollment.

Residence Requirements

Only work registered through Bradley University during the two regular semesters or the interim and summer sessions is considered as residence work. No proficiency examinations, correspondence, extension courses, or

¹Credits from other institutions including foreign universities will be evaluated for possible transfer on a case-by-case basis.

credit earned through the College-Level Examination Program may be counted as residence work.

All candidates for the bachelor's degree must meet the following residence requirements:

1. A minimum of 30 semester hours earned in residence is required of all students.
2. 24 of the last 30 semester hours must be earned in residence.

Junior-Senior Credits

Candidates for a bachelor's degree must present a minimum of 40 semester hours in junior and senior courses (those numbered 300 and above). Check your college requirements for proper distribution of these courses.

General Education Course Requirements

Candidates for all baccalaureate degrees must complete requirements in general education. Students should consult the most current Schedule of Classes for the list of courses which are approved by the General Education Implementation Committee to fill these requirements.

The general education requirements are based upon the principle of "liberal education." The fundamental assumptions about liberal education include:

- A liberal education provides all students with the intellectual tools necessary to explore the best that civilization has produced.
- A liberal education provides the means for all students to exercise control over their lives through thoughtful responses to their political, social, cultural, technological, and natural environment.
- A liberal education emphasizes critical, historical, theoretical, scientific, and aesthetic approaches to knowledge.
- A liberal education enhances the quality of life and fosters an appreciation of learning as a foundation for continuing inquiry.
- The purpose of a liberal education is to develop students, regardless of academic major or professional aspiration, who are able to understand and participate in society as responsible human beings.

The requirements for degrees from all colleges are:

English Composition (C1 and C2)

6 semester hours including English 101 (C1) and a 3-hour, 300-level advanced writing course (C2)

- C1 ENG 101 English Composition or CIV 111 and 112 Unified Composition and Western Civilization I and II (Completion of both CIV 111 and CIV 112 will satisfy C1 and WC general education requirements. No general education credit will be given if only one course is completed.)
- C2 choose from
 ENG 300 Exposition
 ENG 301 Argumentative Writing
 ENG 304 Research in Individual Disciplines
 ENG 305 Technical Writing
 ENG 306 Business Communication

Speech (SP)

3 semester hours

COM 103 The Oral Communication Process

Mathematics (MA)

3 semester hours chosen from

MTH 101 Basic College Mathematics
 MTH 111 Elementary Statistics
 MTH 115 Brief Calculus with Applications I
 MTH 116 Brief Calculus with Applications II
 MTH 119 Calculus with Review B
 MTH 121 Calculus I
 MTH 122 Calculus II
 MTH 223 Calculus III
 IMT 212 Technical Calculus I
 IMT 214 Technical Calculus II
 IMT 216 Technical Calculus III

Computer Usage (CU)

For students entering before Fall 1995, one semester hour of proficiency. This may be fulfilled by the completion of an approved course. The list of approved courses is available from academic advisors.

For students entering Fall 1995 and thereafter, the usage requirement is determined by major. See your advisor for information.

Western Civilization (WC)

3 semester hours

CIV 100 Western Civilization or
 CIV 101 Western Civilization to 1600
 CIV 102 Western Civilization Since 1600
 CIV 111 and 112 Unified Composition and Western Civilization I and II
 (Completion of both CIV 111 and CIV 112 will satisfy C1 and WC general education requirements. No general education credit will be given if only one course is completed.)

Non-Western Civilization (NW)

(Education majors: Some courses are not acceptable by ISBE for teaching certification. See your advisor.)

3 semester hours chosen from

ENG 130 Introduction to Native American Literatures¹
 ENG 381 Literatures of Asia
 FLS 342 Survey of Hispanic-American Literature I
 FLS 343 Survey of Hispanic-American Literature II
 HIS 103 Non-Western Civilization: Russian History
 HIS 104 Non-Western Civilization: The Middle East Since Muhammad
 HIS 105 Non-Western Civilization: Latin America
 HIS 107 Non-Western Civilization: Modern Japan 1860-Present
 HIS 314 Non-Western Civilization: Japan and World War II
 HIS 335 Modern Mexico
 HIS 336 Early Non-Western History
 HIS 337 Modern Non-Western History
 HIS 338 Russia Since 1917
 IB 208 Business in Mexican Culture
 IS 182 Fundamentals of Contemporary Asian Civilization
 IS 240 African Civilizations: Africa and the African Diaspora
 IS 260 Fundamentals of Contemporary Islamic Civilization

¹ENG 130 may be used to satisfy either the NW or CD requirement, but not both concurrently.

IS 285 East Asia in the Modern World
 IS 340 Africa in the International System
 IS 355 Imperial Russia
 IS 420 The Caribbean States in the International System
 RLS 120 Religion and Culture in the Middle East
 RLS 331 Religions of the Eastern World
 RLS 336 Buddhism and Asian Civilizations
 RLS 338 China: Religion and Culture
 RLS 340 Japan: Religion and Culture
 SOC 300 Cross-Cultural Perspectives on Gender
 SOC 311 Comparative Family Systems (of non-Western cultures)
 SOC 314 Native Americans

Fine Arts (FA)

(Education majors: Some courses are not acceptable by ISBE for teaching certification. See your advisor.)

3 semester hours chosen from

ART 107 Introduction to 2-Dimensional Creative Processes
 ART 108 Introduction to 3-Dimensional Creative Processes
 ART 131 Art Appreciation
 CFA 421 Art and the Creative Imagination
 MUS 109 Music Appreciation
 MUS 203 History of Music
 PHL 350 Art in Human Experience
 THE 131 Introduction to the Theatre
 THE 141 Film Appreciation

Human Values (HL or HP)

(Majors in the College of Liberal Arts and Sciences must take 6 semester hours: 3 hours HL **and** 3 hours HP.)

3 semester hours chosen from

Human Values - Literary (HL)

ENG 115 Introduction to Literature
 ENG 121 Early European Writers
 ENG 122 Later European Writers
 ENG 124 American Writers
 ENG 127 British Writers
 ENG 129 African American Literature
 ENG 190 Women in Literature
 FLF 325 Introduction to French Literature
 FLG 325 Introduction to German Literature
 FLS 325 Introduction to Literature (Hispanic)
 FLS 340 Spanish Literature I
 FLS 341 Spanish Literature II

Human Values - Philosophical (HP)

PHL 103 An Inquiry into Values
 PHL 307 Classical Political Philosophy
 PHL 308 Modern Political Philosophy
 PHL 347 Ethics
 PLS 207 Introduction to Political Thought
 PLS 307 Classical Political Philosophy
 PLS 308 Modern Political Philosophy
 RLS 101 Comparative Religion
 RLS 200 Contemporary Religion in the United States
 RLS 300 Hebrew Bible/Old Testament
 RLS 302 New Testament
 RLS 317 Judaeo-Christian Ethics
 RLS 332 Religions of the World
 SOC 321 Individuality in the Modern World
 SOC 420 Critical Theory

Cultural Diversity and Social Forces (CD & SF)

6 semester hours, including at least one SF course, chosen from

Cultural Diversity (CD)

ENG 130 Introduction to Native American Literatures¹
 PSY 300 Psychology of Women

Social Forces (SF)

AAS 210 African-American History: From Slavery to 1877
 AAS 211 African-American History
 ECO 100 Introduction to Economics
 ECO 221 Principles of Microeconomics
 ECO 222 Principles of Macroeconomics
 ETE 115 Schools and Schooling in American Society
 FCS 300 Consumer Issues in America
 FIN 220 Personal Finance
 HIS 311 History of American Political Economy
 HIS 312 U.S. Foreign Policy
 HIS 326 Modern Military Forces and Institutions
 HIS 385 Science, Technology, and Society
 IS 100 Contemporary World Forces
 IS 250 Theory and Practice of World Politics
 IS 275 Problems of the Developing World
 IS 312 U.S. Foreign Policy
 PLS 105 Introduction to American Government
 PLS 205 Introduction to Comparative Politics
 PLS 208 Fundamentals of International Relations
 PLS 360 Judicial Politics
 PSY 104 Principles of Psychology: Social Forces and Individual Behavior
 RLS 290 Religion and the Life Cycle
 RLS 310 Religion and Society
 SOC 100 The Sociological Perspective
 SOC 312 Social Inequality
 SOC 313 Race, Ethnicity, and Minority Relations
 SOC 315 Gender and Society
 SOC 323 Marxism and Critical Perspectives
 SOC 325 Science, Technology, and Society
 WMS 200 Introduction to Women's Studies

Science and Technology (FS and TS)

6 semester hours, including at least 3 semester hours of FS, chosen from Fundamental Concepts in Science (FS)

Fundamental Concepts in Science (FS)

BIO 121 Life Science I
 BIO 122 Life Science II
 BIO 125 Life Science I (lab)
 BIO 126 Life Science II (lab)
 BIO 202 Microbiology and Immunology
 CHM 149 Fundamentals of General Chemistry
 CHM 150 Fundamentals of Organic-Biochemistry
 CHM 151 Fundamentals of Organic Chemistry
 CHM 152 Fundamentals of Biochemistry
 CHM 160 General Chemistry I
 CHM 161 General Chemistry I (with lab)
 CHM 162 Engineering Chemistry
 GES 101 Principles of Earth Science
 GES 110 Principles of Historical Geology
 GES 111 Principles of Historical Geology Laboratory
 PHY 100 Fundamental Physics Concepts
 PHY 107 General Physics I

¹ENG 130 may be used to satisfy either the NW or CD requirement, but not both concurrently.

PHY 108 General Physics II
 PHY 110 University Physics I
 PHY 123 Physical Science, Basis for a Technical Society
 PHY 201 University Physics II
 PHY 202 Applied Quantum Physics
 SCI 101 Topics in Investigative Science for Educators

Science and Technology in the Contemporary World (TS)

AST 300 Astronomy: Our Glimpse of the Cosmos
 BIO 300 Population, Resources and Environment
 BIO 301 Biotechnology and Society
 CHM 300 Chemistry and Civilization
 CIS 300 Computers and Society
 FCS 301 Nutrition Today
 GES 300 Oceanography: The Human Perspective

Transfer students who have earned only 5 semester hours of English Composition, Social Forces, or Science and Technology and 2 semester hours of Basic Speech, Western Civilization, Non-Western Civilization, Human Values, or Fine Arts are considered to have satisfied the all-University course requirements in these subjects.

All freshmen will register for ENG 101 and COM 103 during the freshman year. Note that ENG 101 and COM 103 should not be taken the same semester. All students must register for an advanced writing course (ENG 300, 301, 304, 305, or 306) during their junior year.

Bradley University participates in the Illinois Articulation Initiative (IAI).

Gradepoint Average for Graduation

A minimum cumulative gradepoint average of 2.00 based upon hours taken at Bradley is required for graduation.

Requirements for the B.A. Degree

All candidates for the Bachelor of Arts degree must present credit for two years of college-level foreign language or its equivalent. This requirement may be met by the completion of a 202 or 300-level course or by transfer of similar credits from another institution or by a proficiency examination. Students with four units of high school language must successfully complete a 202 or 300-level course or satisfy this requirement by a proficiency examination in order to receive the Bachelor of Arts degree.

Students who have taken a foreign language in high school and wish to continue studies in the same language will be required to take a placement examination to assure placement at the proper college level.

Requirements for the B.S. Degree

In order to receive the Bachelor of Science degree, students must successfully complete at least 6 hours of courses selected from physical and natural science, mathematics, computer science, statistics, or quantitative methods in addition to the hours used to fulfill the University general education requirements. The following courses may be used to fulfill the additional 6-hour requirement for the B.S. degree—all courses in astronomy, biology, chemistry, computer science, geological sciences, physics, mathematics (except MTH 100), technical mathematics, and, in addition, these courses: BMA 372, ECO 319, FCS 303, PSY 205, PSY 415, PSY 536, QM 262, QM 263, and SCI 101.

Majors and Minors

Requirements for majors and for minors are specified in the catalog under each curriculum offering them. Students may graduate with a single major or a number of majors and minors when the requirements of each, including all college and department/division requirements, are met at the time of graduation.

Students may, with the approval of the dean of the college offering the work, complete additional majors or minors after graduation and have the completion and date noted on the permanent scholastic record.

Declaration of Minor

Students declaring a minor must report to the advisor in their major field to notify that advisor of their intent to seek a minor. After obtaining the signature of the advisor in their major field, the form is presented to the advisor for the intended minor for that advisor's approval. The student then presents the form to the dean of the college of the intended minor who forwards this form to the Registrar for official entry to the student's permanent scholastic record.

Requirements for Two Baccalaureate Degrees

Students seeking two baccalaureate degrees from Bradley University may qualify for both degrees by meeting the specific requirements for each and presenting residence hours totaling thirty beyond the degree demanding the larger number of semester hours. The degrees may be earned consecutively or concurrently.

Grades

Grades in individual courses should reflect achievement in the subject matter in accordance with the standards of the course. Instructors shall inform students of standards for the course, the basis for judgment in grading, and the weight of each criterion in the assessment of the final grade. The standards of grading shall remain constant throughout the semester.

Students have the right to know where they stand in each course at periodic intervals throughout the semester. Any work submitted for evaluation should be assessed and returned promptly.

Incomplete

"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", 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 the means of removing the "Incomplete."

For undergraduates, at the time the "IN" is assigned, the instructor must file with his or her director or

department chair a copy of the contract specifying what must be done to complete the “IN” and the date by which the “IN” must be converted. For undergraduates, an “IN” must be converted not later than four weeks before the end of the next regular semester in which the student is enrolled or the Registrar will record a permanent “I”. If the instructor does not submit a letter grade by the specified deadline, the “I” will remain permanently upon the student’s record and may not thereafter be removed. 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.

Gradepoint System

The grading system of the University for undergraduate students is based on the following:

Marks	Honor points per semester hour
A High competence.....	4
B Competence.....	3
C Minimum competence.....	2
D Limited or incomplete competence.....	1
F Inadequate competence for credit.....	0
IN Instructor lacks sufficient evidence to award a letter grade	
IP Work in progress. Graduate level and certain approved undergraduate courses. Research work (theses, reading courses, special research problems) carried over more than one semester.	
I Permanent Incomplete	
P Pass – Non-credit courses and certain courses approved for Pass/Fail.	
S Satisfactory – Non-credit courses	
U Unsatisfactory – Non-credit courses	
W Official withdrawal	

Gradepoint average is determined by dividing honor points by semester hours.

Only work registered through Bradley University is used in calculation of gradepoint averages. Courses which are taken for audit are assigned no grade nor honor points and are not entered on the student’s permanent record. P, IN, IP, and W’s are not considered in calculating the gradepoint average. For repeated courses, the last grade and credits earned shall be the only ones used in the calculation of gradepoint averages. Credit earned by proficiency examination is not used in the calculation of gradepoint averages.

Mid-Term Grades

A report of mid-term grades is prepared for all undergraduate students shortly after the midpoint of the fall and spring semesters. All students have electronic access to their mid-term grades.

Mid-term grades are provided only to give students an indication of their progress and are not officially recorded on permanent records.

Final Grades

Final grades will be issued for each class in which a student is officially registered. A report of these final grades will be posted on Webster, the web information

system, by the Office of the Registrar within a very short time following the close of the semester. All challenges to final grades must be made in the next regular semester after the grade was awarded. All completed grade change request forms must be submitted to the dean of the college in which the course is offered no later than four weeks before the end of the next regular semester.

Academic Ombudsman

The Academic Ombudsman, a faculty member to whom students may bring complaints about teaching, operates under the following conditions. The Ombudsman will have a purely communicative function. If, after discussing the complaint with the Ombudsman, the student desires, the Ombudsman shall communicate the nature of the complaint to the instructor involved. Then, if the student thinks an insufficient corrective effort has been made, the student may discuss the matter with the Ombudsman and request that the complaint be forwarded to the instructor’s department chair. The Ombudsman shall regard all information received by virtue of the position as absolutely confidential, except as provided in this statement. Students who do not choose to use the services of the Ombudsman can use the process of administrative appeal, starting first with the instructor, then the instructor’s department chair, the dean, and finally the Provost and Vice President for Academic Affairs. Complaints should be resolved at the lowest level.

Undergraduate Scholastic Probation, Dismissal and Forgiveness Policies

Scholastic Probation

A minimum cumulative gradepoint average of 2.00 based on grades at Bradley University is required for graduation. Students must maintain this minimum gradepoint average each semester in order to remain in good standing.

A student whose cumulative gradepoint average is less than 2.00 will be enrolled on probation for the next semester. Students on probation will be unable to register for January Interim or May Interim during early registration. A student enrolled on probation who does not achieve either a cumulative gradepoint average of 2.00 or a semester gradepoint average of 2.25 at the end of the semester will be dismissed. A student who enrolls on probation is urged to see his or her academic advisor who will review the academic program of the student and recommend a course of study. Participation in the Turning Point Program is recommended, and in most cases required, for students on probation. (See below.)

A student’s probationary status will be changed to “good standing” as soon as the student’s cumulative gradepoint reaches 2.00 or higher.

Summer school and interim terms will not be counted as probationary, but grades earned will be computed in the student’s cumulative gradepoint average.

Turning Point Program

The Turning Point Program, an academic support service offered through the Center for Learning Assistance, is required for all undergraduate students on academic probation for the first time and reinstated students as

recommended by the Academic Review Board. When final semester grades are processed, students are notified in writing about being automatically enrolled in the Turning Point Program.

Scholastic Dismissal

A student enrolled on probation who does not achieve either a *cumulative* grade point average of 2.00 or a *semester* grade point average of 2.25 at the end of the semester will be dismissed.

Once dismissed, the student will not be allowed to attend any class offered by Bradley University for college credit, including any interim, summer session, or continuing education class, without reinstatement. There are no reinstatements for the interim session immediately following dismissal. Apply for reinstatement with the Academic Review Board. In special cases, the academic dean may approve reinstatement for summer sessions immediately following dismissal. A student's enrollment will be canceled as a result of academic dismissal if there is no reinstatement by the Academic Review Board.

Petitions for Scholastic Reinstatement

Any student dismissed for poor scholarship has the right of appeal for reinstatement. A student should not expect to be reinstated until after one full regular semester has intervened. Petitions for reinstatement should be directed to the Academic Review Board.

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.

Academic Review Board

The Academic Review Board is authorized to act upon petitions of reinstatement of undergraduate students dismissed for poor scholarship. This board also considers petitions for Academic Forgiveness and waivers of graduation regulations.

Dismissal for Other Causes

Students found guilty of a breach of academic integrity (plagiarism, cheating, unauthorized use of University computers, etc.) are subject to disciplinary action, including dismissal from the University.

It is the responsibility of the faculty member to report to the Director of Residential Life and Student Judicial System any occurrences of breaches of academic integrity and the penalties assigned to the student. Specific procedures for doing so and the appropriate penalties are published in the Faculty and Student Handbooks.

In addition to breaches of academic integrity, students whose actions are considered detrimental to the best interest of the University may be dismissed from the University upon recommendation of the administration, the faculty, or the appropriate University committee. Such actions are specifically described in the University's Student Handbook.

Breach of Academic Integrity

According to Senate rules, all occasions of academic dishonesty must be reported to the Director of Residential Life and Student Judicial System, together with a statement of the penalty imposed by the faculty member. If, in the opinion of the Director of Residential Life and Student Judicial System, other problems of a personal or an emotional nature are present, a referral to the Center for Wellness and Counseling will be made.

Cheating

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.

Examples of cheating include but are not limited to copying from another person during an examination, using materials not allowed by the instructor during an examination, collaboration on a take-home examination or other assignments where it has been expressly prohibited by the instructor, and the submission of a laboratory report based on data not obtained by the student in the manner indicated by the instructor. The person who provides illicit information is liable to the same punishment as the person who receives and uses it.

A "Zero," or whatever is the equivalent of the lowest failing 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

Plagiarism is no lesser an offense than cheating. Examples of plagiarism as stated in *The Modern Language Association's MLA Handbook for Writers of Research Papers* include but are not limited to repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, and presenting someone else's line of thinking in the development of a thesis as though it were your own.

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 Offenses of Plagiarism and Cheating

For repeated or aggravated offenses of cheating and/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.

Other Breaches of Academic Integrity

Other examples of what might constitute a breach of academic integrity include, but are not limited to, the following: bribes, favors or threats with the intent of influencing a grade or any other evaluation of academic performance; taking an examination for another student; and grade tampering.

Grievance Procedure

If the student objects to the instructor's conclusion that a breach of academic integrity has occurred, the student may consult the University Ombudsman and/or appeal the instructor's conclusion through the instructor's department chair to the Dean or to the Dean's designee(s) of the college in which the course is offered, within 20 days of the time that the student receives written notification of the instructor's conclusion. A copy of the notification will be filed with the Director of Residential Life and Student Judicial System. Due process requirements for a fair hearing shall be provided to all parties. The record of the hearing before the Dean or the Dean's designee(s) shall consist of written statements of the instructor and student in support of their positions provided prior to the hearing and a tape recording or transcript of the hearing itself. An appeal of the decision of the Dean's or the Dean's designee(s) may be made within 10 days of the decision by written appeal to the University Student Grievance Committee. In the event of an appeal, the Dean shall transmit the decision to the University Student Grievance Committee, and if the Dean's designee(s) rendered the decision, the Dean shall indicate whether or not he or she agrees with the decision.

Graduation

Responsibility for Graduation Requirements

Every candidate for a degree is personally responsible for meeting all requirements for graduation. No University official can relieve the student of this responsibility.

Application for Graduation

Seniors who plan to receive a baccalaureate degree in December should make application for graduation at registration time for the fall semester. Candidates for the baccalaureate degree in May should make application at registration time for the spring semester. Forms for this application are available in the Schedule of Classes, in the Registrar's Office, or online. Completed applications must be filed in the Registrar's Office.

If a student fails to complete the requirements

at the time stated on the application for graduation, reapplication must be made for a later date.

Completion of Degree Requirements

Students who maintain continuous enrollment and who complete work toward the baccalaureate degree within five years from the date of entry may graduate under either the catalog in effect at the time of entrance or under the catalog in effect at the time of graduation. A change in major could mean meeting new requirements in force at the time of the change as a condition for acceptance into that major. Students whose work has been interrupted for one or more semesters may be held to requirements in effect at the time of their re-enrollment.

Candidates for a degree must meet all-University requirements and requirements in the curriculum for which they have applied. The deans of the colleges give final approval for graduation and recommend the candidates for the degree. Therefore, questions concerning degree requirements should be directed to the college deans.

Students electing to take courses at another accredited institution to apply toward credit to meet graduation requirements must obtain prior written approval of their dean.

Students may go through the Commencement exercise if they have proof of registration for the work which will complete the requirements for the degree from the Registrar of another institution one month prior to Commencement. This work must be completed prior to the date of Bradley's Commencement. The diploma will be awarded after receipt by the Registrar's Office of an official transcript of credits from the other institution.

The grades of all work, whether incurred through residence at Bradley or on another campus, needed to fulfill the graduation requirements of seniors must be reported to the Registrar's Office by the last day of the examination period of the semester in which candidates expect to receive their diplomas.

Note the University regulations concerning incompletes and their removal deadline earlier in this catalog.

Attendance at Convocation

A commencement convocation is held following the end of each regular semester. All candidates for the degree whose names appear on the tentative list of candidates posted one month prior to the convocation may attend the commencement convocation.

Students who have degree requirements remaining may apply for permission to participate in a particular convocation if the following conditions are met: the remaining degree requirements do not exceed two courses and/or required practical experiences; and it must be possible for the student to complete the remaining degree requirements during the interim and/or summer session immediately following the convocation. To apply for such permission you must file a formal request with your college dean. The actual date of the degree would be the next official graduation date immediately following the completion of degree requirements.

If you will not be attending the convocation ceremony, you must apply for graduation "in absentia." A written request to the dean of your college is required.

Awarding of Diplomas

Diplomas will be awarded at the end of the Fall, Spring, and Summer terms, whichever date follows the completion of all of the requirements for the degree, and will bear that date. Diplomas will be awarded only to students completing all degree requirements.

Honors

Cum Laude, Magna Cum Laude, Summa Cum Laude

By commencement honors, Bradley University recognizes a student's superior scholastic achievement. Evidence of achievement is shown by the student's grade point average (GPA).

To be awarded special honors at Commencement, a student must have earned or be registered for a minimum of 60 semester hours in residence at Bradley University.

A student will be awarded Commencement Honors according to the following standard:

- 3.40-3.59 Cum Laude
- 3.60-3.79 Magna Cum Laude
- 3.80-4.00 Summa Cum Laude

For recognition at Honors Day and at Commencement, the computation of the Honors designation earned by GPA shall be made on the basis of cumulative GPA and hours completed at the end of the semester immediately preceding graduation (normally after seven semesters of work). The computation of the GPA for Honors designation on the student's permanent record and diploma shall be made on the basis of all work completed at Bradley University at the time of graduation.

Students who have successfully completed the requirements of the University Honors Program will be recognized for this achievement by a separate certificate.

Dean's List

Those full-time students who earn a semester GPA of 3.5 or higher on a 4.0 grading scale are given the distinction of being placed on the University's Dean's list for their outstanding scholastic achievement.

University Student Grievance Policy

A student academic grievance is appropriate in cases in which the student claims unfair, prejudicial, or capricious evaluation or treatment of an academic nature. A grievance is not appropriate on actions which would impair the exercise of academic freedom. A student non-academic grievance is appropriate in cases involving access to and participation in course offerings, sexual harassment, racial discrimination, or any other act by a University faculty member that is derogatory or discriminatory in nature. No student may pursue the formal part of the following grievance procedure before exhausting all informal procedures. What follows does not preclude a faculty member's appeal to the Faculty Grievance Committee.

The grievance process is intended to deal with matters as expeditiously as possible. Although the times listed below are recommended guidelines for handling the steps of the process, it is expected that they will not

be exceeded except under compelling circumstances.

A student who claims grievance as described may consult with the Ombudsman or meet directly with the instructor involved. The grievance process is as follows:

1. Informal Procedure

- a. The student shall meet with the instructor in an attempt to resolve the issue within 15 days on a non-academic grievance and normally within 15 days of the beginning of the next semester on an academic grievance. (The student may consult with the Ombudsman.)
- b. Should the issue not be resolved to mutual satisfaction, the student may, within five days, appeal an academic matter to the Chair of the given Department who shall provide the student and faculty member with a decision within five days of appeal, or appeal a non-academic matter to the office of the Associate Provost for Student Affairs, who will attempt to resolve the matter within 10 working days from the time of appeal. In cases involving a conflict of interest with the Associate Provost for Student Affairs, the student may appeal a non-academic matter to the Provost and Vice President for Academic Affairs. If any unfair or unjustifiable injury or disadvantage occurred, the decision shall include specific remedies to rectify the situation.
- c. Should an academic issue not be resolved to the satisfaction of the parties, the student or faculty member may, within five days, appeal the decision of the Chair to the Dean(s) of the College(s) in which the given academic concern resides and to the Dean of the Graduate School if a graduate student is involved. This appeal shall specify in writing the alleged grievance. The Dean(s) or Dean(s)' designee(s) should meet with the relevant parties within five days of the appeal. The Dean shall deliver a decision within five days after said meeting. If any unfair or unjustifiable injury or disadvantage occurred, the Dean's decision shall include specific remedies to rectify it.

2. Formal Procedure

Should the issue not be resolved to the satisfaction of the parties, the student or faculty member may, within five days of the final written decision above, initiate the formal phase of the grievance procedure by written appeal to the Chairperson of the University Student Grievance Committee. Legal counsel may be used by the parties at the parties' cost, as part of the formal procedure. Legal counsel for either party shall act in an advisory capacity only and not be permitted to speak on behalf of any party. The Committee shall have access to the University attorney on procedural matters.

- a. The Student Grievance Committee shall accept for hearing only those cases considered grievances as described above.
- b. The Student Grievance Committee shall meet at the call of the Chairperson upon receipt of a formal grievance. The Chairperson will:
 - 1) Obtain written statements from all parties involved in the appeal.
 - 2) Call for a meeting of the Committee to review the statements from the parties involved within 10 days of submission of the appeal,

unless extraordinary circumstances require a delay, and determine a date and time for the hearing.

The Committee will:

- 3) Notify all parties of the time, date, and place of the hearing at least five days in advance.
 - 4) Call on other faculty, staff, and students if it would serve the purposes of due process.
 - 5) Retain records of all written matters dealing with each case.
 - 6) If the committee decides that a grievance is not in order and the alleged grievance concerned discrimination, a copy of the minutes of the meeting will be sent to the Affirmative Action Officer.
- c. The Committee shall submit its findings and decision to the appropriate academic officer for review within 45 days after the matter has been formally submitted to the Committee. This time period shall not include University holidays and times when the faculty are not under contract such as during the summer. If the Committee finds that unfair or unjustifiable injury or disadvantage has occurred, it shall forward to the appropriate academic officer its specific suggestions for rectifying it. The appropriate academic officer, within 30 days of the receipt of the findings and recommendations of the Committee, shall notify all concerned parties of agreement or disagreement with the Committee's decision, stating the reasons in writing. Upon agreement of the parties, the grievance process can be concluded at any time before notification by the appropriate academic officer.
- d. In cases where there are findings of unfair or unjustifiable treatment of students in a non-academic matter, the Associate Provost for Student Affairs is responsible for rectifying the situation per the Committee's findings.

Miscellaneous University Regulations

Absences

This is the all-University policy regarding absences. Consult the policy of your own college, department or division for further details.

Every student is expected to attend all classes regularly. Each student is responsible for all work contained in the course, even in case of absences caused by circumstances beyond the control of the student. In case of absence, provision for make-up work, insofar as make-up work is possible, may be made by the instructor if acceptable reason for the absence is presented.

The grade in any given course will therefore ordinarily depend upon the amount and quality of the work done in the course. Absence will affect the grade insofar as the quality of work is affected. Reasons for absences are presented to the instructor by the student.

Change of College or Curriculum

Changes of a student's major must be initiated with the academic advisor in the student's current major field. A list of these advisors is found in the front of the Schedule

of Classes.

After the form has been completed by the academic advisor, the student should take the form to the dean of the college in which the student was registered for the dean's signature. The student obtains the signature of the advisor in the new major field, and then takes the form to the dean of the college to which the student is transferring and leaves the form with the new dean. If the change does not involve a change of college (merely a change of curriculum within the same college) the dean of that college will retain and process the form.

Change of Address

Students should report promptly to the Registrar's Office in Swords Hall any change of address whether this change involves the student's campus address, permanent mailing address, or parents' address.

Local addresses for students not in residence halls and permanent addresses for all students can be changed on the Registrar's website at www.bradley.edu/Registrar.

Address changes for parents require a signature and must be made in the Registrar's Office, Swords Hall, Room 11.

Transcript of Credits

A transcript of credits is an authentic copy of the student's academic record. No partial transcripts will be issued. Transcripts are released only on written request of the individual concerned. This order must be placed in person or by mail to the Registrar's Office. No phone orders can be accepted.

A fee of \$4.00 for each copy ordered is payable in advance for transcripts. No student who is indebted to the University in any way will be issued a transcript until the debt is cleared by the office concerned.

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

Financial Obligation of the Student

No report of grades is sent for the student whose financial account with the University has not been settled in full, nor will the grades be available on the web. Likewise no diploma, professional certificate, transcript of credit, or other information concerning academic record is given until the student's account has been cleared.

Student Consumer Information

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