

# Admissions

## Freshman Admission

Bradley welcomes applications for admission from all students who feel that they can benefit from and contribute to the varied academic and extracurricular offerings of the University. High school students are encouraged to apply early in their senior year but later applications will be considered as space permits.

## Admission Requirements

Admission is based on a review of each student's total academic and extracurricular record. Care is taken to ascertain that students' goals and aspirations are consistent with their academic abilities. In determining an applicant's qualifications, the following criteria are used:

1. The high school record of scholastic achievement and extracurricular and community activity.
2. Results from the SAT, ACT, or TOEFL.
3. Recommendations from appropriate school and community persons.
4. Written personal statement.
5. Judgments made as a result of personal interviews and campus visits.

## Entrance Examinations

All candidates for admission to the freshman class (except international students) who have recently completed high school (within the past year) and have not attended another college, are required to take either the SAT or the ACT. The results of one or both of these tests must be forwarded to the Office of Undergraduate Admissions. Results from other examinations such as Advanced Placement (AP) and achievement tests, while not required, can also be helpful in the admission review process.

## Student Health Form Requirement

For the benefit and protection of each Bradley student and to comply with state law, it is required that a student health form be filed with Health Services prior to the time the student begins at the University. This form is sent to each admitted student. If a form is not received, a copy may be obtained at Health Services in Heitz Hall or the Admissions Office in the Visitors Center.

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

## Health Immunization Requirements

Bradley students are required to be immunized against measles, mumps, rubella, tetanus, and diphtheria. Students entering Bradley University for the first time will not be allowed to register unless they provide proof of proper immunization (Public Act 85-1315). Verification of that immunization is a component of the Health Form.

## General Admission Requirements

Generally, minimum curriculum requirements for all entering freshmen are as follows: 4 units (years) of English ( $\frac{1}{2}$  or 1 unit of which may be speech), 3 units of college preparatory mathematics, 2 units of laboratory science, and 2 units of social sciences. See listings below for special requirements within the individual colleges and programs. (Applicants deficient in special admission requirements may be admitted but will be required to take preparatory courses in addition to the program described elsewhere in the catalog.)

## Business Administration

Required: 2 units of algebra, 1 unit of geometry, 4 units of English ( $\frac{1}{2}$  or 1 unit of which may be speech). Recommended: 2 units of history and/or government.

Students entering the Foster College of Business Administration should have a minimum of two units of algebra and one unit of geometry. Students not meeting these minimums generally must make up the deficiency, at Bradley or elsewhere. Test results will be used to help ascertain the degree of deficiency that exists. High school students are also encouraged to take additional math such as a third unit of algebra, analytic geometry, trigonometry, pre-calculus, and solid geometry. Generally, the more mathematics courses the better.

## Engineering

Candidates are urged to take as much mathematics and science as possible. Required: 2 units of algebra, 1 unit of plane geometry,  $\frac{1}{2}$  unit of trigonometry, 1 unit of physics. Recommended:  $\frac{1}{2}$  unit of solid geometry, 1 unit of pre-calculus, and 1 unit of chemistry;  $\frac{1}{2}$  unit of graphics for Industrial Engineering. Applicants deficient in mathematics and science may be admitted. However, it is expected that the deficiency will be removed, preferably during the summer preceding entrance. ACT minimum scores of 24 composite, 24 in math or an SAT minimum combined score of 1100.

### **Construction and Engineering Technology**

Required: 2 units of algebra, 1 unit of plane geometry,  $\frac{1}{2}$  unit of trigonometry, 1 unit of physics. Recommended:  $\frac{1}{2}$  unit of solid geometry and  $\frac{1}{2}$  unit of graphics.

### **Health Science**

In addition to meeting University and College of Education and Health Sciences requirements, admission to the health science major as a freshman requires the following: 1) three units of high school mathematics and science (biology/physiology, chemistry, and physics are recommended); 2) ACT minimum scores of 24 in English, 24 in mathematics, and 24 composite or a SAT minimum combined score of 1100. All test values must be earned on the same examination.

### **Liberal Arts and Sciences**

Recommended: 2 units of a single foreign language.

### **Music**

Required: An audition either in person or on tape. (Contact the chairperson of the Department of Music for an audition appointment.) Recommended: A minimum of four years experience in orchestra, band, choir, and/or chorus or four years of private music instruction.

### **Nursing**

Applicants with no previous preparation in nursing must meet the admission requirements of the Health Science program. A personal interview with a member of the faculty of the Department of Nursing is highly desirable before admission.

Registered nurses and licensed practical nurses must apply to the program, meet the above requirements, and submit a transcript from an approved school of nursing and evidence of licensure to practice in at least one state. All registered nurses and licensed practical nurses should contact the Department of Nursing for additional information concerning the program.

### **Notification of Admission and Reply Date**

Admission notifications begin October 1 prior to enrollment in the following fall semester. After that date, all notifications will be mailed as soon as the student's application file is complete and reviewed by the Admissions Committee. Applicants for spring, interim, or summer terms will be notified soon after their files are complete.

Applicants respond to offers of admission by forwarding a non-refundable \$150 enrollment fee. Applicants requiring on-campus housing must submit an additional \$100 housing deposit. Applicants will receive preference for university housing based on the date by which both are received. However, no student seeking notification of admission is required to respond to an offer until May 1. Students admitted after May 1 have two weeks from the date of notification of admission to respond.

## **Early Admission**

### **Students Pursuing a Degree**

Recognizing that the range of scholastic aptitude of high school students is great, Bradley University may accept students into a degree program, providing they have:

1. completed their junior year of high school;
2. attained a "B" or better high school average;
3. attained appropriate SAT or ACT entrance examination scores;
4. forwarded a high school transcript; and
5. forwarded three recommendations from secondary school teachers or guidance counselors endorsing the early admission decision.

Exceptions to this policy will be made only under special circumstances and with the approval of the Office of Undergraduate Admissions and the dean of the college in which the student wishes to enroll.

### **Students Not Pursuing a Degree**

High school students who have completed their sophomore year and are interested in taking classes at Bradley, but not in pursuing a degree, may be admitted at any time as undergraduate students-at-large. Contact Undergraduate Admissions and:

1. complete an application to be an undergraduate student-at-large;
2. forward a high school transcript as evidence of having attained a "B" or better grade point average; and
3. submit three letters of recommendation from secondary school teachers or guidance counselors.

## **Transfer Admission**

Each year, transfer students compose a significant proportion of the new student population at Bradley. The diversity of social and academic backgrounds that transfer students bring adds much to campus life. Accordingly, Bradley actively seeks to enroll transfer students from all areas of the United States and many foreign countries and strives to provide an atmosphere that is both challenging and rewarding.

Applications to transfer to Bradley should be completed no less than 30 days in advance of the start of the semester for which one is applying. It is strongly recommended that transfer students apply several months prior to the beginning of the semester.

Official transcripts of all college work attempted are required prior to admission to Bradley. Official transcripts of credit must be requested by the student and received by the Office of Admissions directly from the institution at which the credit was earned. Transfer students having successfully completed 15 or more semester hours at an accredited institution need not supply a copy of their high school transcript unless requested by the Admissions Office. Students having completed less than 15 semester hours must submit ACT or SAT scores and a high school

transcript. Transfer applicants must have a minimum cumulative grade point average of 2.0 to be considered for admission. Most programs require a 2.5 or above.

### Level of Transfer Credit

Transfer credit shall be accepted on the same level at which the work was offered at the source institution. Junior-senior level credit will not be granted for courses taken at the freshman-sophomore level.

### Acceptance of Transfer Credit

Credit from collegiate institutions which are accredited by one of the regional accrediting associations, such as the North Central Association of Colleges and Schools, will be considered for acceptance at Bradley University. Bradley University also participates in the Illinois Articulation Initiative (see below).

Credit may also be accepted in specific professional courses from certain institutions which are not regionally accredited, but whose curricula are accredited by professional accrediting bodies recognized by the Council on Post Secondary Education. Credits from other institutions, including foreign universities, will be evaluated for possible transfer on a case-by-case basis.

Acceptance of transfer credit will be based on compatibility of the transfer work with the nature, content and level of work offered at Bradley. Application of transfer credit 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 the transferred credit will be completed by the department.

Transfer credit which meets the general education requirements at the source institution may be applied to the general education requirements at Bradley.

A maximum of 66 semester hours of credit will be accepted from accredited two-year colleges. Unlimited credit may be accepted from four-year institutions.

Transfer students from colleges and universities offering the baccalaureate degree must successfully complete a minimum of thirty semester hours in residence at Bradley to satisfy degree requirements.

### Illinois Articulation Initiative (IAI)

Bradley University has endorsed the Illinois Articulation Initiative (IAI). The purpose of the IAI is to facilitate the transfer of courses among two- and four-year colleges and universities throughout the state of Illinois.

The IAI guarantees students that completion of the General Education Core Curriculum at any participating school will satisfy general education requirements at any other participating school. This initiative is in effect for students who began college during or after summer 1998.

1. Students completing their Associates of Arts or Associates of Sciences degree at a participating IAI school and completing the IAI faculty panel-approved Illinois Gen-

eral Education Core Curriculum will have automatically satisfied their general education requirements at Bradley. This does not include general education courses that are degree requirements.

2. Students completing the IAI Core Curriculum only, without an Associates Degree, will have satisfied their general education requirements at Bradley.
3. Students transferring to Bradley without having completed their IAI Core Curriculum will have to fulfill the Bradley general education requirements.
4. Readmit students must complete Bradley's general education requirements.
5. Illinois Transferable General Education Core Curriculum includes the following:
  - 3 courses (9 credits) in Communication
  - 1-2 courses (3-6 credits) in Math
  - 2 courses (7-8 credits) in Physical and Life Sciences
  - 3 courses (9 credits) in Humanities and Fine Arts
  - 3 courses (9 credits) in Social and Behavioral Sciences

Official verification of IAI attainment must be sent from the former college, by request of the student, directly to the Office of Undergraduate Admissions.

For more information about IAI, see [www.itransfer.org](http://www.itransfer.org).

### Academic Dismissal

Students dismissed for academic or other reasons from their last previous institution attended must wait at least one regular academic semester after their dismissal before applying for admission to Bradley. It is strongly recommended that such students take academic course work elsewhere in the interim to raise their cumulative average to at least a C.

### International Students

International students are those who are not citizens or permanent residents of the United States and who intend to enter Bradley University to pursue a full-time course of study.

All applicants whose native language is not English are required to submit the results of the Test of English as a Foreign Language (TOEFL). TOEFL is administered throughout the world at many locations several times a year. Further information can be obtained by consulting the nearest U.S. embassy, consulate, U.S. Information Agency, or by writing directly to the Educational Testing Service (TOEFL), Box 899, Princeton, New Jersey 08540, U.S.A. (A minimum TOEFL score of 550 paper based, 213 computer based, or 79 internet based is recommended for application review.) TOEFL is not required of students attending International or American schools abroad; the Scholastic Aptitude Test (SAT) or American College Test (ACT) is required in place of TOEFL. Another means of satisfying English proficiency is the ELS Language Centers Intensive English Programs (level 112 required). You can reach ELS at 5761 Buckingham Pkwy., Culver City, CA 90230 USA.

In the United States, educational records are called

"transcripts." A "transcript" is an official document issued by an educational institution which states all subjects studied, grades or marks received (including failures), the "credit" received, and the grading scale used (including the lowest passing mark). The length of time in the classroom, the number of classes per week for each subject, and an explanation of the educational system should be included.

All applicants must submit educational records (official transcripts, country examinations, diplomas and certificates) which have been certified by an officer of the educational institution issuing the documents or by a U.S. or local government official. Secondary school records should represent the last four years of study. Any document submitted in a language other than English must be accompanied by an official certified English translation. All U.S. and Canadian documents must come directly from the principal or registrar to Bradley. All university-level records must come to Bradley directly from the institution attended. All university-level study will be evaluated for possible transfer credit. Accurate evaluation cannot be made without a syllabus, catalog, or course descriptions. Consequently, all transfer students must submit their foreign catalog (providing program and course descriptions) in English or in an official English translation. Students of international or American schools abroad should also provide SAT or ACT scores.

A Financial Certification Form must be submitted along with the application to confirm that all college, personal, and travel expenses are covered for each year at the University. Bank statements and/or scholarship award letters are also required for verification.

The transfer application deadline is May 15 for fall semester and October 15 for spring semester. Freshmen applicants are accepted for the fall semester only and are encouraged to complete their applications by March 15.

## Former Students

Former students who wish to re-enter Bradley University must request an application for readmission from the Office of Undergraduate Admissions. Those students whose work has been interrupted for one or more semesters are subject to re-evaluation for readmission and may be held to any change of requirements that may have occurred during their absence. Students who have accumulated credit elsewhere during their absence are required to submit a transcript of that work. Students who were academically dismissed at Bradley must petition the Academic Review Board for reinstatement.

## Credit by Examination

### Advanced Placement Credit

Credit may be given in courses covered by the Advanced Placement Examination offered by the College Entrance Examination Board. Minimum scores range from 3 to 5 depending on the subject. If credit is given, the number of semester hours of credit allowed is determined by the extent of the

college work covered by this examination.

Specific information on the extent of credit awarded can be obtained from the Undergraduate Admissions Office.

## College-Level Examination Program

Bradley University is committed to the principle that college-level achievement should be recognized and rewarded without regard to where, when, or how the knowledge was acquired. The University grants a maximum of 60 semester hours to those who earn scores on the College-Level Examination Program (CLEP) examinations in the 50th percentile or higher on national college sophomore norms. Credit for CLEP may be used to satisfy General Education requirements.

A maximum of 30 semester hours of credit may be earned by taking the General Examinations of the College-Level Examination Program. A maximum of 6 credits may be earned for each of the following subject areas: English Composition with essay, Humanities, Mathematics, Natural Sciences, Social Sciences, and History.

Students may also earn a maximum of 30 semester hours of credit by taking specific Subject Matter Examinations. Subject examinations are available in over 30 areas. The college in which a student is a major determines the applicability of CLEP credit toward degree requirements. For any English subject exam with an optional essay, the essay portion must be written and passed in order to receive credit at Bradley University.

CLEP credit is transfer credit. As with other transfer credit, no CLEP credit will be accepted that duplicates credit already received from other sources. An official copy of the scores must be sent from the CLEP office, by request of the student, directly to the Office of Undergraduate Admissions.

Though Bradley University is not a CLEP testing site, Bradley accepts credit for several CLEP tests for which the student scores in at least the 50th percentile.

Students new to Bradley should discuss CLEP credit with a counselor in Undergraduate Admissions. Current students wishing to transfer CLEP credit to Bradley should discuss CLEP credit with the Registrar's Office. In all cases, an official copy of test scores must be sent from the CLEP office, by request of the student, directly to Bradley University.

For more information about the College-Level Examination Program, contact CLEP at (609) 771-7865 or visit [collegeboard.com/clep](http://collegeboard.com/clep).

## Special Programs

### Campus Visits

Bradley University encourages all prospective new freshman and transfer students and their families to visit campus. Students may attend one of the many campus visit programs or make arrangements for an individual visit. For further information, contact: Undergraduate Admissions, Bradley University, 1501 W. Bradley Ave., Peoria, Illinois, 61625;

(309) 677-1000 or (800) 447-6460.

E-mail [admissions@bradley.edu](mailto:admissions@bradley.edu) or find more information online at [admissions.bradley.edu](http://admissions.bradley.edu).

### Off-Campus Programs

Bradley University conducts many off-campus reception and interview programs throughout the year across the United States. These sessions are designed to allow prospective students and their parents the opportunity to meet with admissions or financial assistance representatives to learn more about the admissions process, degree requirements, campus life, and financial assistance and scholarship opportunities.

To secure a schedule of the off-campus admissions programs or to set up an appointment with an admissions representative, interested students should call the Office of Undergraduate Admissions at (800) 447-6460 or go online to [admissions.bradley.edu](http://admissions.bradley.edu).

### Summer Orientation

A special invitation is extended to all incoming students and their parents to attend Summer Orientation. This program is specifically designed to introduce and familiarize students and parents with Bradley University, its faculty, student body, and special services. The program is required of all incoming students and highly recommended for their parents.

### Credit Courses for Undergraduate Students Not Seeking a Degree

Students who wish to enroll on a part-time basis (less than 12 semester hours) in undergraduate courses, who do not hold a bachelor's degree, and who do not intend to complete an undergraduate degree, may apply for admission to Bradley as an undergraduate student-at-large.

A current official transcript or letter of good standing is required for all students and should be sent directly from the Registrar's office. Visiting international students on a student visa must provide a copy of their current I-20, a letter, sent directly from their admitting institution, indicating that they are admitted to that school full time, are in good standing, and have permission to take classes at Bradley University. This letter may be sent directly from the admitting institution's Registrar or Designated School Official (DSO) for the Immigration and Naturalization Service.

Undergraduate students-at-large are subject to all University policies and regulations including academic probation and dismissal. If a student's cumulative grade point average falls below 2.0, the student will be placed on probation. A minimum of a 2.25 grade point average will be required in succeeding semesters until the student's cumulative grade point average is increased to 2.0 or higher.

Students who have been denied regular admission to Bradley and students dismissed from the University are not eligible to enroll as undergraduate students-at-large.

A maximum of 45 semester hours taken as an undergraduate student-at-large can be accepted toward a

degree program. A student-at-large who decides to seek a degree should apply as a transfer student (see "Transfer Admission" above).

Non-degree-seeking students who already hold a bachelor's degree and who wish to take undergraduate courses on a part-time basis must be admitted through the Graduate School. Students who have completed an undergraduate degree should refer to the Graduate Catalog or contact the Graduate School, 200 Bradley Hall, by phone at (309) 677-2375, by e-mail at [bugrad@bradley.edu](mailto:bugrad@bradley.edu), or online at [bradley.edu/grad](http://bradley.edu/grad). Students who already hold a bachelor's degree and are only interested in pursuing a teaching certificate or students who wish to pursue an additional bachelor's degree should contact the Office of Undergraduate Admissions at (800) 447-6460.