

**BRADLEY**

**U N I V E R S I T Y**

---

---

Undergraduate  
Academic Advising  
Handbook

Academic Advising Handbook updated by Orientation & Advisement office on 11.15

# Bradley University Undergraduate Academic Advising Handbook

## Table of Contents

1. BU ADVISING PHILOSOPHY AND ACADEMIC DISCLAIMER.....	4
Role of Academic Advising at BU	
Definition and Strategy for Academic Advising	
Advising Goals	
Advising Tips	
Academic Disclaimer	
2. ACADEMIC RECORDS.....	10
Electronic Academic Records	
Departmental/College Academic Records	
3. REGISTRATION PROCESS.....	13
Advising Process for Early Class Registration	
Definition of Student Standing	
Excess Hours	
Satisfactory Progress Requirements	
Academic Good Standing/Probation/Dismissal	
Online Registration - Webster	
Completing the Registration Process	
Advising Student Athletes	
4. GENERAL EDUCATION REQUIREMENTS.....	21
5. ADVISING SENIOR STUDENTS.....	23
6. TRANSFER WORK, REPEATED AND INCOMPLETE COURSES, AND PLACEMENT EXAMS.....	26
Transfer Work	
Advising Transfer Students	
Repeated Courses	
Incomplete Courses and Removal of Incomplete	
Grade Changes	
Placement Exams	
7. CHANGES TO ACADEMIC MAJOR/MINOR.....	32
Adding/Deleting a Major	
Adding a Second Major	
Adding a Minor	
8. PETITIONS TO ACADEMIC REVIEW BOARD (ARB).....	34
Waivers of Graduation Requirements	
Reinstatement Following Academic Dismissal	
Academic Forgiveness Policy	

9. WITHDRAWALS AND ABSENCE.....	38
Withdrawal from a Course	
Complete Withdrawal	
Leave of Absence	
10. FORMS.....	41
11. UNIVERSITY PROGRAMS.....	44
Academic Exploration Program	
Cooperative Education and Internship Program	
Honors Program	
Study Abroad Program	
Turning Point Program	
12. RESOURCES.....	47
Academic Accommodations	
AEP 115: Learning Enhancement Strategies Seminar	
Campus Recreation	
Career Services/Job Search	
Center for Learning Assistance	
Counseling	
Disciplinary Action	
Diversity and Inclusion	
Financial Assistance	
Fraternity and Sorority Life	
Grievances & Student Handbook	
Health Center	
Housing and Residential Life	
International Student Issues	
Orientation for New Students	
Registrar’s Office	
Sexual Harassment	
Student Activities	
Student Fees/Controller’s Office	
Student Leadership and Public Service	
Student Support Services	
Student Veterans	
Summer and Interim Sessions	
Testing Services for Students	
Transfer Student Assistance, Office for	
Tutoring Services	
13. GENERAL INFORMATION ABOUT BRADLEY UNIVERSITY.....	56
Organizational Structure	
14. OUTSTANDING ACADEMIC ADVISOR AWARD.....	58

Bradley University

Academic Advising  
Philosophy and Academic  
Disclaimer

## **Role of Academic Advising at Bradley University**

The purpose of the Bradley University Academic Advising Handbook is to serve as a guide for faculty members concerning their role and responsibility as advisors and to provide information about procedures involving the advisor and referrals that the advisor should offer to students. Academic advising goes well beyond assisting students with their semester schedule of classes. The role of the academic advisor includes, but is not limited to:

1. Learning the policies and requirements for graduation and clearly communicating them to advisees so that they will not be deficient in any University, College, or Departmental requirements.
2. Identifying courses and experiential learning opportunities that will help the student to achieve personal and professional goals.
3. Helping the student define career goals.
4. Referring the student to personal counseling when appropriate.

Initially students may be concerned only with their class schedules, but once a supportive and trusting relationship is established, conversations pertaining to career goals, opportunities on and off campus, and necessary referrals will very likely follow.

***“Academic advising is the responsibility of the faculty. It is central to the Bradley experience. The promise of meaningful interaction between a faculty advisor and a student is one of the reasons a student chooses to attend Bradley University. This positive relationship strengthens recruitment, retention, student satisfaction and placement.” This quote is from the Bradley University Faculty Handbook which is located on line at: <http://www.bradley.edu/academic/cio/senate/handbook/>***

“An academic advisor needs to know:

1. How the student feels about school.
2. How motivated the student is about studying.
3. How committed the student is to getting a degree.
4. What help the student wants or needs.
5. What motivational blocks may hinder the student’s progress.”

***The Role of Student Affairs, monograph, 1991.***

“Every candidate for a degree is personally responsible for meeting all requirements for graduation and no University official can relieve a student of this responsibility,” (Bradley University Undergraduate Catalog). The academic advisors should provide accurate and timely information to the student. This handbook will assist advisors in helping students with the necessary information.

## **Definition and Strategy for Academic Advising**

Bradley University's definition of advising is the embodiment of a relationship established between the student and advisor. "Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary".

Bradley University places emphasis on the recruitment and retention of its students. Academic advising is critical to the persistence of students because of the support and guidance Bradley faculty members provide to students as their academic advisors. Academic advising, effectively delivered, can be a powerful influence on student development and learning and as such, a potent retention force on the campus. Habley (1981) presents a particularly convincing case for an Advisement-Retention Model which underscores the critical link between academic advising and student retention. Based on the assumption that retention programs should focus on services which enable students to clarify their educational/career goals and relate those goals to academic offerings, quality advising provides the most significant mechanism through which this can be accomplished. Habley concludes that the advisor is critical in assisting students to explore goals and choose appropriate educational offerings consistent with those goals.

Two resources that may be of assistance to academic advisors or Bradley University students are:

- Mr. David Trillizio, Director  
Center for Orientation & Advisement  
Heitz Hall 100  
[dpt@fsmail.bradley.edu](mailto:dpt@fsmail.bradley.edu)  
x2420
- Ms. Sherry Winkle, Director  
Academic Exploration Program & Testing  
Heitz Hall 100  
[winkle@fsmail.bradley.edu](mailto:winkle@fsmail.bradley.edu)  
X2416

## Advising Goals

1. Assist students in self-understanding and self-acceptance (their values, abilities, interests, and limitations).
  - a. Resources within the Academic Exploration Program  
<http://www.bradley.edu/academic/departments/aep/resources/>
2. Assist students in their consideration of life goals by relating interests, skills abilities, and values to career, the work environment, and the purpose of higher education.
  - a. Refer to the Academic Exploration Program  
<http://www.bradley.edu/academic/departments/aep/aboutus/>
3. Assist students in developing an educational plan consistent with life goals and objectives (alternative courses of action and alternate career considerations).
  - a. Refer to the Smith Career Center  
<http://www.bradley.edu/offices/student/scc/>
4. Provide accurate information about institutional policies, procedures, resources, and programs.
  - a. Refer to the Dean's Office and the Registrar's Office  
<http://www.bradley.edu/registrar/>
  - b. Refer to the Undergraduate Catalog  
<http://www.bradley.edu/academic/undergradcat/>
5. Make referrals to other Bradley University or community support services.
  - a. Refer to the Center for Student Support Services  
<http://www.bradley.edu/offices/student/support/>
  - b. Or to the Center for Student Development & Transitional Services  
<http://bradley.edu/offices/student/development/>
6. Provide information about students to the institution and/or academic departments.
  - a. Refer to FERPA (Family Educational Rights and Privacy Act)  
<http://www.bradley.edu/offices/academic/registrar/ferpa/>
7. Assist students in evaluation of progress toward degree completion.
  - a. Refer to DARS (Degree Audit Requirement System)  
<http://www.bradley.edu/offices/student/transfer/advising-registration/dars-help.dot>
8. Assist students in developing decision-making skills.

## Advising Tips

1. Create a receptive, confidential relationship with the advisee. When students believe that the advisor is truly providing guidance that will benefit them, the students will be more accepting, appreciative, and often act upon the recommendations offered by the advisor.
2. Advising is listening! If students can talk with someone in whom they have confidence, who won't laugh at their comments, ridicule their expressions, or be paternalistic or condescending, students may, within the discussion itself, discover various possibilities and perceive their situation from various perspectives. A good listener, being attentive and encouraging, may provide the student with a form of assistance that is truly helpful.
3. Be empathetic. Remember some of your own difficulties, frustrations, and complexities of college life and make an effort to reduce them for your advisee.
4. Establish the advantages and limitations of advising with each student. Explain how regular advising sessions can benefit the student. Be sure to ask the student if they have any questions.
5. Both the advisor and advisee have certain responsibilities. Discuss your expectations of the student as an advisee. A written list of those expectations would serve as a reminder to the student to prepare for his/her next meeting.
6. Clarify with your advisee that he/she understands your intended message. Ask the student to then describe back to you what he/she will do.
7. End-of-lecture summary has its counterpart in advising. During the advising session, and particularly at the end, summarize what transpired and the options that the student has. This is an opportunity for the student to respond to your advice.
8. Open-ended questions are a useful means of entering into a discussion. Students, particularly freshmen, may be intimidated by your faculty rank, and be hesitant to elaborate in their discussions with you.
9. You may have to inform a student that you are compelled to deny his/her request. When this must be done, be sure to specifically explain what you cannot do for the student and why.
10. Refer the student to a specific person and offer several alternatives. This handbook will provide you with a number of resources. If you are not sure where to refer a student, make a phone call to your department Chair and/or the Center for Orientation and Advisement.
11. Take good notes on what was discussed and what your recommendations to the student were and file them in the student's folder. This will serve as a reminder to you when you meet with the student in a follow up visit.
12. If an academic advisor is on sabbatical or is not able to meet with students due to other complications, a department representative should notify the advisees that their academic advisor is not available for the semester and the name of the interim advisor should be provided.

## Academic Disclaimer

The academic advisor is on the "front line" of the university in working with students. It is an important position, and the success or failure of the student's education and growth is influenced greatly by the advising function. In today's litigious atmosphere, the advising function is more critical than ever.

*Academic advising primarily occurs under the umbrella of academic affairs.* The courts have hesitated to enter the academic arena and substitute their judgment for that of the academician. In doing so, they have recognized the academic freedom which protects academic decisions, including advising decisions.

An increasing emphasis on quality advising to enhance retention brings added responsibilities to the advisor. More and more, advisors not only are expected to understand such things as scheduling and registration procedures & degree requirements, but also they may be expected to function as a referral service.

Most institutions' catalogs state the ultimate responsibility for knowing degree requirements rests with the student. Bradley University's Undergraduate Catalog contains such statements. Generally, the advisor is not going to be held personally liable for mistakes in advising in the absence of gross negligence, irresponsible behavior, or arbitrary or capricious treatment of the student.

Advisors should keep notes of their discussions with students during advising sessions. An accurate record of advising sessions would help solve any disputes over the content of previous advising and also serve as a legitimate protection against the claims of erroneous advising.

Due to a number of legislative acts that have been enacted, particularly the Family Educational Rights and Privacy Act (FERPA), faculty and staff must be careful to limit the information that they provide to individuals. The following are entitled to student information: the student and any outside party who has the student's written consent; school officials within the institution who have "legitimate educational interest" as defined in FERPA; parents of a dependent student as defined by the Internal Revenue Code; and a judicial order or subpoena which allows the institution to release records without the student's consent, however, a "reasonable effort" must be made to notify the student before complying with the order. References to outside entities that include a student's non-directory information, such as grades, attendance, GPA, etc. always require a written release from the student.

The Registrar's web site has more information and an interactive quiz to enhance your knowledge about FERPA at: <http://www.bradley.edu/offices/academic/registrar/ferpa/>

Bradley University  
Academic Records

## **Electronic Academic Records**

A student's entire academic record can be accessed through the online student information system, *AcInquire*. The URL is: <http://acinquire.bradley.edu>

Faculty and staff must have permission to access student records by taking the *FERPA Quiz* and completing the *Request for Access to Computerized Student Records* form located on the Registrar's Office website. Faculty who advise students must obtain permission from the Chair of his/her academic department, who will then request access to be given by the Registrar. Those permissions are kept on file in the Registrar's Office.

*AcInquire* allows faculty to get student information such as directory and term information, grades, prerequisite overrides, transfer work, schedules, and more, based on permission settings. Another advising tool available to advisors through *AcInquire* is the Degree Audit Requirement System (*DARS*). *DARS* will allow the advisor to view all the graduation requirements for a particular major and the progress that a student has made in fulfilling those requirements. *DARS* will also identify how many credit hours the student has accumulated, GPA, junior/senior hours, and residency hours. Students also have access to *DARS* via *Webster*. Advisors should encourage students to bring an updated copy of their degree audit to their advising sessions.

If an error in *DARS* is detected, the advisor should contact the Registrar's Office to rectify the situation. If a waiver to a college and/or department requirement is granted, the advisor should complete a Degree Audit Exception Form via *Docsoup*, so *DARS* can be updated. For more information, contact Ms. Angela Butler, Assistant Registrar, x3099 or Ms. Abby Schierer, Records Coordinator, x3643.

## Departmental/College Academic Records

Each department/college varies on the form of records maintained by the unit. Some departments maintain a hard copy of every student record. Information regarding transfer approval of coursework, petitions, and change of major/minor approvals are collected in a student's folder. An academic advisor should also include information about visits with that student in his/her folder. This information can be valuable if a student changes advisors or if department/college awards are being selected. To obtain the hard copy of a student's record, the advisor should see the department administrative support staff member or the college record administrative support staff member. Please refer to the list below:

Foster College of Business. . . . .	Alison Jones, x2254
Slane College of Communication and Fine Arts. . . . .	Martha Schmitt, x2851
College of Education and Health Sciences. . . . .	Rona McCoy, x3180
Caterpillar College of Engineering and Technology. . . . .	Jamie Cobb, x2975
College of Liberal Arts and Sciences. . . . .	Amy Summers, x2384 Patricia Blattenberger, x2382
University Programs. . . . .	Misha Meeks, x2420

Bradley University

# Registration Process

## Advising Process for Early Class Registration

Advising is a continuous process by which faculty nurture and guide students through their educational experience. While students may meet with advisors throughout the school year, advisement is mandatory for certain students. All first year students, transfer students, and students with senior status will have an academic hold and are REQUIRED to see their academic advisor before they are allowed to register for classes. All UNV students, regardless of their class standing, are also REQUIRED to meet with their academic advisor every semester. Certain majors, as determined by the individual departments, require an advisor appointment every semester. It is the student's responsibility to make an appointment with their academic advisor. It is the advisor's and/or academic department's responsibility to inform students how to sign up for an advising appointment. These students are encumbered until they have met with their advisor, at which time the advisor, or departmental chair, or support staff member will release the student for registration. If the student is in the University (UNV) Program, the advisor must email the AEP office at [studentdevelopment@fsmail.bradley.edu](mailto:studentdevelopment@fsmail.bradley.edu) for the hold to be removed.

Advisement is optional for students who have obtained sophomore or junior standing (unless their major requires it). However, they are encouraged to meet with their academic advisors for verification of the appropriateness of their class selection, general academic progress toward degree completion, and experiential learning opportunities.

Advisors have access to *Academic Inquiry (AcInquire)* and *Degree Audit Requirement System (DARS)* through a web browser. New faculty who will be advising students should obtain *AcInquire* permission from their Department Chair. *AcInquire* will provide advisors with information about transfer work that has been completed, midterm grades, dates of withdrawals, and final grades of all courses taken at Bradley or transferred into Bradley.

In addition to *AcInquire*, the departmental office may house folders for each student in that major. Each student's high school transcript will be inserted in the folder. Advisors should make notes and comments about the student's progress in the student's folder.

In addition to *AcInquire*, academic advisors have access to *DARS*. *DARS* will allow the advisor to view complete graduation requirements for a specific major and the progress and remaining requirements of a student in that major. If an academic advisor or student wishes to know what requirements are necessary for another major, *DARS* allows the advisor to obtain information about a different major and that student's progress status. Just click on the "*DARS other*" button and select the major from the drop down menu and then click on "Other". Please note that this is the "unofficial record" of the student and that the student's official permanent record is housed in the Registrar's Office.

If a student has declared a second major/minor, it may be beneficial for an advisor to recommend to his/her student to make an appointment with an academic advisor in the second major/minor for the best guidance.

The degree audit is a useful tool but should be reviewed regularly by both the advisor and the student to ensure its accuracy. Please double check with the “terms” in *AcInquire* on hours completed and overall GPA and report any discrepancies to your department chair, the Dean, and the Registrar’s Office. Advisors, in conjunction with the approval of the department chairperson, need to complete the “Degree Audit Exception Form” via Docsoup for any departmental or college waivers of requirements or substitutions, which will then be routed to the Registrar’s Office to make changes in a student’s audit. Check with your College office for procedures or contact Ms. Abby Schierer at x3643 for more information.

If the student has a problem getting classes for the semester, the advisor should suggest alternative classes. *AcInquire* allows advisors to check the number of seats and reserve seats available for every class. This information can help in advising the student thereby increasing the probability of getting into a class. If the student is a senior and needs a particular course, you or the student should contact the department chairperson of the course and inquire about getting the student into the course. For all other courses that are full, the student needs to contact the departmental support staff member or records secretary after wait lists are processed, approximately one to two weeks after early registration is complete. Typically, students on the wait list who need the course for their major or minor will be the first to be given a class seat. However, the student information system assigns vacant class seats to the first student listed on the wait list. Advisors should explain this process to the student.

Advisors should encourage their students to check the “Holds” tab on Webster. Students with a “Hold” may be prevented from registering (e.g. registration hold) or from viewing their grades (e.g. grade hold). The grade hold will also prevent the student from obtaining a copy of his/her transcript, or view DARS. If a student is encumbered, he/she may not register for classes or withdraw from classes, until the registration hold has been removed.

For more detailed information to share with students on the advising process, please refer students to: <http://bradley.edu/offices/student/development/advising/>

## Definition of Student Standing

Full-time student status is a minimum of 12 credit hours. If students register for fewer than 12 hours, they may jeopardize their financial assistance and/or their family's health insurance. Students will be classified based on the number of credit hours completed according to the following scale:

<u>CLASS</u>	<u>COMPLETED HOURS</u>
Freshman.....	0-23 hours
Sophomore.....	24-55 hours
Junior.....	56-89 hours
Senior.....	90 hours or more

## Excess Hours

If a student desires to register and waitlist for more than a total of 18 ½ hours in a given semester, he/she must obtain special permission. To obtain special permission, the student can visit any academic department or print off the "Petition to Carry Excess Hours" form by visiting the Registrar's homepage and clicking onto Forms. The signatures of both the academic advisor and College Dean are needed. Then the student must take the form to the Registrar before he/she can register and waitlist for more than 18 ½ hours combined. Please remind students that they will be billed for every hour (even half hour) over 16 hours.

There are a few courses that most students can take over 16 hours and not be billed, such as EHS 120, all one hour honor seminars and CFA 100. To verify other free one hour courses please contact the Controller's Office/Student Fees at (309) 677-3120. The list of those courses is available in the schedule of classes each semester, or online at: <http://www.bradley.edu/classes/> listed under Billing and Payment.

## **Satisfactory Progress Requirements**

By Financial Assistance

**Academic Progress:** Students must make measurable progress toward completion of their academic programs. Students who enroll as “full-time” (12 or more credit hours) must complete at least twelve credit hours in that semester or must have a minimum number of hours which, when averaged, total at least 12 per semester. The policy gives reasonable latitude to students who may encounter personal or academic difficulties by allowing them to be within six credit hours (termed leeway) of the minimum total number of hours. All students enrolling for less than a full-time credit hour load must complete at least six hours.

Academic progress is checked at the completion of 2 semesters of course work for all students. Students who do not meet the requirements will be notified prior to the start of the next semester.

**Appeal Procedure:** Students who are denied financial aid because they failed to make measurable progress may appeal the decision in writing to the Director of Financial Assistance. They must fully explain the extraordinary circumstances which prevented minimum progress.

**Approved Appeals:** Students who have an approved petition for continued financial assistance will be required to sign a contract. This contract will require that in the following semester, the student complete a minimum of 12 credit hours (or all hours enrolled if less than full time) and earn a semester and cumulative GPA of 2.0.

**Grade Point Requirements:** Financial aid recipients must meet the same all-University academic standards as required of all other students. That is, the recipient must have a 2.00 GPA to be considered in good academic standing. Students who fail to meet this progress standard will be denied any further financial assistance.

GPA requirements are checked at the completion of 4 semesters of course work for all students. Students who do not meet the requirements will be notified prior to the start of the next semester.

**Appeal Procedure:** Students who are denied financial aid because they failed to meet GPA requirements may appeal the decision in writing to the Vice President of Student Affairs. They must fully explain the extraordinary circumstances which prevented minimum progress, and present a plan.

**Failure to Meet Conditions:** Students who do not meet these requirements will be considered Failed to Meet Conditions and will be ineligible for further assistance. Students who are concerned about meeting the requirements of an approved petition are encouraged to contact the Financial Assistance office to determine their options.

## **Academic Good Standing/Probation/Dismissal**

Students obtain good academic standing when they have an overall GPA of at least 2.0. Students whose overall GPA falls below 2.0 are placed on academic probation. Students on academic probation for the first time will be required to participate in the Turning Point Program.

If a student on academic probation fails to earn an overall GPA of 2.0 the following semester or a semester GPA of 2.25, he/she will be dismissed. Dismissal information will arrive at the student's local address from the Registrar by certified mail. Enclosed in the information will be a petition for reinstatement to the Academic Review Board (see Petitions to ARB). Please inform students on probation that the University must have their current mailing address for communication purposes.

A student who has been dismissed in May can petition the Dean of his/her college to enroll in summer school at Bradley University if he/she can demonstrate that by doing so will raise the student's overall GPA to 2.0. This is not an option during January interim.

A student who received a GPA below 2.0 one semester and his/her overall GPA is below 2.0 the next semester but his/her semester GPA is 2.25 or higher will be allowed to continue at Bradley University but will remain on academic probation. Please work closely in advising this student so they can achieve academic good standing.

## **Online Registration - Webster**

Bradley University students may register for classes online through *Webster* at [webster.bradley.edu](http://webster.bradley.edu). At this site, students can select the course/section for which they wish to register. If classes are full, students can select to wait list (during early registration only). Students can also check sections for availability. Students cannot register for courses in which class times overlap. Within *Webster*, students can change their addresses, run degree audits, view class schedules and grades, and access the *Clearinghouse* to obtain enrollment verification for insurance purposes. This form states that the student (by name) is enrolled in sufficient hours to be classified as a full-time student. For more information, contact Heather Berkley in the Registrar's Office by calling x3106 or emailing her at [hbb@fsmail.bradley.edu](mailto:hbb@fsmail.bradley.edu). There is a feature on the main page of *Webster* called the *Schedule Builder* that will create schedule iterations based on the courses that students need for the term in which they are registering. *Schedule Builder* can be very efficient for identifying course times/dates.

A variety of forms can be accessed by students on the Registrar's Office website at <http://www.bradley.edu/offices/academic/registrar/forms>

The course transfer guide to Illinois community colleges can also be accessed at [http://www.bradley.edu/admissions/transfer/academic/transfer\\_guides](http://www.bradley.edu/admissions/transfer/academic/transfer_guides).

## **Completing the Registration Process**

After a student registers for classes, a billing statement is generated from the Controller's Office and available on the student's myBU site. In order to claim classes for the semester, the student must sign his/her bill and payment arrangements must be made by the appropriate dates. Students who fail to claim their classes before the start of the semester will have their classes dropped and must register again. If a student registers for a class after the first day of classes, he/she must make a payment within 24 hours or the classes will be dropped. When the student registers using *Webster*, he/she can print a bill and present it to the Controller's Office within 24 hours.

Students are not officially enrolled in a university course until their classes are claimed, noted as CF (claimed full-time) or CP (claimed part-time) on a University roster. For further information, contact the Controller's Office at x3120.

## Advising Student Athletes

Due to NCAA rules, academic advisors should consider the impact of academic decisions on a student-athlete. An advisor may want to consult with Jennifer Jones, Associate Athletic Director for Academics and Student Welfare, concerning a course of action for a student-athlete.

### **NCAA Continuing Eligibility Requirements**

1. A student-athlete is eligible to practice and participate in competitions if he/she is enrolled in a minimum of 12 semester hours. The moment the student-athlete drops below 12 hours he/she is no longer able to practice or participate in team-related activities.  
EXCEPTION: If the student-athlete is in the last term of his/her degree program and is carrying the necessary credits to complete the degree, the student-athlete may be in less than 12 hours. Proper documentation from the Dean of the student-athlete's major must be on file with the Registrar's office.
2. To be eligible for competition the following academic year, at least 24 hours per academic year must be satisfactorily completed.
3. Of those 24 hours, the student must complete a minimum of 18 hours during the school year (including winter interim).
4. The student must also pass a minimum of six credits each regular term (fall/spring).
5. Each year, the student-athlete must meet a minimum percentage of degree countable hours to remain eligible. For detailed information, contact the Associate Athletic Director for Academic and Student Welfare.

### **Declaring or Changing Majors**

According to the NCAA, each student must be in a major by the beginning of his/her 5<sup>th</sup> semester. For AEP students who need to declare a major, the student must meet with the Associate Athletic Director for Academic and Student Welfare.

Student-athletes who are in a major and wish to change into another major should go to the advisor of the major they wish to transfer from and obtain a "Notice of Change of Major or Minor" form. Before a major change is done, the student-athlete should check with the Associate Athletic Director for Academic and Student Welfare to ensure athletic eligibility.

For further information, contact:

Jennifer Jones, Associate Athletic Director for Academics and Student Welfare

[jenjones@fsmail.bradley.edu](mailto:jenjones@fsmail.bradley.edu)

x2846

Bradley University

General Education  
Requirements

## **General Education Requirements**

All Bradley University students must complete all general education requirements to earn their degree. If students do not meet these requirements due to extenuating circumstances, they may petition the Academic Review Board (ARB) with the permission of their advisor, department chairperson, and dean of the student's college.

For the specific requirements and the courses that will fulfill the requirements, please refer to: <http://www.bradley.edu/academics/gened/gened-1.html>

Some colleges have specific course requirements for their majors that fulfill General Education requirements. Please review the Undergraduate Catalog or your college Records Administrative Support Staff member for those specific requirements.

Students may elect to take general education courses at a community college or four-year institution. This web site identifies equivalent courses offered at Illinois community colleges: <http://www.bradley.edu/academic/colleges/las/departments/gened/transfer/> Please refer to the Transfer Work section of this handbook to determine which courses are acceptable and for the process for approval to take the courses.

Bradley University

Advising Senior Students

## Advising Senior Students

Special care needs to be taken when advising students who have earned 90 or more credit hours (senior status). Graduation requirements for those students are critical. The DARS identifies all graduation requirements and indicates the student's current status for completing those requirements. A few requirements that advisors should discuss with these students are:

1. Earned credit hours – Students **MUST** have earned no less than 124 hours to graduate. This requirement is highly enforced and waivers are never granted.
2. Residency requirement – 24 of the last 30 hours of coursework toward graduation must be done at Bradley University. If a student wants to earn hours from another institution during their last year, they should be cautioned that only six hours can be taken.
3. To receive Honors for graduation, a student must have completed 60 hours at Bradley University. The honors recognized at the commencement ceremony are determined by the student's next to last semester GPA (seventh semester in a typical four year program). The computation of the GPA for honors designation on the transcript and diploma will be based on all work completed at Bradley University at the time of graduation. The honors are:
  - a. Summa cum laude - 3.8 or higher
  - b. Magna cum laude – 3.6-3.79
  - c. Cum laude – 3.4-3.59
4. Students must complete 40 credit hours at the junior/senior level (300-400 classes).
5. GPA – students must have an overall GPA of 2.0 to graduate from Bradley University. There may be college and/or departmental GPA requirements that the advisor should review with the student.
6. Application for Graduation –every student who plans to graduate must complete and submit the application for graduation to the Registrar's Office or online applications are accepted through the end of the third full week of the semester via Webster. After that Webster will not allow you to apply online for the current graduation date, and you must turn in a paper application to the Registrar's Office, Swords Hall Room 11. This form can be obtained from the Registrar's Office website at <http://www.bradley.edu/offices/academic/registrar/forms/>. If a student has filed, but was unable to complete requirements for graduation, he/she must reapply. This is a critical communication tool so that the Registrar's Office is kept informed of the student's intention and progress.

7. Commencement – There are two commencements at Bradley University: May and December. The May commencement is held in the Civic Center. Students who have applied to graduate will receive a packet of information about graduation and order forms for cap and gown the first week in March. The December commencement is held in the Renaissance Coliseum. Students who have applied to graduate will receive their packet the first week in October. Although degrees are conferred in August, there is no summer commencement. For more information, contact Nial Johnson, Jobst Hall 237, at x2333 or visit <http://www.bradley.edu/commencement/>.
  
8. Walk – If a student is within two courses for graduation, a student may participate in commencement if they show proof of registration in the final required courses. A walk form is available in each college's Dean's Office.

Bradley University

Transfer Work,  
Repeated and Incomplete  
Courses, and  
Placement Exams

## Transfer Work

Students may at any time enroll in course work at another institution. For that work to transfer to Bradley University, the student must obtain transfer pre-approval using the "Transfer Work Approval Form" from his/her department chair and college dean before enrolling in any courses at another institution. If the course to be taken is to fulfill a general education requirement, the Office of the Associate Dean of Liberal Arts & Sciences must approve the course. A list of courses that are transferable to Bradley University from many community colleges in the state of Illinois can be accessed at: <http://www.bradley.edu/academics/gened/gened-2.html>

If the student wishes to take a course at a four-year institution, the student should bring a copy of the course description to his/her academic major department chair to determine if it is an appropriate course. Final approval will be needed from the Associate Dean of Liberal Arts & Sciences.

If the student has taken the course without pre-approval and inquires about transferring the course to Bradley University, **the Transfer Work Approval Form must be completed if the course is determined to be equivalent to a course at Bradley University.**

In all cases of transferring a course to Bradley University, the student is responsible for contacting the Student Records Department (Registrar's Office) at the institution where the work was completed to have the official transcript sent directly to the Registrar's Office at Bradley University. The Registrar's Office will not accept a transcript from any other source than the institution. Only after the Registrar's Office has received the approval form from the dean's office and the official transcript from the other institution will the course be recorded on the student's Bradley University permanent record. For more information, please contact the Registrar's Office at:

[www.bradley.edu/registrar](http://www.bradley.edu/registrar)  
Ms. Abby Schierer, Records Coordinator  
Swords Hall 11  
[amb@fsmail.bradley.edu](mailto:amb@fsmail.bradley.edu)  
x3643

Courses will be transferred only if the overall GPA for the set of courses being transferred is at least a 2.0. D credit for transfer work does not count to fulfill specific requirements in a major, minor, or program where a grade a "C" or better is required. (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 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.

All advisors should check with their academic advisor and/or Department Chair for additional stipulations to transferring courses.

Students must be careful not to transfer more than six hours in their last 30 hours toward degree completion at Bradley University. Additionally, only 66 hours may be transferred for credit from a 2-year college.

### **Advising Transfer Students**

Transfer students should be treated with care and a great deal of patience. Often, transfer students may not feel an immediate connection to the university. These students may need multiple appointments due to a delay in their transcripts being sent, or because they have schedule limitations. Thus, your interaction and assistance will set the tone for their entire semester.

If you need clarification about the student's work at his/her previous institution(s), please contact Undergraduate Admissions at x1000. For different Undergraduate Admissions representatives are assigned to work with transfer students, depending on what school/area of the country they are coming to Bradley University from.

### **Repeated Courses**

Students may elect to repeat courses in which they received a low grade. A student is permitted to repeat courses **within one year after completion**; thereafter permission to repeat a course must be obtained from the Department Chair and Dean of the college that the course falls under. If a student repeats a course and the course number has changed, the Registrar's Office will mark the repeat after receiving the "Course Repeat" form via Docsoup. All other repeated courses are automatically marked.

The grade from the repeated course will replace the previous grade in the computation of the student's GPA. Although the previous grade is no longer factored into the student's GPA, **all** grades will appear on the student's transcript. For students on academic probation or who have been academically dismissed, repeating a course in which the student received a D or an F can greatly improve the student's GPA and may help the student regain good academic standing. (Proficiency exams cannot be used for repeating courses because credit earned in this manner is not used in the calculation of the student's GPA.)

Advisors should make it clear to the student that although the semester calculation for that term will count the hours of the repeated course for tuition and full or part-time status, the student will NOT receive credit for the hours repeated in their total hours earned (except in the case of a failing grade in which no credit was given). The Registrar's Office will automatically make the changes to the GPA and total hours earned on the student's permanent record once the grade has been issued for the repeated course.

## **Incomplete Courses and Removal of Incomplete**

Faculty may elect to give a student a "grade of incomplete" if the faculty member believes that there are extenuating circumstances that prevented the student from completing all the coursework during the normal semester. The student must complete the coursework by the "12th Week" of the following semester. Refer to the Schedule of Classes for the exact date at <http://www.bradley.edu/academic/classes>

To remove an incomplete, the faculty member must evaluate the work and then submit a Change of Incomplete/In-Progress form via Docsoup routed to the Registrar's Office. If the student does not complete the work, the incomplete ("IN") will become permanent incomplete ("I").

## **Grade Changes**

Faculty should take great care in recording grades to the Registrar's Office. However, if a calculated or clerical error is made, the faculty can request that the grade be changed accordingly with the approval of the chairperson of the department, Dean of the college, and the Provost. The form "Change in Final Semester Grade" is available in Docsoup.

If a student disagrees with a final grade in the course, the student should discuss the grade with the instructor of the course. If the student is not satisfied, then the student should contact the Academic Ombudsman, Mr. Dan Smith, in the Communications Department at [dan@fsmail.bradley.edu](mailto:dan@fsmail.bradley.edu) to discuss the policies and procedures for getting the grade changed.

## Placement Exams

### Math Placement Scoring

All new freshmen that attend summer orientation take the math placement assessment unless they have received the appropriate Advanced Placement (AP), International Baccalaureate (IB) or Dual Credit from another institution. Otherwise students must arrange a date and time with the administrative support staff member in the Mathematics & Political Science Department by calling x2502. Placement test scores are determined by the student's math ACT score + Placement Test score. Math placement test scores can be found on AcInquire under "tests". A complete breakdown of examination scores, appropriate placements and related notes can be obtained from the Department Chair of Mathematics, Dr. Mat Timm at x2499 or Mr. David Trillizio, Director of Orientation and Advisement at x2420.

Please note that only some of the math courses listed here can fulfill General Education credit. MTH 109 does not fulfill the General Education requirement but the student may need this work to prepare for more intensive math courses. MTH 118 without the successful completion of MTH 119 will also not count for General Education credit.

### Introductory-Level Mathematics Course Descriptions

For a list of all introductory 100 level mathematics courses, including course descriptions, refer to:

<http://www.bradley.edu/academic/undergradcat/20152016/las-mth.dot>

Dr. Mat Timm

Bradley Hall 452

[mtimm@fsmail.bradley.edu](mailto:mtimm@fsmail.bradley.edu)

x2499

Please note that only courses labeled **MA** may be used for General Education credit. All remaining classes may be used toward elective credits and all MTH courses, minus MTH 109, can be applied toward a student's Bachelor of Science requirement.

### World Languages and Cultures Placement/Credit Policy

All students have the option of taking the Foreign Language placement assessment at Orientation. Students can choose from French, German, or Spanish. Students who choose a Bachelor of Arts degree must complete **two years** of college-level foreign language **or equivalent**. Depending on your placement score:

- If you begin your studies at the 300 level, you need to complete one 300-level course.
- If you begin your studies at the 202 level, you only need to complete 202.
- If you begin your studies at the 201 level, you need to complete 201 and 202.
- If you begin your studies at the 102 level, you need to complete 102, 201, and 202.
- If you begin your studies at the 101 level, you need to complete 101, 102, 201, and 202.

You may also **satisfy** the language requirement by receiving a 3 or higher on the AP language and culture test, a 3 or higher on the AP Spanish literature and culture test, passing the CLEP exam, or passing the International Baccalaureate foreign language exam.

*It is never to your advantage to start in 101 if you are more advanced.* 101 is designed for students who have never taken the language before. Generally, students who place under their actual level become bored, skip classes, do not complete assignments, and do worse than if they had enrolled at their correct level originally.

For questions on receiving World Language credit at Bradley University from another two or four-year school or through AP, IB, or CLEP credit, contact:

<http://www.bradley.edu/academic/departments/wlc/placement>

Dr. Alexander Hertich, Chairperson, World Languages and Cultures  
Bradley Hall 315  
ahertich@fsmail.bradley.edu  
x3495

### **Advanced Placement Test**

The Advanced Placement exam is offered in many high schools for college credit for juniors and seniors. The Office of Undergraduate Admission office posts the AP work from the test results. For more information, contact:

[www.bradley.edu/admissions](http://www.bradley.edu/admissions)

Ms. Julie Johnson  
Office of Undergraduate Admissions  
jkjohnson@fsmail.bradley.edu  
x3143

### **International Baccalaureate Program**

The International Baccalaureate program is similar to the Advanced Placement program in the high schools. For more information, contact:

[www.bradley.edu/admissions](http://www.bradley.edu/admissions)

Ms. Julie Johnson  
Office of Undergraduate Admissions  
jkjohnson@fsmail.bradley.edu  
x3143

Bradley University

Changes to Academic  
Major/Minor

### **Adding/Deleting a Major**

If a student desires to change his/her major, the advisor for the major being deleted should initiate the appropriate paperwork. The Change of Major/Minor form is available in the departmental office or Dean's office. The student's name, ID number, current GPA and the major which the student is deleting should be coded on the form. After obtaining the signature of the academic advisor, the student needs to take the form to the Dean's office for approval to delete the major.

Then the student should take the form to the department chair for the major the student wishes to add for his/her approval. The appropriate major and college codes should be added and the student should be informed whether or not they meet the requirements to add the major. The form should then be directed to the Dean's office for approval and the copies should be routed to the appropriate offices. The Dean's office sends the form to the Registrar's Office where the change is made on the student's official record. The student's folder should be sent to the department office of the new major.

### **Adding a second major**

Students may enroll in a second or third major. An advisor for each major will be assigned to the student. This creates an advising challenge in order to coordinate the college and departmental requirements for each major.

### **Adding a minor**

Bradley University offers a number of minors. The requirements are identified in the Bradley University Undergraduate Catalog. Advisors should suggest minors that will enhance the student's academic experience. Advisors of the student's major should sign the Change of Major/Minor form and then direct the student to the department chairperson of the intended minor for requirements of the minor. The Change of Major/Minor form needs to be completed by the advisor of the minor and then forwarded to the Dean's office for approval and then the Registrar's Office. (See "Majors, Concentrations, and Minors" in the Academic Regulations section of the Undergraduate Catalog).

Students who have completed the requirements for his/her major may, with the approval of the Dean of the college, complete additional majors or minors after graduation. They must delete the additional major/minor at graduation and add the major/minor upon completion of the work.

Bradley University  
Petitions to ARB

## **Petition to the Academic Review Board**

<http://www.bradley.edu/apr/>

The Academic Review Board at Bradley University is authorized to act on three types of cases:

- 1. Waivers of graduation requirements**
- 2. Reinstatement following academic dismissal**
- 3. Academic Forgiveness Policy**

### **Waivers of Graduation Requirements**

Under special circumstances, a student may request that a requirement for graduation from Bradley University be waived. For example, a student must take 24 of their last 30 hours in residence at Bradley. If a student has taken two courses at a community college within these last 30 hours and one course was worth three semester hours, the other four semester hours. This student could then petition ARB to allow them to have only 23 of their last 30 hours at Bradley. The petition must be accompanied by a letter from the student explaining the reason for the waiver request and the waiver form signed by his/her advisor, chair of the department, dean of the college and in the case of a general education requirement, the Associate Dean of the College of Liberal Arts & Sciences. This package should be submitted as soon as the need for the waiver becomes evident so that the student has as much time as possible to prepare for the possible denial of their petition.

The Board will NOT hear petitions for waivers of the following:

1. The minimum 124 semester hours to graduate
2. The minimum 2.00 cumulative grade point at Bradley
3. The minimum of 30 semester hours taken at Bradley
4. Commencement honors or participation in commencement
5. Maximum of 66 hours transferred from a two-year college
6. Variations in minimum BA/BS requirements

**Role of the advisor:** The primary role of the advisor is to inform students of the graduation requirements. Advisors should attempt to assist students so they will avoid the need for such waivers.

## Reinstatement Following Academic Dismissal

Students who have been academically dismissed from Bradley University must petition the Academic Review Board for Reinstatement to the University. A student requesting reinstatement must submit a completed petition and a letter presenting all pertinent facts and all supporting evidence. This letter must address two specific issues:

1. Reasons for the inadequate grade point average
2. Rationale for future academic success

In addition, the student's advisor must submit (at the request of the student) a completed departmental form also signed by the chair of the department.

**Role of the advisor:** As an academic advisor you can play an important role in helping a student avoid academic dismissal. Study a student's background well and be certain that their course schedule is appropriate. Key questions for you to ask are:

- Has the student met all prerequisites for the course they intend to register for?
- Is the course load excessive for the student's background?
- Are the courses appropriate?

If these guidelines are followed, many academic dismissals could be avoided. If a student is on probation, meet with them to discuss their plans for improving their grades. Make certain that they have a plan. Monitor the student's progress during the semester so that you can discuss with them what to do in a worst case scenario. If a student is academically dismissed, one strong piece of evidence that they could use for reinstatement would be successful completion (GPA > 2.25) of transferable courses at another institution, usually a community college near their home. Students should be advised to take courses that will transfer to Bradley, but not courses that they plan to repeat on returning to Bradley (Repeating courses at Bradley can improve the student's GPA, but repeating courses at another institution does not impact a student's Bradley GPA).

All reinstatement materials must be received in the ARB office at least 14 days prior to the start of the semester for which the student wishes to return. This includes the student's petition, letter of explanation and departmental review form. Ordinarily, a student should not anticipate reinstatement until after one regular semester has intervened.

Students who have been reinstated may have probationary status with their financial assistance. Maintaining financial assistance may be dependent on the student's GPA and number of hours earned in the semester following reinstatement. Reinstated students should contact the Office of Financial Assistance before dropping classes or if they have concerns about their GPA.

## Academic Forgiveness Policy

Bradley University's academic forgiveness policy is designed for students with a severe cumulative honor point deficiency. To qualify for the Academic Forgiveness Policy, students must not have been enrolled in a Bradley degree program for at least five years. If the petition is approved, grades for all Bradley courses taken before the hiatus for five or more years will be removed from the overall 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 institution.

The forgiven grades shall not count in determining the student's overall 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 and major and minor GPA requirements.

Forgiveness can only occur once and is irreversible once granted.

**Role of the Advisor:** The petition for forgiveness requires the written approval of the student's advisor. Faculty who meet with prospective students who might qualify for this option should keep it in mind.

### Questions?

*The Academic Review Board Office is 50 MAR (x2405) and all necessary forms are available in that office. Any questions involving the Academic Review Board can be answered in that office or contact Dr. Herb Kasube, ARB Chair, Bradley Hall 450 (x2505).*

Bradley University

# Withdrawals and Absence

## Withdrawal from a Course

Students may at any time up until the drop deadline (stated in the semester calendar in the Schedule of Classes) drop a class in which he/she is registered by using Webster. Although it would be beneficial for the student to visit with his/her advisor about dropping a course, he/she may drop without any consultation or approval. If the course is dropped before the third full week of classes begin (stated in the Schedule of Classes), there will be no "W" placed on the student's transcript and the student will receive a partial refund (if applicable). If the course is dropped between the third week and the drop deadline, the student will have a "W" reported on their transcript and the student will be responsible for the tuition for that course. Any approved course withdrawal does not affect a student's GPA.

When advising a student who wishes to drop a class and then add a different class, he/she will be subject to additional tuition fees beginning the third full week of class if their "total" enrolled hours exceed 16 hours. For example, if a student begins the semester with 16 hours and drops a three hour course after the third week of classes then adds a one hour course; he/she will be assessed 17 hours of tuition. Please inform the student of the possibility of additional tuition before registering for a "replacement" class.

## Complete Withdrawal

If a full-time student is experiencing personal, emotional, health, or financial problems that may cause him/her to withdraw from the University, he/she needs to be advised to meet *Ms. Anne Hollis, Director of Student Support Services, Sisson Hall 101, x3658*. A full time student may drop all but one class on Webster. Only by visiting with the Director will a full time undergraduate student be allowed to withdraw. If a student is an undergraduate but enrolled in less than nine hours for the semester, he/she can drop any or all classes on Webster.

The Director of the Center for Student Support Services will also explore alternative academic options rather than a complete withdrawal. However, if the student cannot find a feasible solution to his/her reason for withdrawing, the appropriate paperwork will be initiated through the Center for Student Support Services. A checklist of withdrawal items will be discussed. These include housing, financial assistance, billing, academic recording, and book return. The withdrawal date (which is critical to the billing of the tuition for the semester) will be dated the day in which the student agrees and signs the withdrawal request form (except in the case of hospitalization).

When a student withdraws, he/she must be prepared to move their personal belongings out of the residence halls (if occupied), his/her QuickCard will be immediately inactivated, and the student will no longer be able to participate in Bradley University activities.

When a student withdraws **from all classes**, but before the official beginning day of University classes, a full refund less a registration fee of \$50 will be made for first

semester freshmen and part-time students. All other full-time students will be charged a registration fee of \$100. When a student completes an Official Withdrawal from the University on or after the beginning day of University classes, tuition and room will be charged as follows:

- **Tuition**

Tuition charges as listed in the Schedule of Classes. The withdrawal date schedule for each semester is available online at <http://www.bradley.edu/classes/>

- **Room Board**

Charged on a prorated basis for each day.

- **Board**

Charged on meal plan money used and overhead.

No refunds are made after the ninth week of classes. For specific impact that dropping a class or withdrawing for the semester will have on his/her financial assistance, the student must consult with the Financial Assistance Office in Swords Hall x3089.

### Leave of Absence

BEFORE the first day of classes, if a student believes that he/she cannot attend classes for the entire semester, he/she should contact the Dean of the college to inquire about petitioning for a Leave of Absence from college. The form is available in the Dean's Office or on the Registrar's Office website below. The approved form will be sent to the Registrar's Office for processing. The student may not enroll in classes at another institution during his/her Leave of Absence.

The student's financial assistance will be held until the semester when he/she returns and student loans will not have to be repaid during the leave of absence. The leave of absence cannot exceed 12 consecutive months and cannot be granted to a student who is on probation or dismissed from the University. The Leave of Absence process must be completed BEFORE the first day of class. For more information contact:

<http://www.bradley.edu/offices/academic/registrar/forms/>

Ms. Angela Butler, Assistant Registrar

Swords Hall 11

[amb@fsmail.bradley.edu](mailto:amb@fsmail.bradley.edu)

x3099

Bradley University

Forms

All the forms that academic advisors will need in assisting students can be obtained through the Dean's Office or from the Registrar's Office. There are several forms that can be accessed online. For confidentiality reasons, the following forms are available to faculty and staff only through AcInquire or DocSoup:

**Forms available on AcInquire**

Audit a Class Request  
Change of Major or Minor  
Course Evaluation  
Course Repeat  
Credit by Exam  
Late Add Request  
Leave of Absence Petition  
Student Worker Access to Records Permission  
Transfer Work Approval

**Forms available in DocSoup**

Administrative Drop  
Change of Incomplete/In Progress  
Course Arrangement  
Course Change  
Degree Audit Exception  
Grade Change  
Incomplete Removal  
New Course Fee

There are other forms that are available to students and staff at:

<http://www.bradley.edu/offices/academic/registrar/forms/>

**Class Schedule Worksheets**

- Fall
- January & Spring
- Summer

**Graduation Applications**

- Application for Certificate Completion
- Graduate Application for Graduation
- Undergraduate Application for Graduation

**Student-at-large Applications**

- Application for Graduate Admission
- Application for Undergraduate Student-at-Large

**For Bradley Students Wishing to Take Work at Another School**

- Transfer Work Approval

**FERPA Related Forms**

- Documenting Unauthorized Disclosure in Emergency
- Letters of Recommendation And FERPA Compliance
- Reference Request (FERPA Release)
- Request for Access to Computerized Student Records
- Statement on the Privacy & Request for Access to Computerized Student Records

**Important Forms**

- Audit a Class Request
- Change Of Major Or Minor
- Clep Test Application Form
- Credit By Exam Form
- IN/IP Contract Form
- Label/List Request Form
- Late Add Request
- Leave of Absence Petition
- Course Repeat
- Permission to Discuss Education Record Information
- Petition to carry excess hours
- Release form for verification
- Replacement Diploma
- Transcript Request

Bradley University  
University Programs

### **Academic Exploration Program**

Students who are undecided concerning their major enroll at Bradley University and enter the Academic Exploration Program (AEP). Bradley University is a national leader in assisting undecided students in making choices. All Bradley University students can enroll in the Student Planning Seminars—AEP 100. Students have the opportunity to take advantage of our job-shadowing program, Footsteps, and a plethora of resources and personal attention that they would not receive otherwise. For more information, contact:

<http://www.bradley.edu/academic/departments/aep/>

Ms. Sherry Winkle, Director of Academic Exploration Program (AEP) and Testing  
Heitz Hall 100

[winkle@fsmail.bradley.edu](mailto:winkle@fsmail.bradley.edu)

x2416

### **Cooperative Education and Internship Program**

Students are encouraged to gain career-related work experience prior to graduation through internships, cooperative education and summer or part-time employment. Internships or cooperative education experiences provide opportunities for professional development, which integrate classroom theory with supervised work experience. Students have a choice of several options to follow. The part-time option allows students to attend classes while working part-time with a local employer. The full-time option allows students to work full-time during an academic semester or summer. The full-time alternating option is based upon alternating periods of full-time study and full-time work. All the above options correspond with the academic calendar.

While on a full-time internship or cooperative education work assignment, students are considered to have full-time student status, making normal progress toward a degree in a recognized university program and are entitled to all student privileges at Bradley University. In the event that a student needs proof of full-time enrollment, he/she contacts the Registrar's Office for enrollment verification. Also while on a full-time assignment, students may register for additional hours of classroom study upon departmental approval.

In order to be referred to an employer or participate in an internship or cooperative education work assignment, students must be attending Bradley University and either be registered for a minimum of three hours of non-cooperative education/internship credit or be on a full-time cooperative education or internship assignment. A work assignment will not be approved retroactively. For more information, contact:

<http://explore.bradley.edu/scc/index.php>

Ms. Dawn Koeltzow, Director, Springer Center for Internships  
Burgess Hall 111

[dkoeltzow@fsmail.bradley.edu](mailto:dkoeltzow@fsmail.bradley.edu)

x3040

### **Honors Program**

The Honors Program is designed to help talented students establish a learning environment that will encourage them to develop versatility and independence of thought. The program is intended to build progressively through a student's course of study at Bradley by encouraging juniors and seniors to avail themselves of opportunities for independent research in their chosen academic field. For more information, contact:

<http://www.bradley.edu/academic/departments/honors/>

Dr. Kyle Dzapo, Director

Bradley Hall 295

[kdzapo@fsmail.bradley.edu](mailto:kdzapo@fsmail.bradley.edu)

x3282

### **Study Abroad Program**

Students in any major can study abroad for a semester or a year, and at an Affiliated Program for Study Abroad, students will pay Bradley tuition and be able to use their full BU financial aid package. Affiliated programs are available in 30 countries, and English-language programs are available in Central and South America; Asia (Seoul, Shanghai, and Beijing); and a number of European cities, including Amsterdam, Athens, Copenhagen, Madrid, Rome, Prague, Florence, Berlin, Stockholm, Angers, and more. Students also have opportunities for a wide range of short-term programs in both the January and May Interims; in the last five years alone, venues for these programs have included London, Paris, Rome, Berlin, Vienna, Barcelona and Madrid, Dublin, Sydney, and Costa Rica. For more information, contact:

<http://www.bradley.edu/academic/cio/studyabroad/faculty/>

<http://www.bradley.edu/studyabroad/>

Dr. Christine Blouch, Director of International Programs

[blouch@fsmail.bradley.edu](mailto:blouch@fsmail.bradley.edu)

Kathleen Stinson, Administrative Coordinator for Study Abroad, x2562

[kstinson@fsmail.bradley.edu](mailto:kstinson@fsmail.bradley.edu)

Global Communications Center 325

### **Turning Point Program**

Many students experience some form of academic difficulty during their college career. At Bradley, students whose difficulty has resulted in academic probation are *required* to participate in the Turning Point Program (TPP). The Turning Point Program's mission is to assist first-time probation students as they work to regain good academic standing. Program participants complete a self-assessment, meet with TPP staff, and create and accomplish a plan for the semester that may include: the Learning Enhancement Strategies Seminar (AEP 115); weekly accountability meetings, or connections to other campus resources. For more information, contact:

<http://www.bradley.edu/offices/student/cla/probation/>

Ms. Lynne Branham, Academic Support Coordinator

Library 313

[lbranham@fsmail.bradley.edu](mailto:lbranham@fsmail.bradley.edu)

x3654

Bradley University

Resources

### **Academic Accommodations**

The Center for Learning Assistance (CLA) serves as the central contact point for students with disabilities. CLA staff collaborates with and empowers students to identify and understand their strengths. Opportunities for self-advocacy and independence that allow students to benefit from their college experience and thereby be successful. Students who wish to request academic accommodations must submit appropriate documentation of the disability to the Director. For more information, contact:

<http://www.bradley.edu/offices/student/cla/>

Dr. Debbie Fischer, Director  
Center for Learning Assistance  
Library 312  
[djfisch@fsmail.bradley.edu](mailto:djfisch@fsmail.bradley.edu)  
x3654

### **AEP 115: Learning Enhancement Strategies Seminar**

The Learning Enhancement Seminar (AEP 115) is for students who want to ensure they have mastery of the learning and study skills that are required to be successful in college courses. Topics in this seminar include: time management, textbook reading, note taking, classroom etiquette, test taking strategies, motivation, and goal setting. For more information, contact:

<http://www.bradley.edu/offices/student/cla/aep/>

Dr. Debbie Fischer, Director  
Center for Learning Assistance  
Library 312  
[djfisch@fsmail.bradley.edu](mailto:djfisch@fsmail.bradley.edu)  
x3654

### **Campus Recreation**

This department strives to meet the recreational and leisure needs of a diverse Bradley community. Markin, the university's recreation complex, is open more than 100 hours per week and offers numerous activity areas -- a multi-purpose gym, racquetball courts, weight room with a generous supply of free weights and weight machines, a cardiovascular center, a dance studio, and pool. Students, faculty, and staff are encouraged to participate in the comprehensive intramural, club sport, and fitness programs coordinated by our department. Different skill levels are available to accommodate all interested individuals regardless of their experience or ability in a given sport. For more information, contact:

<http://www.bradley.edu/campuslife/campusrec/>

Mr. Mike Keup, Executive Director  
Markin Family Student Recreation Center  
[mkeup@fsmail.bradley.edu](mailto:mkeup@fsmail.bradley.edu)  
x2677

### **Career Services/Job Search**

The Smith Career Center assists students in exploring and defining career options, developing job search strategies, obtaining career-related work experience, and identifying and connecting with prospective employers. Each student is assigned to a Career Advisor who will work one-on-one with the student regarding internship/job search strategies, resume writing, interviewing, etc. Students have access to web-based job listings and are able to post their resume online to be viewed by employers. The Center also provides an overnight resume review service for current students and alumni. Visit the website for more services offered. For more information, contact:

<http://www.bradley.edu/scc/>

Mr. Jon Neidy, Executive Director  
Smith Career Center  
[careers@bradley.edu](mailto:careers@bradley.edu)  
x2510

### **Center for Learning Assistance**

The Center for Learning Assistance (CLA) provides assistance for students with their college experience. The people who use the CLA are a diverse group: students who have high GPAs and want to keep them, and students who have lower GPAs and want to improve them. Many of our students are self-referred to the CLA or are referred by faculty, resident advisors, or friends. For more information, contact:

<http://www.bradley.edu/offices/student/cla/>

Dr. Debbie Fischer, Director  
Center for Learning Assistance  
Library 312  
[djfisch@fsmail.bradley.edu](mailto:djfisch@fsmail.bradley.edu)  
x3654

### **Counseling**

Professional counselors and supportive staff are trained to work with Bradley students in their growth and total development - social, emotional, intellectual, physical, spiritual, and occupational - as well as the environment in which they live. Personal growth and development issues of adjustment to college, relationship concerns, alcohol and substance abuse, anxiety and stress management, communication skills, eating disorders, assertiveness, and lifestyle choices are some of the issues addressed by the counselors. Students can see a counselor the same day if it is an emergency, otherwise visits by appointment are preferred. Visits are confidential and free for Bradley students. For more information, contact:

<http://bradley.edu/campuslife/healthservices/counseling/>

Ms. Deborah Montgomery-Coon, Director  
Markin 52  
[dkmontgomery@fsmail.bradley.edu](mailto:dkmontgomery@fsmail.bradley.edu)  
x2700

### **Disciplinary Action**

The student judicial system implements the Student Standard of Conduct found in the Student Handbook. If a faculty member has an immediate disciplinary problem with a student, the Campus Police should be contacted. Students have the opportunity to have their “case” heard by either the University Judicial Officer or the University Arbitration Board. For more information, contact:

<http://www.bradley.edu/campuslife/studenthandbook/policies/>

Mr. Ryan Bair, Director, Residential Living and Leadership

[rbair@fsmail.bradley.edu](mailto:rbair@fsmail.bradley.edu)

x2697

### **Diversity and Inclusion**

Located on the second floor of the Garrett Cultural Center, the Office of Diversity and Inclusion (ODI) was established to enhance underrepresented students’ success and provide education to the University community, thereby developing a campus climate increasingly receptive to diversity and inclusion. More simply, the role of ODI at Bradley is to provide *support* and *outreach*. For more information, contact:

<http://www.bradley.edu/campuslife/diversity/>

Mr. Norris Chase, Executive Director

Garrett Center 212

[nchase@fsmail.bradley.edu](mailto:nchase@fsmail.bradley.edu)

x2646

### **Financial Assistance**

The Office of Financial Assistance provides scholarships, grants and loans to many Bradley students. The number of hours a student completes each semester and their cumulative GPA determine a student’s eligibility for some sources of assistance. If a student plans to drop below full time or has concerns about his/her GPA, he/she should contact the Office of Financial Assistance to determine if changes in course load will affect their financial assistance. To learn more about the requirements and policies contact:

<http://sfs.bradley.edu/>

Swords Hall 100

[bufinaid@fsmail.bradley.edu](mailto:bufinaid@fsmail.bradley.edu)

x3089

### **Fraternity and Sorority Life**

Bradley’s Greek community consists of three councils: Interfraternity Council (IFC), Panhellenic Council (PHC), and the National Panhellenic council (NPHC). There are 17 fraternities and 12 sororities on campus, comprising 35 percent of the student population. For more information, contact:

[www.bradley.edu/greeklife](http://www.bradley.edu/greeklife)

Ms. Nancy Schwartz, Assistant Director, Fraternity and Sorority Life

Student Center 40

[ncschwartz@fsmail.bradley.edu](mailto:ncschwartz@fsmail.bradley.edu)

x2695

## **Grievances & Student Handbook**

Student grievance procedures are described in the Undergraduate Catalog at <http://www.bradley.edu/academic/undergradcat/20152016/overview-argrievance.dot>.

For detailed information about Standards of Conduct, Student Services and Organizations, Student Government and Activities, please refer to the Student Handbook online at <http://www.bradley.edu/campuslife/studenthandbook/>. For more information, contact:

Mr. Nathan Thomas, Vice President of Student Affairs  
Sisson Hall 100  
[nthomas@fsmail.bradley.edu](mailto:nthomas@fsmail.bradley.edu)  
x3140

## **Health Center**

The Student Health Center is an outpatient clinic that provides service to enrolled Bradley students who experience health problems. Students are assisted through advisement, treatment, consultations with health providers, and referral for extended treatment if necessary. While there is no charge for most on-site treatment, services provided through referral to outside agencies are charged by that care provider and are the student's financial responsibility. For more information, contact:

<http://bradley.edu/campuslife/healthservices/>  
Dr. Jessica Higgs, Director  
Markin Family Student Recreation Center  
[jhiggs@fsmail.bradley.edu](mailto:jhiggs@fsmail.bradley.edu)  
x2700

## **Housing and Residential Life**

Housing and Residential Life hires and trains the residence hall staff and handles matters of policy and regulation for the campus community. The housing office makes housing assignments and takes care of other physical arrangements. For more information, contact:

<http://www.bradley.edu/campuslife/reslife/>  
Sisson Hall 133  
x3221

## **International Student Issues**

Bradley University is the home to many international students. Due to increased national security, international students must meet several new requirements. If you have an international student with any concerns about their VISA, work stipulations, or interests in international student associations, please contact:

Garrett Center 210  
x2646

## **Orientation for New Students**

Bradley University offers 12 two and a half day summer orientation sessions for new freshmen students and their parents, family members and guests. Student orientation is mandatory while parent orientation is optional, but highly recommended, and a majority of our new families choose to attend. While at orientation students will receive academic advisement, register for classes, and become integrated into the Bradley community through interaction with our Student Aides, professional staff, and faculty. Five transfer orientations sessions are offered throughout the year. For more information, contact:

<http://www.bradley.edu/orientation/>

Mr. David Trillizio, Director, Orientation & Advisement  
Heitz 100  
[dpt@fsmail.bradley.edu](mailto:dpt@fsmail.bradley.edu)  
x2420

## **Registrar's Office**

The Registrar's Office houses the official student record for the University and provides many student services, such as transcripts, address change, registration through Webster, schedule changes, degree verifications, and enrollment verifications through Webster, degree audit, grades, holds, and University schedule. For more information, contact:

<http://www.bradley.edu/registrar/>

Mr. Andy Kindler, Registrar  
11 Swords Hall  
[akindler@fsmail.bradley.edu](mailto:akindler@fsmail.bradley.edu)  
x3107

## **Sexual Harassment**

Bradley University reaffirms the principle that its students, faculty, and staff have a right to be free from sexual harassment by any member of the University community. Bradley University does not tolerate harassment in the enlightened society in which it operates, and will commit its efforts to educate its students and staff that the understanding of and sensitivity to these issues are paramount in the world both inside and outside the University. For more information, contact:

<http://www.bradley.edu/offices/student/support/harassment/>

Ms. Nena Peplow  
Sisson Hall 239  
[nenafsmail@fsmail.bradley.edu](mailto:nenafsmail@fsmail.bradley.edu)  
x3223

### **Student Activities**

The Student Activities Office provides a variety of services to student organizations and the campus community including program planning, leadership and organizational development, contracts and negotiation, posting validation, publicity and promotion development, talent acquisition and financial management. For more information, contact:

[www.bradley.edu/sao](http://www.bradley.edu/sao)  
Mr. Tom Coy, Director  
Student Center 28  
[tcoy@fsmail.bradley.edu](mailto:tcoy@fsmail.bradley.edu)  
x3050

### **Student Fees/Controllers Office**

The Student Fees office generates a billing statement for each student. In order to officially enroll in classes, a student must make their initial payment by the appropriate date each semester, or their classes will be dropped. Changes in number of hours, course load in excess of 16 hours, and part-time status may change a student's bill. Information about billing, payment, and withdrawal is available on the Bradley website at [sfs.bradley.edu](http://sfs.bradley.edu). For more information, contact:

[www.bradley.edu/controller/](http://www.bradley.edu/controller/)  
Student Fees  
Swords Hall 100  
x3120

### **Student Leadership and Public Service**

The Lewis J. Burger Center for Student Leadership and Public Service strives to educate and prepare students to be committed and effective leaders in their careers, families, and communities by providing leadership development programs and service learning opportunities. The Center sponsors programs such as SERVE and Service on Saturday, LINCS, Leadership Trainings, Fellows, Leadership Studies Minor and service opportunities. For more information, contact:

<http://www.bradley.edu/campuslife/studentleadership/>  
Ms. Jessica Chandler, Director  
[jchandler@fsmail.bradley.edu](mailto:jchandler@fsmail.bradley.edu)  
Sisson Hall 139  
x2428

### **Student Support Services**

If a student has a personal or family emergency that will prevent the student from attending class, the student or advisor can contact the Center for Student Support Services. They will notify the student's professors and inform them of the student's situation. If a student has a prolonged illness, is hospitalized or is missing class due to health reasons, the student should contact Health Services. If appropriate Health Services will alert Student Support Services to notify professors. For more information, contact:

<http://bradley.edu/offices/student/support/>

Ms. Anne Hollis  
Sisson Hall 101

[ahollis@fsmail.bradley.edu](mailto:ahollis@fsmail.bradley.edu)  
x3658

OR

Ms. Susan Walker  
Sisson Hall 103

[slwalker@fsmail.bradley.edu](mailto:slwalker@fsmail.bradley.edu)  
x3910

### **Student Veterans**

Through the years, due in large part to national and global military initiatives, the number of student veterans on campus has been in flux. Bradley University is a Yellow Ribbon school, which means that veterans may enroll and pay using GI Bill benefits despite tuition cost exceeding the state tuition cap.

It is important to remember that student veterans bring a unique set of experiences to both the classroom and their out-of-class interactions that can create a perceived disconnect with their use of resources and relationships with other students.

The Center for Orientation & Advisement holds a directory of "veteran-friendly" faculty and staff on campus who have opted into being a resource for student veterans. If you have questions about how best to serve a student veteran or the best contacts in specific offices to assist student veterans, please contact:

Mr. Gregory Haines, Assistant Director, Orientation & Advisement  
Heitz 100  
[ghaines@fsmail.bradley.edu](mailto:ghaines@fsmail.bradley.edu)  
x2415

### **Summer and Interim Sessions**

Students can catch up, get ahead, and graduate on time by taking classes in in January or in the summer between the spring and fall semesters. Take online classes, taught by Bradley faculty, from your home, at an internship or from any location in the world. Or stay in Peoria to take a class on campus. Bradley offers five condensed sessions each year, with schedules for January Interim listed in the Spring Schedule of Classes and the May and Summer Sessions in the Fall schedule. For more information, contact:

<http://www.bradley.edu/classes/>

Ms. Janet Lange, Executive Director,  
Continuing Education and Office of Summer Interim Sessions  
[lange@fsmail.bradley.edu](mailto:lange@fsmail.bradley.edu)  
x2374

### **Testing Services for Students**

For students who express indecision about what to major in or want to identify their strengths, valuable information can be provided through the educational/career testing process at the Center for Testing. Tests and inventories, specially selected according to each student's needs, can help match their primary career interests, abilities and personality style. The process includes an initial meeting with the staff, followed by the testing at the students' convenience, concluding with a verbal interpretation of the test results with recommendations. For more information, contact:

<http://bradley.edu/offices/student/development/testing/>

Ms. Sherry Winkle, Director, AEP and Testing

Hetiz Hall 100

[winkle@fsmail.bradley.edu](mailto:winkle@fsmail.bradley.edu)

x2416

### **Transfer Student Assistance, Office for**

Transfer Students are encouraged to contact the Office for Transfer Student Assistance for resources and activities at the University. A transfer student EHS 120 course is offered in the Fall and Spring semesters. For more information, contact:

<http://bradley.edu/offices/student/transfer/>

Mr. Gregory Haines, Assistant Director, Orientation & Advisement

Heitz 100

[ghaines@fsmail.bradley.edu](mailto:ghaines@fsmail.bradley.edu)

x2415

### **Tutoring Services**

Bradley undergraduate students qualify for two hours of free one-on-one peer tutoring per week. Free drop-in tutoring is provided for select math courses. Tutoring is partially funded through the generosity of the Bradley University Parents' Association and Bradley Varsity Club. Log in to TUTOR TRAC with the username and password you use for Webster for free weekly one-on-one peer tutoring. Sign up is available through: A to Z link on [www.bradley.edu](http://www.bradley.edu) and "T" for tutoring. (Internet Explorer is not compatible with TutorTrac Program; for best results, use Mozilla Firefox or Google Chrome as your web browser). Various departments also provide free drop-in tutoring. Times and locations are available through the CLA/ Tutorial Services page of the website. For more information, contact:

<http://www.bradley.edu/offices/student/cla/>

Dr. Debbie Fischer, Director

Center for Learning Assistance

Library 312

[djfisch@fsmail.bradley.edu](mailto:djfisch@fsmail.bradley.edu)

x3654

Bradley University

General Information about  
Bradley University

## Organizational Structure

Bradley University has had eleven Presidents since 1897. The first was Dr. William Rainey Harper who was concurrently President of the University of Chicago when Ms. Bradley requested that he serve as Bradley's first President.

Today, Gary Roberts serves as the eleventh President of the University. In his cabinet are: Dr. Joan Sattler, Interim Provost and Vice President for Academic Affairs, Mr. Gary Anna, Vice President for Business Affairs, and Mr. Jacob Heuser, Vice President for Advancement, Mr. Nathan Thomas, Vice President for Student Affairs, Ms. Janet Lange, Interim Associate Vice President for Marketing & Publications, Dr. Justin Ball, Associate Vice President of Enrollment Management, and Dr. Chris Reynolds, Athletic Director.

Reporting to the Interim Provost are: the six deans, Ms. Linda Pizzuti, Assistant Provost for Academic Affairs; Dr. Jeffrey Bakken, Executive and Academic Director, Turner School of Entrepreneurship & Innovation; Ms. Sandy Bury, Interim Associate Provost for Information Resources and Technology; Ms. Barbara Galik, Executive Director of Library; Andreas Kindler, Registrar; Ms. Janet Lange, Executive Director, Continuing Education; Ms. Jennifer Gruening, Director, Institutional Improvement; Director of Pre-Law Center; and Dr. Valerie Bennett, Director, Pre-Professional Health Advisory Center.

The five deans of the undergraduate colleges are: Dr. Darrell Radson, Dean, Foster College of Business, Dr. Molly Cluskey, Interim Dean, College of Education and Health Sciences, Dr. Lex Akers, Dean, Caterpillar College of Engineering and Technology, Dr. Jeff Huberman, Dean, Slane College of Communication and Fine Arts, Dr. Christopher Jones, Dean, College of Liberal Arts and Sciences, and Dr. Jeff Bakken, Dean of the Graduate School.

The associate deans for the colleges are: Dr. Jason Garrett, Foster College of Business, Dr. Lori Russell-Chapin, College of Education and Health Sciences, Dr. Brian Huggins, Caterpillar College of Engineering and Technology, Ms. Betty Lawrence, Slane College of Communication and Fine Arts, and Dr. Kelly McConnaughay, College of Liberal Arts and Sciences.

Bradley University

**Outstanding Advisor Award**

## Outstanding Academic Advisor Award

Bradley University is proud of the advising provided to the students. Many faculty are excellent advisors and spend considerable time with their advisees. The following recognition is intended to acknowledge their valiant efforts in helping students achieve their career goals.

Mr. Tom Coy, Director, Student Activities  
Student Center 34, x3050  
[tcoy@fsmail.bradley.edu](mailto:tcoy@fsmail.bradley.edu)

Mr. David Trillizio, Director, Orientation & Advisement  
Heitz Hall 100, x2420  
[dpt@fsmail.bradley.edu](mailto:dpt@fsmail.bradley.edu)

This award recognizes a member of Bradley's faculty, administration, or professional staff who serves as an academic advisor. The award criteria, deadline, and nomination form are available on-line at:

<http://www.bradley.edu/offices/student/development/advising/>

The past recipients are:

1991-1992:	Dr. Charlotte Awl - Nursing
1992-1993:	Dr. Max Taylor - Chemistry
1993-1994:	Dr. John Howard – International Studies
1994-1995:	Dr. Ian Welsford - Biology
1995-1996:	No Advisor Awarded
1996-1997:	No Advisor Awarded
1997-1998:	Dr. Charles Bukowski – International Studies
1998-1999:	Dr. Larry Aspin – Political Science
1999-2000:	Dr. Mary Ann Manos – Social Work
2000-2001:	Dr. Celia Johnson – Teacher Education
2001-2002:	Dr. Joseph Emanuel – Industrial Engineering
2002-2003:	Dr. Elizabeth Cram – Nursing
2003-2004:	Dr. Nina Collins – Family and Consumer Sciences
2004-2005:	Dr. Molly Cluskey – Nursing
2005-2006:	B.J. Lawrence – Communication
2006-2007:	Dr. Dawn Roberts - Psychology
2007-2008:	Dr. Tim Conley - English
2008-2009:	Dr. Sara Netzley - Communication
2009-2010:	Mr. Gary Will – Art
2010-2011:	Dr. Michael Greene – Philosophy and Religious Studies
2011-2012:	Dr. Jason Zaborowski – Philosophy and Religious Studies
2012-2013:	Dr. Kris Maillacheruvu – Engineering
2013-2014:	Dr. Kristi McQuade – Chemistry & Biochemistry
2014-2015:	Dr. Elena Gabor - Communication