

Graduate Catalog

2001-2002

2002-2003



BRADLEY
UNIVERSITY

Directory for Bradley University Contacts

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Interlibrary Loan, (309) 677-2837
Reference, (309) 677-3502
Renewals, (309) 677-2826
Reserves, (309) 677-3315

About Peoria

Peoria, Illinois is a metropolitan area of 350,000 people, conveniently located halfway between Chicago and St. Louis. Peoria is large enough to provide a wide range of recreational, cultural, and professional activities, and yet is small enough to maintain a shared community spirit.

Peoria's downtown business district and riverfront have been revitalized with art galleries, restaurants, and boutiques. Peoria is a medical center for central Illinois, home to Caterpillar Inc. and a number of innovative technological firms, and provides a healthy business climate.

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

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Bradley University is committed to non-discrimination and equal opportunity in employment, programs, activities, and treatment for all job applicants and members of its student body, faculty, and staff regardless of race, color, religion, sex, national origin, age, disability, veteran status, or other factors prohibited by law. Exception is made when justified as a bona fide occupational qualification. Further, Bradley University is committed to provide and promote equal opportunity to all persons through positive, on-going Affirmative Action efforts.

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

This Catalog represents the University's best effort to communicate information on academic programs, policies, rules, and regulations that were in effect at the time of its printing. Students should be aware that the University reserves the right to modify these programs, policies, rules, and regulations at any time within a student's term of residence. The University's policy is to provide notice of any such modifications sufficiently in advance of their implementation to ensure adjustments without undue inconvenience. Before pre-registering for any academic term, students should contact the administrative office of their academic department or college to verify the most current information.

Academic Calendar

The academic calendars are subject to revision. Students should refer to the most recent Schedule of Classes for important dates each semester.

2001-2002

First Semester

August 20, Monday Reporting date for faculty
August 25, Saturday Residence halls open
August 29, Wednesday Classes begin
October 6, Saturday Fall Recess begins
October 10, Wednesday Classes resume —
8:00 a.m.

November 21, Wednesday Thanksgiving Recess
begins

November 26, Monday Classes resume —
8:00 a.m.

December 11, Tuesday Last day of classes
December 12, Wednesday Study Day
December 13, Thursday Final examinations begin
December 19, Wednesday Final examinations end
December 22, Saturday Commencement

January Interim

January 2, Wednesday First day of classes
Classes meet Monday-
Friday

January 21, Monday Final examinations will
be held in the morning
only.

Second Semester

January 14, Monday Reporting date for
new faculty
January 20, Sunday Residence halls open
January 23, Wednesday Classes begin
March 16, Saturday Spring Recess begins
March 25, Monday Classes resume —
8:00 a.m.

May 7, Tuesday Last day of classes
May 8, Wednesday Study Day
May 9, Thursday Final examinations begin
May 15, Wednesday Final examinations end
May 18, Saturday Commencement

Summer Sessions

May 20, Monday Three-week Interim
Registration ends
Classes begin

(No classes on Memorial Day holiday)
June 7, Friday Three-week Interim ends
June 10, Monday First Session classes begin
(No classes on Thursday, July 4)

July 12, Friday First Session ends
July 16, Tuesday Second Session
classes begin

August 16, Friday Second Session ends

2002-2003

First Semester

August 19, Monday Reporting date for faculty
August 24, Saturday Residence halls open
August 28, Wednesday Classes begin
October 12, Saturday Fall Recess begins
October 16, Wednesday Classes resume —
8:00 a.m.

November 27, Wednesday Thanksgiving Recess
begins

December 2, Monday Classes resume —
8:00 a.m.

December 10, Tuesday Last day of classes
December 11, Wednesday Study Day
December 12, Thursday Final examinations begin
December 18, Wednesday Final examinations end
December 21, Saturday Commencement

January Interim

January 2, Thursday First day of classes
Classes meet Monday-
Friday

January 20, Monday Final examinations will
be held in the morning
only.

Second Semester

January 13, Monday Reporting date for
new faculty
January 19, Sunday Residence halls open
January 22, Wednesday Classes begin
March 15, Saturday Spring Recess begins
March 24, Monday Classes resume —
8:00 a.m.

May 6, Tuesday Last day of classes
May 7, Wednesday Study Day
May 8, Thursday Final examinations begin
May 14, Wednesday Final examinations end
May 17, Saturday Commencement

Summer Sessions

May 19, Monday Three-week Interim —
Registration ends
Classes begin

(No classes on Memorial Day holiday)
June 6, Friday Three-week Interim ends
June 9, Monday First Session classes begin
(No classes on Friday, July 4)

July 11, Friday First Session ends
July 15, Tuesday Second Session
classes begin

August 15, Friday Second Session ends

2003-2004

First Semester

August 18, Monday	Reporting date for faculty
August 23, Saturday	Residence halls open
August 27, Wednesday	Classes begin
October 11, Saturday	Fall Recess begins
October 15, Wednesday	Classes resume – 8:00 a.m.
November 26, Wednesday	Thanksgiving Recess begins
December 1, Monday	Classes resume – 8:00 a.m.
December 9, Tuesday	Last day of classes
December 10, Wednesday	Study Day
December 11, Thursday	Final Examinations begin
December 17, Wednesday	Final Examinations end
December 20, Saturday	Commencement

January Interim

January 5, Monday	First day of classes Classes meet Monday-Saturday
January 19, Monday	Final Examinations will be held in the morning only.

Second Semester

January 12, Monday	Reporting date for new faculty
January 18, Sunday	Residence halls open
January 21, Wednesday	Classes begin
March 13, Saturday	Spring Recess begins
March 22, Monday	Classes resume – 8:00 a.m.
May 4, Tuesday	Last day of classes
May 5, Wednesday	Study Day
May 6, Thursday	Final Examinations begin
May 12, Wednesday	Final Examinations end
May 15, Saturday	Commencement

Summer Sessions

May 17, Monday	Three-week Interim – Registration ends Classes begin
(No classes on Memorial Day Holiday)	
June 4, Friday	Three-week Interim ends
June 7, Monday	First Session Classes begin
July 9, Friday	First Session ends
July 13, Tuesday	Second Session classes begin
August 13, Friday	Second Session ends

2004-2005

First Semester

August 16, Monday	Reporting date for faculty
August 21, Saturday	Residence halls open
August 25, Wednesday	Classes begin
October 9, Saturday	Fall Recess begins
October 13, Wednesday	Classes resume - 8:00 a.m.
November 24, Wednesday	Thanksgiving Recess begins
November 29, Monday	Classes resume - 8:00 a.m.
December 7, Tuesday	Last day of classes
December 8, Wednesday	Study Day
December 9, Thursday	Final Examinations begin
December 15, Wednesday	Final Examinations end
December 18, Saturday	Commencement

January Interim

January 3, Monday	First day of classes. Classes meet Monday-Saturday
January 17, Monday	Final Examinations will be held in the morning only.

Second Semester

January 10, Monday	Reporting date for new faculty
January 16, Sunday	Residence halls open
January 19, Wednesday	Classes begin
March 12, Saturday	Spring Recess begins
March 21, Monday	Classes resume - 8:00 a.m.
May 3, Tuesday	Last day of classes
May 4, Wednesday	Study Day
May 5, Thursday	Final Examinations begin
May 11, Wednesday	Final Examinations end
May 14, Saturday	Commencement

Summer Sessions

May 16, Monday	Three-week Interim - Registration ends Classes begin
(No Classes on Memorial Day Holiday)	
June 3, Friday	Three-week Interim ends
June 6, Monday	First Session-Classes begin
(No classes on Monday, July 4)	
July 8, Friday	First Session ends
July 12, Tuesday	Second Session - Classes begin
August 12, Friday	Second Session ends

Bradley University and Its Mission

The Mission

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

Our Core Commitments

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

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

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

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

Bradley University

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

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

Accreditation

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

Bradley also has a number of select undergraduate and graduate programs that are accredited by the following:

- Accreditation Board for Engineering and Technology, Engineering Accreditation Commission and Technology Accreditation Commission
- The International Association for Management Education, formerly known as American Assembly of Collegiate Schools of Business (AACSB)
- American Council for Construction Education
- National League for Nursing Accrediting Commission (NLNAC)
- National Association of Schools of Art and Design
- National Association of Schools of Music
- American Chemical Society
- National Council for Accreditation of Teacher Education
- American Dietetic Association (didactic program approval)
- Council for Accreditation of Counseling and Related Educational Programs
- Council on Accreditation of Nurse Anesthesia Educational Programs
- Commission on Accreditation in Physical Therapy Education

Founding of Bradley

On April 10, 1897, ground was broken for Bradley Hall. What had been prairie-land cornfield was transformed into a seat of learning because of the remarkable courage, strength, and determination of one woman, Mrs. Lydia Moss Bradley.

Lydia Moss Bradley had seen all of her hopes, ambitions, and dreams for her six children end in their untimely deaths. She and her husband, Tobias Bradley, had devoted much time, thought, and discussion to how their wealth might be used as a fitting memorial to their deceased offspring and considered establishing an orphanage.

Unfortunately Tobias died in May of 1867, before their dream could be realized. Alone, Mrs. Bradley devoted herself unreservedly to the achievement of their goal. After some study and travel to various institutions, Mrs. Bradley decided that, instead of an orphanage, she wanted to found a school where young people could learn how to do practical things to prepare them for living in the modern world. In 1892 she purchased a controlling interest in Parsons Horological School in LaPorte, Indiana, the first school for watchmakers in America, and moved it to Peoria. She specified in her will that the school should be expanded after her death to include a classical education as well as industrial arts and home economics: "...it being the first object of this Institution to furnish its students with the means of living an independent, industrious and useful life by the aid of a practical knowledge of the useful arts and sciences."

In October 1896 Mrs. Bradley was convinced by Dr. William Rainey Harper, president of the University of Chicago, to move ahead with her plans and establish the school during her lifetime. Bradley Polytechnic Institute was chartered on November 13, 1896. Mrs. Bradley initially provided seventeen and a half acres of land; funds for two campus buildings, including laboratory equipment and library books; and annual operating expenses.



Contracts for Bradley Hall and Horology Hall (later renamed Westlake) were awarded and work moved ahead quickly. Fourteen faculty and 150 students began classes in Bradley Hall on October 4, 1897—with 500 workers still hammering away. (The Horological Department added another eight faculty and 70 students.) Bradley Polytechnic Institute was formally dedicated on October 8, 1897. Its first graduate, in June 1898, was Corinne Unland.

By 1899 there were 350 pupils in the School of Arts and Science at Bradley, about equally divided between men and women.

Instruction was offered in biology, chemistry, food work, sewing, English, German, French, Latin, Greek, history, manual arts, drawing, mathematics, and physics. Pleased with its progress, Mrs. Bradley transferred to the school the rest of her estate, including nearly 1,000 different pieces of property, reserving its use and profits during her lifetime. At Founder's Day in 1906 she announced an additional gift to build Hewitt Gymnasium, now Hartmann Center for the Performing Arts. Mrs. Bradley died on January 16, 1908, at the age of 91.

The Institute continued to grow and develop to meet the educational needs of the region. Bradley became a four-year college offering bachelor's degrees in 1920 and a full university offering graduate programs in 1946, when it was renamed Bradley University.

Today, Bradley alumni total more than 50,000 worldwide. Prominent alumni include General John Shalikashvili '58, retired chairman of the Joint Chiefs of Staff; Dr. Joan Scott Wallace '52, former U.S. Assistant Secretary of Agriculture; David Markin '53, president and chairman, Checker Motors Co., L.P.; Hersey Hawkins '88, Charlotte Hornets; Dr. Janet Barry '66 MA '71, National School Superintendent of the Year, 1996; Wendy Ross '64, assistant managing editor, *Washington Post*.



THE GRADUATE SCHOOL

Bradley University

Bradley University is an independent, privately endowed, coeducational institution. Located on a 75-acre campus in Peoria, Illinois, Bradley was founded in 1897 as Bradley Polytechnic Institute by Lydia Moss Bradley as a memorial to her children and husband, Tobias. It became a four-year college in 1920 and in 1946 became a university and began offering graduate programs. It is fully accredited.

Bradley is the ideal size for living and learning. As a private, comprehensive university of about 5,000 undergraduate and 1,000 graduate students, Bradley provides a broad choice of academic and pre-professional programs with more than 90 programs of study in five colleges: the College of Liberal Arts and Sciences, College of Education and Health Sciences, College of Engineering and Technology, Foster College of Business Administration, Slane College of Communications and Fine Arts, and Graduate School.

The Graduate School

The Graduate School at Bradley University targets areas of special strength for the offering of select master's programs in more than 31 different areas designed to prepare students for rewarding careers. The strength of Bradley's graduate programs lies in the outstanding quality of its faculty, who mentor students in a genuine academic community. With a strong commitment to facilitate student learning, the faculty strives to advance knowledge relevant to society's local, regional, and global needs.

Bradley University offers state-of-the-art facilities, a diverse cultural environment, and a beautiful campus. In this setting, graduate programs rapidly adapt to external forces that call for students to synthesize information and integrate knowledge as they prepare for careers in the twenty-first century—a century that promises continued technological change.

The Graduate School at Bradley University offers programs that enable students to lead rich lives, with advanced professional skills and a strong foundation for life-long growth. By balancing breadth and depth, theory and practice, self-development and selfless commitment, these programs prepare students for life and work.

Campus Visits

If you are considering graduate study and would like to tour the Bradley University campus, please contact the Graduate School office at (309) 677-2375 or bugrad@bradley.edu.

Degrees

Bradley University offers the following graduate degrees:

Foster College of Business Administration

Business Administration	M.B.A.
Accounting	M.S.A.

Slane College of Communications and Fine Arts

Ceramics	M.A. and M.F.A.
Painting	M.A. and M.F.A.
Photography	M.A. and M.F.A.
Printmaking	M.A. and M.F.A.
Sculpture	M.A. and M.F.A.

College of Education and Health Sciences

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

College of Engineering and Technology

Civil Engineering	M.S.C.E.
Electrical Engineering	M.S.E.E.
Industrial Engineering	M.S.I.E.
Manufacturing Engineering	M.S.M.F.E.
Mechanical Engineering	M.S.M.E.

College of Liberal Arts and Sciences

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

Off-Campus Credit and Degree Programs

In addition to the courses offered on Bradley's campus, the university offers selected graduate courses and degrees at off-campus sites and via videotape and video conferencing.

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

For more information about off-campus courses or degrees, or contract credit programs, contact the Division of Continuing Education and Professional Development, (309) 677-2820.

General Admission Information

Eligibility

(see also: *Admission Requirements*)

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

Non-Accredited Institutions

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

Categories of Admission

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

discipline shall specify the additional coursework prerequisites and/or a standard of achievement in prescribed coursework which will remove the deficiencies.

Students admitted in conditional status must fulfill the conditions of their admission as individually specified. Once the student has met these conditions, the *Removal of Conditional Status* form must be completed and filed in the Graduate School.

Students granted conditional admission are not eligible for financial assistance.

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

At the time of application or during the first semester of enrollment, a graduate student-at-large must provide official transcripts as evidence of having earned a bachelor's degree. Students who have met the prerequisites may enroll in any graduate course. Students who enroll in courses for which they are not qualified may be dropped from the course.

Admission as a graduate student-at-large does not constitute admission to a degree program. Should the student wish to apply to a degree program, all requirements for admission to that program must be met. A maximum of 9 semester hours with grades of B or better earned as a graduate student-at-large may be applied to a degree program, with approval of the program's graduate advisor.

4. **Bradley Undergraduate Students.** Bradley seniors of superior academic standing who are within 6 semester hours of graduation, or who are registering for the semester during which they will complete their bachelor's degree requirements, may register for graduate courses for graduate credit if approved by the graduate advisor, undergraduate dean, and the Graduate School prior to registering for the course. However, a senior may not take more than 15 hours of graduate work prior to completing baccalaureate requirements. If approved, the student registers as a senior and files the appropriate form with the Registrar's Office, graduate advisor, and the Graduate School prior to registering for any graduate coursework. Eligible seniors who request graduate credit must submit the *Application for Graduate Credit for a Senior* form to the dean of the Graduate School. Forms may be obtained from the Graduate School, Bradley Hall, Room 118.

Former Students

Students who have received an undergraduate or graduate degree from Bradley must reapply if they want to register for additional coursework.

Admission Requirements

Before being considered for admission, degree-seeking students must submit the following materials. Some departments have additional requirements. Be certain to check individual programs for admission requirements. Please note: all forms are available in the Graduate School or on the Internet at www.bradley.edu/academics/grad/.

1. **Application Form.** All applicants must submit an Application for Graduate Admission, signed and dated by the applicant.
2. **Application Fee.** All applicants must submit a non-refundable application fee, payable by check or money order to Bradley University, at the time of application. The fee for domestic applicants is \$40 and \$50 for international applicants. This is a processing fee that cannot be waived or deferred. Applications submitted without an application fee will not be processed. Fees are subject to change without notice.

Applicants are allowed to postpone their admission to one consecutive semester at no additional cost. Postponement of admission beyond the semester immediately following the initial semester of application results in the requirement to pay a nonrefundable reactivation fee (domestic applicants: \$30, international applicants: \$40). Any deferment to the following year, or beyond, requires payment of the reactivation fee for each request. Applicants requesting reactivation may need to provide updated information.

3. **Transcripts.** Applicants are required to provide two official transcripts sent directly from the Registrar's office for all undergraduate and graduate institutions attended. International applicants see requirements for international students (below).
4. **Recommendations.** Applicants must have two letters of recommendation sent directly to the Graduate School from individuals who can comment on the applicant's potential for success in a graduate program. The department of nursing requires three recommendations: from an immediate supervisor, a faculty member, and a professional associate. Recommendation forms are available through the Graduate School.
5. **Entrance Examinations.** Certain programs require entrance examinations as part of the application process. Official score reports should be sent to the Graduate School if applicable:

Biology: Graduate Record Examination (GRE) of a minimum of 1000 combined verbal and quantitative scores.

Business Administration and Accounting: Graduate Management Admission Test (GMAT).

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

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

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

Testing Information: Information about the GMAT, GRE, and the Test of English as a Foreign Language (TOEFL) may be obtained from the Educational Testing Service, Box 955, Princeton, NJ, 08540. All current testing and registration information on GMAT, GRE, and TOEFL is available on the Internet at www.ets.org. Local administration of the GMAT, GRE, and TOEFL is available through the Sylvan Technology Center, 4001 N. War Memorial Drive, Peoria, IL, 61614, (309) 682-0825. To have scores sent to the Graduate School, indicate the Bradley institutional code 1070. Additional information on testing is also available through the Bradley Center for Orientation, Testing, and Advisement, Bradley Hall 133, (309) 677-2409, or the Graduate School.

MAT information and test registration is available through the College of Education and Health Sciences, Westlake Hall 218, (309) 677-3181.

- Language Proficiency.** All applicants whose native language is not English are required to submit official results from the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service. The minimum requirement on the paper-based TOEFL examination is 500, or the equivalent on the computer-adapted test, 213. Some programs have a higher minimum requirement.

Language proficiency is required of students-at-large as well as applicants to graduate programs. Non-native English speakers who have earned a degree from a U.S. institution, or from an institution in a country whose official language is English, are exempt from the TOEFL requirement. For additional information, see Entrance Examinations, above, and International Students, below.

Further information on the TOEFL examination can be obtained by contacting the nearest U.S. embassy, consulate, or U.S. Information Agency or by contacting the Educational Testing Service (ETS) directly at Box 899, Princeton, NJ 08540, U.S.A. Detailed information and registration information is available through the ETS website at www.ets.org. Bradley University's institutional code for score reporting is 1070.

International Students

International students are applicants who are not U.S. citizens or permanent residents/immigrants.

International students must meet the admission requirements of the Graduate School as enumerated above. In addition, the following is required.

- Transcripts.** All applicants must submit official documentation of their academic records and certification of their degree(s). The names of these documents differ from country to country, but are commonly referred to as transcripts, *relevé de notes*, marksheets, or statements of marks. The documentation should include, semester by semester, or year by year, the courses taken, the examination results received, the grading scale or system used, and the degree and date it was awarded. If the documents are not prepared in

English, an official, literal translation must accompany the original document.

From institutions in countries such as India, Pakistan, Bangladesh, and Nepal, the Graduate School accepts marksheets as official if "attested" by the registrar, controller of examinations, or other officially authorized office, when they are sent directly from the university office to the Graduate School. Alternatively, marksheets may be considered official if enclosed in an official university envelope that has been sealed, stamped, dated, and signed by an authorized university official and received by the Graduate School unopened. The Graduate School requires marksheets from all examination sessions reflecting all examinations passed, failed, and/or repeated. **Consolidated marksheets and college transcripts are not accepted.**

From schools in China, the Graduate School requires an official Chinese transcript accompanied by an official, literal translation. In addition, the certificate of graduation and certificate of degree awarded (in Chinese, accompanied by an official translation) are required.

Applicants should alert the Graduate School as to how their name appears on the transcripts or marksheets if the family name is abbreviated or their name is reported in a manner different from how it appears on the application. Confusion and inconsistency in the reporting of names on documents is a common cause for delay in the processing of applications.

- Financial Certification.** All international applicants intending to enter the U.S. on an F-1 student visa are required to present the *Certificate of Eligibility Form I-20* when applying for a visa. The Graduate School will issue the Form I-20 to applicants who have been admitted and provide the required financial certification documentation.

The financial certification requirements are described in detail on the Bradley University *Financial Information and Certification* form provided to all international applicants. All applicants are required to document their ability to finance their education and living expenses for the length of time estimated to complete a master's degree (two years). Certification requirements normally include (1) an affidavit of support from the applicant's sponsor (normally parents or family) indicating the intent and ability to provide at least \$18,118 each year for two years; and (2) an official bank statement (signed, dated, and current) from the sponsor indicating an account balance of at least \$18,118. The bank statement should report money in the local currency, the current exchange rate, and the U.S. dollar equivalent. Bank statements should be current at the time of application or within six months of enrollment. Estimated expenses are subject to change without notice.

- Language Certification.** Any applicant whose native language is not English is required to submit official results from the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service. The minimum requirement on the paper-based TOEFL examina-

tion is 500, or the equivalent on the computer-adapted test, 213. Some programs have a higher minimum requirement.

Further information on the TOEFL examination can be obtained by contacting the nearest U.S. embassy, consulate, or U.S. Information Agency or by contacting the Educational Testing Service (ETS) directly at Box 899, Princeton, NJ 08540, U.S.A. Detailed information and registration information is available through the ETS website at www.ets.org. Bradley University's institutional code for score reporting is 1070. The TOEFL is administered locally by the Sylvan Technology Center, 4001 N. War Memorial Drive, Peoria (phone: (309) 682-0825).

Permanent Residents/Immigrants

Applicants who are permanent residents/immigrants must submit proof of their immigration status along with their application. Applicants may submit a copy (front and back) of their Alien Registration Card when applying for admission. Before students can register, they must present the original card to the Graduate School. (See Language Proficiency, page 12.)

Interruption of Studies

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

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

Registration

Academic Calendar

Bradley University's academic calendar consists of two fifteen-week semesters (fall and spring). A three-week interim (mid-May to mid-June), an eight-week summer session, and two five-week summer sessions (early June to mid-July and mid-July to mid-August) are also offered. A three-week January interim is also offered. (See Academic Calendar.)

Schedule of Classes

Bradley's *Schedule of Classes* lists specific registration information on the courses to be offered and is available to graduate students in the Graduate School office.

Application Deadlines

The Graduate School processes applications as they are received. Some departments have specified deadlines. Be certain to check individual programs for deadline information.

Telephone Registration

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

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

Schedule Change After Registration

Once a student has registered, changes to that schedule (additions and deletions) may be made by using the telephone system. Instructions are outlined in the *Schedule of Classes*.

For all schedule changes after the deadlines for telephone registration, students must obtain the *Late Add Request* or *Late Withdrawal Request* from the Registrar's Office and follow the procedures outlined below.

To add a class(es), the signatures of the graduate advisor (or, for business only, the associate dean of the College), the instructor of the added class, the department chair for the added class, and the dean of the Graduate School must be obtained.

Partial drops may be done by the telephone up until the last day for dropping classes outlined in the *Schedule of Classes*. To drop classes after the drop date, the *Late Withdrawal Request* must be used and signed by the graduate advisor, the instructor of the dropped class, the department chair of the dropped class, and the dean of the Graduate School.

Complete withdrawals cannot be done at any time through telephone procedure. Please see the Registrar's Office for the appropriate form and procedure.

Admission to Interim and Summer School

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

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

Any non-degree-seeking student who has previously enrolled as a graduate student-at-large must complete another graduate student-at-large application for admission. Forms are available in the Graduate School office or on the Graduate School website: www.bradley.edu/academics/grad/.

Fees and Expenses

Application Fee

All applicants must submit a non-refundable application fee, payable by check or money order to Bradley University at the time of application. The fee for domestic applicants is \$40 and \$50 for international applicants. This is a processing fee that cannot be waived or deferred. Applications submitted without an application fee will not be processed. Fees are subject to change without notice.

Graduate students-at-large and applicants for the Master of Liberal Studies degree program are not required to pay this fee.

Checks or money orders should be made payable to Bradley University.

Proposed 2001-2002 Tuition

Tuition rates and fees are subject to change. Tuition for the 2001-2002 academic year is as follows:

- Part-time students (7 hours or fewer)
\$415.00 per semester hour
- Part-time students (under 12 hours, more than 7)
\$515.00 per semester hour
- Full-time students (12 to 16 hours)
\$7,615.00 per semester
- Full-time students (over 16 hours)
\$7,615.00 per semester, plus \$395 per semester hour over 16

Tuition rates are subject to change for 2002-03 and subsequent academic years. Current tuition and fees are published each semester in the *Schedule of Classes*.

All courses taken in the College of Engineering and Technology are assessed a tuition surcharge of \$5.00 per semester hour to support lab equipment.

Tuition for all classes in the MLS program is \$220.00 per semester hour for the 2001-2002 academic year.

Senior citizens (individuals 62 or older) may take classes at the rate of \$10.00 per semester hour.

Enrollment is subject to availability of classroom space.

Tuition and any fees must be paid by the deadline and in accordance with the instructions found in the current *Schedule of Classes*. Students who have not made arrangements for payment by the deadline will be dropped from all classes. Questions regarding payment should be directed to the Controller's Office, 103 Swords Hall, (309) 677-3120.

Bradley University

Interim and Summer Sessions

See the *Schedule of Classes* for specific details concerning payment.

Refunds

Students who withdraw from a class may be eligible for a partial tuition refund, depending on the date on which the course was dropped. Students who drop all classes and officially withdraw from the University may be eligible for a partial refund of tuition, room, and board, depending on the date of the withdrawal.

Students should check deadlines and procedures for requesting refunds in the current *Schedule of Classes*.

Room and Board

Housing is available both on and off campus. On-campus room and board fees vary with housing options and meal plans. Bradley also owns a student apartment complex one block from campus. Students requiring assistance with housing should contact the Director of Housing, Sisson Hall, Bradley University, Peoria, IL 61625.

Other Fees

Health Fee

All students registering for 7 or more hours will be assessed a \$20.00 health fee at the time of registration.

Vehicle Registration

The fee for automobile registration is \$50.00 for the academic year. These fees are not refundable.

Thesis Binding Fee

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

Cap, Gown, and Hood Rentals

Graduate students electing to participate in graduation ceremonies must pay a fee to the bookstore for cap, gown, and hood rental. Forms for students to indicate size of cap and gown are mailed to students during the semester preceding their graduation once they have filed the *Application for Graduation* form with the Graduate School Office. There is a \$5.00 late fee assessed for orders made after the indicated deadline.

Financial Assistance

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

Priority Application Deadlines

Fall Semester	March 1
January Interim	October 1
Spring Semester	October 1
3-week May Interim	March 1
8-week May Interim	March 1
First Summer Session	March 1
Second Summer Session	March 1

Assistantships

Full- and part-time graduate assistantships are available in most departments that offer graduate work and also in certain administrative areas. Assistantships for research, teaching, and other academic activities are awarded annually on a competitive basis, with scholastic ability and evidence of special qualifications being the most important criteria. Full-time graduate assistants are required to work 20 hours each week for the assigned department. In return, graduate assistants receive a stipend commensurate with the full-time nature of their work assignments in the department. Students qualifying for full-time assistantships also qualify for tuition scholarships for 100% of actual tuition costs. Full-time graduate assistants may not enroll in more than 12 semester hours nor work more than 20 hours each week without written permission of their graduate advisor and the dean of the Graduate School. Part-time graduate assistants are required to work 10 hours each week for the assigned department and receive 50% of the full-time stipend. Students qualifying for part-time assistantships qualify for tuition scholarships for 50% of actual tuition costs.

Minimum requirements:

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

Renewal requirements:

1. Submit the Graduate School Application for Financial Assistance by the priority application deadlines listed above.
2. Complete at least 6 hours (for a full-time assistantship) or 3 hours (for a part-time assistantship) of coursework each semester.
3. Maintain a minimum 3.0 grade point average.
4. Receive a positive recommendation from an assistantship advisor.

Scholarships

Scholarships are financial awards based on a student's academic achievement or financial need and do not require any repayment (in money or service) to the University. Graduate School Tuition scholarships may cover up to 50% of tuition costs for up to nine semester hours of coursework taken during the fall and spring semesters. In addition, students may apply for up to 50% of tuition costs for up to three semester hours during the January Interim, and up to nine semester hours total during the May Interims and Summer Sessions. Scholarships are to be used towards coursework taken in a student's graduate degree program. The value of the award is dependent upon the student's academic achievement at the time the award is made.

Academic Excellence Scholarships

Minimum requirements:

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

Renewal requirements:

1. Submit the Graduate School Application for Financial Assistance by priority application deadlines listed above.
2. Maintain a 3.5 grade point average.

Special Scholarships

A limited number of special scholarships are awarded on a competitive basis to qualified students.

Minimum Requirements:

1. Unconditional admission to a graduate degree program (or removal of conditional admission), and
2. Member of a protected class (African American, Hispanic American, Asian American, Native American, or Alaskan Native), and/or
3. Demonstration of financial need through submission of the Free Application for Federal Student Aid (FAFSA) and other correspondence as requested by the Graduate School.

Renewal Requirements:

1. Submission of the Graduate School Application for Financial Assistance by the priority application deadlines listed above.
2. Demonstration of financial need through submission of the Free Application for Federal Student Aid (FAFSA) and other correspondence as requested by the Graduate School.

Other Scholarships

Illinois Consortium for Educational Opportunity (ICEOP): This scholarship of up to \$10,000 annually (a maximum of \$20,000 total for master's degree students) provides financial assistance to Illinois residents who are members of traditionally underrepresented racial minority groups (Black, Hispanic, Asian American, American Indian, or Alaskan Native) to pursue and complete graduate or professional degrees at Illinois institutions of higher education. Descriptions of eligibility and application procedures are available from the Graduate Office.

For more information regarding additional scholarship opportunities, contact the Graduate School in 118 Bradley Hall or 677-2371.

Caterpillar Masters Fellowships

Caterpillar Masters Fellowships are awarded annually on a competitive basis to outstanding students who have graduated from an accredited university, demonstrated superior academic achievement, and are committed to research or creative production. The Fellowships provide: an annual stipend between \$8,000 and \$12,000 in addition to a full tuition waiver, an educational environment that provides a unique transition for students preparing for doctoral degrees or professional degree programs, innovative curricula designed for business, industry, and public sector needs, a student-selected project guided by a faculty mentor, interdisciplinary teamwork on problem-solving research, and flexibility to adapt specific interests and aspirations of students.

Loans

Federal Direct Subsidized Loans: Graduate students, both full- and half-time, are eligible to borrow up to \$8,500 each academic year under this program. For additional information contact Bradley's Loan Coordinator, Financial Assistance Office, Swords Hall, (309) 677-3089.

Unsubsidized Federal Direct Loans: This loan program offers long-term educational loans to qualified graduate students. Students are eligible to borrow up to \$10,000 each academic year. For additional information contact Bradley's Loan Coordinator, Financial Assistance Office, Swords Hall, (309) 677-3089.

USX Loans: The USX Foundation makes loans available to full-time students studying in the fields of business, computer science, and engineering. Loans may not exceed \$2,000 in an academic year and are made at an annual rate of 7%. For additional information contact the Graduate School Office.

Deferred Payment Plan

The University offers a Deferred Payment Plan that requires payment at registration of one-half of the total tuition due. This payment may be made in the form of financial aid, cash or check, credit card, or a combination. The balance is charged a one-time deferral charge of 4% and is payable in three equal installments beginning approximately one month after registration.

A late fee of \$20 per month is assessed for each payment not received by the date stipulated on the deferred payment agreement. For further information contact the Controller's Office, 103 Swords Hall, Bradley University, Peoria, IL 61625; (309) 677-3120.

Employees who work for employers who pay 100% of their tuition costs contingent upon successful course completion may be eligible for a full semester's deferral if the employer is enrolled and approved in this program. Under this program tuition payments are deferred until the 60th day after the end of the semester. A \$40 fee must be paid by the student at the time of enrollment to participate in this special deferral program. Students should check with their employer to find out if their company is enrolled in the program.

Cooperative Education/Internship Program

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

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

For further information contact the Smith Career Center.

Academic Regulations

Course Numbering System and Requirements

Graduate courses are numbered 500 to 699, and only these courses may be applied toward the master's degree.

Courses numbered 500 to 599 are open to graduate students, seniors and specially qualified juniors. Courses numbered 600 through 699 are open to graduate students only.

Prerequisites

Prerequisites may be met by approved equivalent courses taken at other universities. You should consult your academic advisor if you have a question about prerequisites. Students who enroll in courses for which they do not meet the prescribed prerequisites may be required to withdraw from those courses.

Student Course Load

The Graduate School requires that a minimum of 30 semester hours be successfully completed for the master's degree. Specific programs may require additional hours.

A full-time student takes 9 to 15 semester hours of coursework during a semester of the regular academic year; the maximum permitted is 16 semester hours. Full-time graduate assistants may not enroll in more than 12 semester hours nor work more than 20 hours each week without written permission of their graduate advisor and the dean of the Graduate School. During the summer, a full-time graduate course load is 6 semester hours each session.

Grading System

The grading system of the University which applies to graduate students is as follows:

- A- High Competence (4.0)
- B- Competence (3.0)
- C- Minimum Competence (2.0)
- D- Limited or Incomplete Competence (1.0)
- F- Inadequate Competence for Credit
- W- Official Withdrawal
- IN- Incomplete Work
- IP- Work in Progress

Only courses with a grade of "C" or higher can be used toward completion of degree requirements.

IN – Incomplete Work

"IN" is the symbol used when the instructor lacks sufficient evidence to award a letter grade. The purpose of an "IN" is to provide the time necessary for a student to complete coursework which, through no fault of the student's, was not completed in the normal time allowed. Reasonable time necessary for completion is decided by the student and the faculty member teaching the course. The "IN," once assigned, remains on the official academic record upon conversion to a grade or permanent "I."

The "IN" should not be mistakenly considered as an incentive for the faculty to recommend or for students to believe that this extension permits students merely to retake courses, or to extend the time for the completion of the prescribed work beyond the end of the semester of enrollment, as a means of removing the "Incomplete."

At the time the "IN" is assigned, the instructor and students must sign a contract specifying what must be done to complete the "IN" and the date by which the "IN" must be converted. Copies of the contract must be provided to the student, faculty member, graduate advisor, and Graduate School office. An "IN" must be converted not later than four weeks before the end of the next regular semester. Under unusual circumstances, the student may be granted an extension to the end of the semester with the approval of the instructor involved, provided that the request was received prior to the normal deadline for the removal of incompletes. If the instructor does not submit a letter grade by the specified deadline, an "I" will remain permanently upon the student's record and may not thereafter be removed. Once a permanent "I" is recorded for a course, if a student must complete the course to fulfill degree requirements, the student will have to register for the course again and satisfactorily complete the course requirements.

Contracts are available in the Graduate School Office, 118 Bradley Hall, or from the graduate advisor.

IP – Work in Progress

"IP" may be assigned to a student in a graduate course when the instructor agrees that the student requires more than one semester to complete the course. Normally, "IP" grades will only be assigned for thesis courses, other courses involving extensive projects involving research/creative production, or independent study courses. At the time the "IP" is assigned, the instructor and student must sign a contract specifying what must be done to complete the "IP" and the date by which the "IP" must be converted. The "IP," once assigned, remains on the official academic record upon conversion to a grade or a permanent "I." Copies of the contract must be provided to the student, faculty member, graduate advisor, and Graduate School Office. If the "IP" is not removed by the specified date, it will be recorded as a permanent "I." Once a permanent "I" is recorded for a course, if a student must complete the course to fulfill degree requirements, the student will have to register for the course again and satisfactorily complete the course requirements.

Contracts are available in the Graduate School Office, 118 Bradley Hall, or from the graduate advisor.

Scholastic Requirements

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

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

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

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

Dismissal for Non-Academic Reasons

Bradley graduate students must abide by all University regulations. Students who violate University regulations may be subject to disciplinary sanctions including dismissal or suspension as listed in the Bradley Student Handbook. Handbooks are available from the Student Activities Office located in the lower level of the Student Center.

Time Limit for Degree Completion

Candidates should complete all requirements for the master's degree within five years following the recording of their first graduate grades, including graduate courses taken as a student-at-large. If they do not do so and wish to use courses for the degree that were taken prior to the five-year limitation, they must validate those courses by examination, if their major department gives them permission to do so. This examination is to be devised by the department in which the courses were offered. Students will be expected to be familiar with contemporary developments in subjects they have taken prior to the five-year limitation. Credit will be allowed for courses that extend beyond the limit only if the advisor recommends to the dean that the candidates are proficient in the subjects. Students should begin the approval process by contacting their graduate advisor.

Repeated Courses

Upon approval of the dean of the Graduate School, a graduate student may repeat a maximum of two courses in which he or she received grades of C or below. Both the first and second grades received for the course are averaged to calculate the graduate student's overall grade point average; however, semester hours for the course shall count only once toward the degree requirement.

Audited Courses

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

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

Transfer of Credit

For a coherent program, master's degree candidates should take all of their graduate coursework at one institution or consortium. Bradley will, however, accept 6 semester hours of transfer credit from another accredited institution, providing that (1) the grade in each graduate course offered for transfer is at least a B, and (2) the graduate advisor recommends its acceptance to the dean of the Graduate School. In rare instances, more than 6 semester hours may be transferred; but in no instances will Bradley accept more than 12 semester hours of transfer credit. In order to transfer more than 6 hours, the student must petition the dean of the Graduate School. Grades of the courses transferred are not included in the calculation of the graduate grade point average. Students applying to have course credits transferred must submit an official transcript from the other institution to the Graduate School. This transcript will be kept in the student's graduate file.

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

Extension credit is acceptable for transfer if it is taken from an accredited institution and is approved by the procedures outlined above. Correspondence courses and equivalency credit by examination are not acceptable.

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

Academic Forgiveness Policy

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

Persons who wish to be readmitted to Bradley University under the Academic Forgiveness Policy must petition the Graduate School and request forgiveness of previous grades earned at Bradley. The petition must be approved by the recommendation of their graduate advisor, the department, chair/division director, and the graduate dean. If the petition is approved, grades for all Bradley courses taken before the hiatus of five or more years will be removed from the GPA calculation. Students will retain credit for those courses with grades of "C" or better, whether the credit was taken in residence at Bradley or from another source.

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

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

Progression Toward Degree

1. Graduate Program of Study

Within the first 12 semester hours of a degree seeking student's graduate coursework, a completed *Program of Study* form must be approved by the program graduate advisor and dean of the Graduate School. The *Program of Study* form must identify all program requirements including requirements beyond those listed in the graduate catalog. Revisions to the Program of Study are initiated by submission by the student of a *Change of Program of Study* form. This must be approved by the program advisor and dean of the Graduate School.

The dean of the Graduate School and the program advisor will use the *Program of Study* form to determine the student's qualifications for and progress toward completion of his or her master's degree.

2. Comprehensive Examinations

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

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

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

3. Thesis

Departments of the University govern the thesis

option. Those students selecting this option must obtain information about thesis requirements from their graduate advisor. The general format and procedures for thesis filing are available from the Graduate School.

4. Application for Graduation

An *Application for Graduation* is included in each semester's *Schedule of Classes*. The form must be completed and filed with the Graduate School when a candidate is registering for his or her final semester of study. Students finishing during a summer session should make application at the beginning of the term in which they plan to complete their requirements.

Applicants failing to complete all requirements for graduation in the semester for which they applied must reapply later.

5. Removal of Conditional Status

A student must be in academic good standing to graduate. The student also must have met all conditions placed on him or her by the department and have been approved for unconditional status.

6. Attendance at Commencement

A commencement convocation is held at the completion of the fall and spring semesters. Students are encouraged to attend.

Policies and Procedures Governing Student Academic Concerns

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

Transcript of Credits

A transcript of credits is an authentic copy of the student's academic record. No partial transcript will be issued. Transcripts are released only by written request of the student. This order must be placed in person or by mail to the Registrar's Office, and be accompanied by a \$4.00 fee per copy requested.

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

Facilities and Services

Bradley University provides a comfortable setting designed for living and learning. A beautiful 75-acre campus contains both historic buildings and state-of-the-art learning centers. Surrounded by a historic residential district, the campus has restaurants, shops, and a supermarket within walking distance.

Bradley continuously updates facilities to keep pace with new methods of teaching and learning. The Caterpillar Global Communications Center features state-of-the-art audio and video technology and worldwide communications systems. A complete renovation and addition of Olin Hall of Science, which will provide new and innovative teaching and laboratory space for physics, chemistry, biology, and physical therapy, will be completed in fall 2002.

St. James Place, a new student residential community, provides suite-style living for upperclass students and new outdoor intramural facilities. In addition to these new playing fields, the university recently added lighted tennis courts to campus. Major facility renovations are in planning stages for two additional academic buildings.

Bradley University Bookstore

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

At the bookstore students can special order books not carried in stock, cash checks, and purchase snacks and soda.

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

In addition to the main store, the Fast Break in the Student Center offers convenience items, soft goods, candy, and a variety of other merchandise (including bus tickets).

Computing Services

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

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

Clusters of microcomputers are conveniently located in the Library and several academic buildings. Most students living in residence halls participate in the Residence Hall Network (ResNet) program, which provides a networked microcomputer in many residence hall rooms. All residence hall rooms have network connections for students bringing their own computers. Selected living facilities have links to Bradley's network.

The Computing Services staff assists students, faculty, and administrators in their use of computers through the Technology Help Desk, documentation, training seminars, and other support services.

To establish an account for use of computer facilities and access to the Internet, contact Computing Services, 677-2950, or come to Morgan 205.

Romeo B. Garrett Cultural Center

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

Hausler Hall

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

Health Center

The Student Health Center is an out-patient clinic that provides service to enrolled Bradley students who have paid the health fee and experience health problems. Students are assisted through advisement, treatment, consultations with health providers, and referral for extended treatment if necessary. While there is no charge for most on-site treatments, payment for services provided through referral to outside agencies is the student's responsibility.

The Center's qualified staff of physicians and nurses is located in modern treatment offices in Heitz Hall. They provide a point-of-entry for all University students to receive health care both at the Center and in the Peoria community.

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

In addition to regular medical services, the Health Center also offers special men's and women's clinics during the regular academic year. Students may call the Center for an appointment at the clinic after classes start in the fall.

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

IMMUNIZATION REQUIREMENT: In compliance with Illinois State law, all students registering for classes for the first time in a four-year college must show proof of proper immunization or titer showing immunity to measles, mumps, rubella, tetanus, and diphtheria plus dates of polio immunization.

Instructional Technology & Production Services

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

Cullom-Davis Library

The Bradley University Cullom-Davis Library serves the needs of the University's students and faculty, providing seating for over 1,000 students. Its collection encompasses more than 1,304,000 items—including approximately 525,000 books, periodicals, and government documents, 792,000 microforms, and a variety of audiovisual resources, manuscripts, and archival materials. Major microform collections include the Educational Resources Information Center (ERIC) documents, Library of American Civilization, and Library of English Literature. The Library is a depository for both U.S. and Illinois government documents.

Among the facilities is the Virginius H. Chase Special Collections Center, established in 1979 in honor of a Peorian who became a widely recognized authority on the botany and natural history of Illinois; it houses and exhibits rare books, manuscripts, archival materials, and other resources that require special management, including the collections of the Peoria Historical Society and the Citizens to Preserve Jubilee College.

About 13,400 music scores, 10,000 recordings, and selected music reference materials are in the Music Resource Collection, which is located on the third floor.

As a participant in OCLC, a computerized bibliographic network, the Library and its clientele have

ready access to millions of resources in over 6,000 libraries across the country and abroad. The Library provides access to a wide variety of electronic journal indexes and abstracts, and to several full-text databases at no charge to Bradley students and faculty. Through the University's participation in the Alliance Library System, students and faculty may borrow materials from most other Peoria-area libraries. The Library is a member of the Illinois Library Computer Systems Organization (ILCSO). As a member, the Library provides an online catalog and circulation system that incorporates Bradley's holdings and those of 44 other academic libraries in Illinois.

Robert H. Michel Student Center

The Student Center is truly a "campus community center." The Center is the focus of many campus activities. The wide variety of facilities and programs makes a significant contribution to campus life outside the classroom.

The facilities of the Center include: Student Center Dining Facility, Café Bradley, ballroom, Fast Break convenience store, meeting rooms, billiards, amusement devices, television, browsing lounges, and Food Court. Besides the Dining Center, meeting rooms provide food service for 10 to 100 people. In addition, the ballroom can accommodate up to 500 people for a meal, dance, lecture, or meeting.

WCBU FM 90

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

Center for Wellness and Counseling

Licensed professional counselors and supportive staff are trained to help Bradley students with a variety of issues. Balancing classwork along with careers and family, alcohol and substance abuse, anxiety and stress management, communications skills, and assertiveness are some of the issues addressed by the counselors. Often, students can see a counselor the same day that they call for an appointment. Visits are confidential and free for Bradley students.

Student Affairs

The Bradley environment provides opportunities for the deliberate and total development of its students and encompasses experiences beyond the classroom. The Division of Student Affairs is concerned with the whole student and believes that what students learn and experience influences their aspirations, development, and achievements.

Therefore, the Division of Student Affairs enhances students' educational experiences through the mobilization and coordination of resources of the University community in order to develop responsibility within students for growth and development.

The Division complements the academic experience through programming provided by the Centers for Cocurricular Development, Educational Development, Housing, Residential Life and Student Judicial System, and the Smith Career Center. The Division of Student Affairs is also responsible for the Office of Parent Relations.

Center for Cocurricular Development

- Intramural and Recreational Sports
- Multicultural Student Services and Romeo B. Garrett Cultural Center
- Off-Campus Student and Non-Traditional Student Services
- Parents' Weekend
- Student Organizations
- Student Activities
- Student Government
- Student Media

This Center provides a cohesive plan of programs, activities, events, and services designed to respond to the cultural, social, physical and recreational needs of all students enrolled at Bradley. Opportunities for leadership and group development and organization building are provided for students to learn new skills, broaden their abilities, and manage their organizational activities. Communication between faculty, administration, students, and staff will be encouraged as a means to promote a well-informed campus community regarding student activities and government.

Multicultural Student Services and the Romeo B. Garrett Cultural Center foster a greater awareness of the minority and international experience by responding to social, cultural, educational, and philosophical Bradley University

concerns. The Center serves as a meeting place for students and community groups as well as a place for social and cultural events.

Intramural and Recreational Sports offers students opportunities to participate in a wide variety of sport and recreational activities. A diversified schedule of activities is maintained for the novice to the advanced competitor.

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

Student Activities organizes social life that includes concerts, dances, lectures, and special events such as Campus Carnival, homecoming, and a variety of student committees and programs. The office also registers student organizations and provides information and certain administrative services for more than 200 student groups.

Student government organizations provide leadership opportunities for students to participate in the governing process of the University, particularly as it relates to student concerns and welfare.

Student media, including the weekly newspaper *The Bradley Scout*, the yearbook *Anaga*, the literary publication *Broadside*, and the radio station WRBU, offer communication experiences and opportunities for interested students. All student media bearing the name of or sponsored by the University must be approved and supervised by the Communications Council.

Center for Educational Development

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

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

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

Retention strategies allow students to maintain the sometimes precarious balance between their strengths

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

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

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

Center for Housing, Residential Life and Student Judicial System

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

The Office of Residential Life is responsible for the general welfare of the residential hall students and members of fraternities and sororities at Bradley University, particularly as it concerns their outside class activities and living environment. This office interacts with all segments of the University, including students, faculty, administrators, parents and the community. The responsibility of the judicial system is to protect the rights of the University and the individual student.

Smith Career Center

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. The center provides individual career advisement, job search workshops, a career information library, a one-credit course in job search strategy, several job fairs, a graduate/professional school fair, and campus interviews with prospective employers.

Additionally, extensive web-based resources are available to help students learn more about career information, job availability, employer information, and networking. Specific resources such as CareerSearch (directory of over 1.5 million employers nationwide), "What can I do with this major/degree," and e-Career Network of Parents are available through the site.

Registration: All students must register with the Smith Career Center to obtain a CareerConnections web account, submit resumes for the Web Resume Book, review Web job listings, and participate in campus interviews.

Career-related Work Experience: 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 integrates 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. 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. They also must 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.

Campus Interview Policy: The Smith Career Center works with employers to schedule dates to interview Bradley candidates on campus. The following policy applies to all campus interviews. Campus interviews must be canceled at least 24 hours prior to the interview. If a student cancels an interview with less than 24 hours notice he or she will be considered a "no show." A "no-show" is a serious violation of the policies of the Center. Students who "no-show," regardless of the reason, will be required to meet with a professional staff member within five working days subsequent to the missed interview and submit a ready-to-mail letter of apology to the employer explaining the reason for canceling without sufficient notice. The Smith Career Center reserves the right to revoke campus interviewing privileges to any student who "no-shows" twice.

Teacher Evaluation Credentials: Credential files are compiled at the request of students in Teacher Education. The file includes the candidate's resume, Student Teaching Evaluation, and references. Students retain the right to inspect their credential file, but written request must be made on a form available at the Center. Students may waive their inspection right to individual letters or evaluations in the file by signing a waiver form (also available in the Center) but are strongly encouraged to discuss this option with their career advisor before doing so. A fee is charged for each photocopied credential file sent to a prospective employer. However, the fee is waived for the first four credentials requests through one semester after graduation or when the employer has requested the file.

