

**Graduate
Catalog**
2003-2004

BRADLEY
UNIVERSITY



Directory

Bradley University

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(309) 676-7611 • www.bradley.edu

Graduate School

(309) 677-2375
118 Bradley Hall
bugrad2@bradley.edu
www.bradley.edu/academics/grad/

Registrar's Office

(309) 677-3101
11 Swords Hall

Controller's Office

(309) 677-3120
103 Swords Hall

Financial Assistance Office

(309) 677-3089
100 Swords Hall

Multicultural Student Services Office

(309) 677-2646
Garrett Center

Center for Wellness and Counseling

(309) 677-2408
133 Bradley Hall

Bookstore

(309) 677-2320

Computing Services Technology HelpDesk

(309) 677-2964

Cullom-Davis Library

Circulation, (309) 677-2825
Document Delivery, (309) 677-3550
Hours Open, (309) 677-2824
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 a policy of non-discrimination and the promotion of equal opportunities for all persons regardless of age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. The University also is committed to compliance with all applicable laws regarding non-discrimination, harassment and affirmative action.

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.

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 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 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

2005-2006

First Semester

August 15, Monday	Reporting date for faculty
August 20, Saturday	Residence halls open
August 24, Wednesday	Classes begin
October 8, Saturday	Fall Recess begins
October 12, Wednesday	Classes resume 8:00 a.m.
November 23, Wednesday	Thanksgiving Recess begins
November 28, Monday	Classes resume 8:00 a.m.
December 6, Tuesday	Last day of classes
December 7, Wednesday	Study Day
December 8, Thursday	Final Examinations begin
December 14, Wednesday	Final Examinations end
December 17, Saturday	Commencement

January Interim

January 2, Monday	First day of classes. Classes meet Monday - Saturday
January 16, Monday	Final Examinations will be held in morning only.

Second Semester

January 9, Monday	Reporting date for new faculty
January 15, Sunday	Residence halls open
January 18, Wednesday	Classes begin
March 11, Saturday	Spring Recess begins
March 20, Monday	Classes resume 8:00 a.m.
May 2, Tuesday	Last day of classes
May 3, Wednesday	Study Day
May 4, Thursday	Final Examinations begin
May 10, Wednesday	Final Examinations end
May 13, Saturday	Commencement

Summer Sessions

May 15, Monday	Three-week Interim classes begin
(No classes on Memorial Day Holiday)	
June 2, Friday	Three-week Interim ends
June 5, Monday	First Session classes begin
(No classes on July 4th Holiday)	
July 7, Friday	First Session ends
July 11, Tuesday	Second Session classes begin
August 11, Friday	Second Session ends

2006-2007*

First Semester

August 14, Monday	Reporting date for faculty
August 19, Saturday	Residence halls open
August 23, Wednesday	Classes begin
October 7, Saturday	Fall Recess begins
October 11, Wednesday	Classes resume 8:00 a.m.
November 22, Wednesday	Thanksgiving Recess begins
November 27, Monday	Classes resume 8:00 a.m.
December 5, Tuesday	Last day of classes
December 6, Wednesday	Study Day
December 7, Thursday	Final Examinations begin
December 13, Wednesday	Final Examinations end
December 16, Saturday	Commencement

January Interim

January 2, Tuesday	First day of classes Classes meet Monday- Friday
January 22, Monday	Final Examinations will be held in morning only.

Second Semester

January 15, Monday	Reporting date for new faculty
January 21, Sunday	Residence halls open
January 24, Wednesday	Classes begin
March 17, Saturday	Spring Recess begins
March 26, Monday	Classes resume-8:00 a.m.
May 8, Tuesday	Last day of classes
May 9, Wednesday	Study Day
May 10, Thursday	Final Examinations begin
May 16, Wednesday	Final Examinations end
May 19, Saturday	Commencement

Summer Sessions

May 21, Monday	Three-week Interim classes begin
(No classes on Memorial Day Holiday)	
June 8, Friday	Three-week Interim ends
June 11, Monday	First Session classes begin
(No classes on July 4th Holiday)	
July 13, Friday	First Session ends
July 17, Tuesday	Second Session classes begin
August 17, Friday	Second Session ends

**Subject to approval by the University Senate,
September 2003.*

Bradley University—Its Vision and Mission

The 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. Bradley is accredited by the North Central Association of Colleges and Schools.

With approximately 5,000 undergraduate and 1,000 graduate students, Bradley is the ideal size for living and learning. Bradley provides a broad choice of academic and preprofessional 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, and Slane College of Communications and Fine Arts. Through its Graduate School, Bradley awards 13 degrees in 32 academic areas. Programs offered through Continuing Education extend the resources of the university to promote lifelong learning.

The average class size is 24 students and the student-to-faculty ratio is 14:1. Bradley has over 300 full-time faculty who are both active researchers and committed teachers, providing personalized attention in learning and academic advising. All courses are taught by professors, not graduate assistants, and team projects and collaboration are emphasized in every area of university life. After class, Bradley students have abundant opportunities for involvement in campus life—including more than 200 clubs and organizations, NCAA Division I athletics, intramural and club sports, study abroad, and the Lewis J. Burger Center for Student Leadership and Public Service, to name a few.

Technology is integrated across the campus—from the digital editing suites used by communication students to the robotics used in the engineering labs. Students can borrow wireless laptops to use in Cullom-Davis Library, work in computer labs across campus, and have access to the Internet in the residence halls. Of the 200 universities participating in Internet2, Bradley is one of the few non-doctoral research institutions offering access to this high-performance network for faculty research and student-faculty collaborative projects.

Bradley students do exceptionally well in their

chosen careers and advanced studies after graduation. The average placement rate of bachelor's degree recipients for the past five years is 96%. Graduates of Bradley University have become leaders in every field of endeavor.

Our Vision

Bradley University is committed to excellence. Already one of the best private comprehensive universities in the Midwest, Bradley will be one of the finest institutions of its type in the nation.

Our Mission

Bradley University is committed to nurturing the multifaceted development of students to enable them to become leaders, innovators, and productive members of society. Our graduates are prepared for life and professions in a changing world and they are able to cross academic, geographic, and cultural boundaries. A Bradley education is characterized by small classes, active learning, mentoring by highly qualified faculty, challenging academic programs, opportunities for study abroad, and numerous cocurricular activities.

We recruit, develop, and support faculty who are passionate educators and outstanding scholars whose research and creative contributions benefit society. We expect and reward pedagogy and scholarship of exceptional quality and influence.

A distinctive feature of Bradley University is our cohesive sense of community that unites faculty, students, staff, and alumni. Our tradition of collective responsibility is founded on a commitment to the values of academic freedom, civility, diversity, and respect for the individual. Our exemplary system of shared governance both represents and sustains our sense of community and fundamental values.

We promote and facilitate collaboration among all members of the University community. Students learn teamwork and leadership through group projects and collaborate with faculty on research and creative production. Likewise, faculty collaborate with colleagues across departmental, college, and institutional boundaries to elevate the quality and impact of their work. The University's strategic partnerships with business, cultural, and governmental institutions provide benefits to the community and society and create additional learning opportunities for students.

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; Richard Teerlink '61, retired chairman, Harley-Davidson, Inc.; David Markin '53, president and chairman, Checker Motors Co., L.P.; Dr. Janet Barry '66 MA '71, national School Superintendent of the Year, 1996; and Wendy Ross '64, former assistant managing editor, *Washington Post*, now at *International Herald Tribune Paris*; and Stephen Gorman MBA '78, president and chief executive, Greyhound Lines, Inc.

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:

AACSB International – The Association to Advance Collegiate Schools of Business

American Chemical Society

American Council for Construction Education

American Dietetic Association (didactic program approval)

Association for Childhood Education International

Commission on Accreditation in Physical Therapy Education (CAPTE)

Council for Accreditation of Counseling and Related Educational Programs

Council for Exceptional Children

Council on Accreditation of Nurse Anesthesia Educational Programs

Council on Social Work Education (CSWE)

Educational Leadership Constituent Council

Engineering Accreditation Commission and the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 - telephone (410) 347-7700.

National Association for the Education of Young Children

National Association of Schools of Art and Design

National Association of Schools of Music

National Council for Accreditation of Teacher Education

National Council for the Social Studies

National Council of Teachers of Mathematics

National League for Nursing Accrediting Commission (NLNAC)

National Science Teachers Association

THE 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 30 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 bugrad2@bradley.edu.

Contact the Graduate School

Visit 118 Bradley Hall

Call (309) 677-2375

E-mail bugrad2@bradley.edu

Visit Online www.bradley.edu/grad

Degrees

Foster College of Business Administration

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

Slane College of Communications and Fine Arts

Art	
Ceramics	M.A. and M.F.A.
Drawing/Illustration	M.A. and M.F.A.
Interdisciplinary Art Studies	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.
Visual Communication & Design	M.A. and M.F.A.

College of Education and Health Sciences

Curriculum and Instruction	M.A.
Curriculum and Instruction—Learning Behavior Specialist I	M.A.
Human Development Counseling	M.A.
Leadership in Educational Administration	M.A.
Leadership in Human Service Administration	M.A.
Nursing Administration	M.S.N.
Nurse Administered Anesthesia	M.S.N.
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.MF.E.
Mechanical Engineering	M.S.M.E.

College of Liberal Arts and Sciences

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

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).

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 most graduate courses. 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 coordinator.

4. **Bradley Seniors Taking Courses for Graduate Credit.** Bradley seniors 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 provided they also have a cumulative grade point average of 3.0 or greater. They must also have the approval of: 1) their undergraduate advisor, 2) the instructor of the course who determines if the course is appropriate for graduate credit, and 3) the graduate program director/coordinator if the course is part of a graduate program, or the department chairperson if the department does not house a graduate program. The senior may not take more than 9 semester hours of courses for graduate credit while registering as a senior. These hours will not be counted toward the baccalaureate degree. The student must secure the approval signatures on the form, *Application for Graduate Credit for a Senior*, and file it with the Registrar. Forms may be obtained from the Registrar's Office.

Former Students

Students who have received an undergraduate or graduate degree from Bradley must reapply for admission if they wish 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 web at www.bradley.edu/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 fee 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. **Experience and Objectives.** Applicants must provide a short admissions essay on each of the following topics:
 - a. Explain achievements and work experience that you consider relevant to your interest in and capacity for graduate study.
 - b. Briefly state your career objectives and how the graduate program you have selected will assist you in attaining these goals.
5. **Recommendations.** Applicants must provide 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. Recommendation forms are available through the Graduate School or on the Internet.
6. **Entrance Examinations.** Certain programs require entrance examinations (e.g. GRE, GMAT, MAT, portfolio, et al.) as part of the application process. Students can find these requirements within the information described by each program. Official score reports should be sent to the Graduate School if applicable.

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 Prometric Testing Center, 7501 N. University Ave., Peoria, IL, 61614, (309) 683-4653. To have scores sent to the Graduate School, indicate the Bradley institutional code 1070. Information about International English Language Testing System (IELTS) is available through their websites, www.ielts.org or www.ceii.org, or British Council Offices. 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.

7. **Language Proficiency.** All applicants to the Graduate School (degree seeking as well as students-at-large) whose native language is not English are required to submit official evidence of language proficiency. This requirement is in effect for all applicants regardless of citizenship or immigration status. Non-native English speakers who have earned a degree from a U.S. institution or from an institution in a country where the official language is English are exempt from this requirement. Language proficiency is determined by results on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

TOEFL Requirement. The minimum TOEFL requirement on the Paper Based Test (PBT) is a 550, or the Computer Based Test (CBT) equivalent score of 213. The IELTS is an acceptable substitute for TOEFL. The minimum band requirement is 6.5. A departmental program may require higher scores than the Graduate School minimum. No applicant with less than a 550 PBT (213 CPT; 6.5 IELTS) will qualify for financial assistance.

Additional information about TOEFL testing and registration is available through their websites at www.toefl.org or www.ets.org and U.S. Embassies, Consulates and advising centers throughout the world. Bradley's institutional code for score reporting is 1070.

Additional information about IELTS testing and registration is available through their websites at www.ielts.org or www.ceii.org, British Council offices throughout the world, and IDP Education Australia.

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.

1. **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 consid-

ered 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.

2. **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 \$19,000 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 \$19,000. 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.

3. **Language Proficiency.** See "Language Proficiency" under "Admission Requirements" above.

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" under "Admission Requirements" above.)

Interruption of Studies

Students who have not enrolled for one or more semesters must contact the Graduate School for re-statement.

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 or on the Bradley University website.

Application Deadlines

The Graduate School processes applications as they are received. Because some departments have specified deadlines, be certain to check individual programs for deadline information.

Registration

Bradley University uses a web-based registration system. Using their Bradley ID number and a Bradley Registration Number (BRN) assigned upon admission, students may register by visiting webster.bradley.edu. Instructions for online registration are included in the *Schedule of Classes* each semester.

Schedule Change After Registration

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

For all schedule changes after the deadlines for online 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 coordinator (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 online 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 coordinator, the instructor of the dropped class, the department chair of the dropped class, and the dean of the Graduate School.

Complete withdrawals can be done at any time online. Please see the Registrar's Office for the appropriate 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 for readmission.

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 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 2003-2004 Tuition

Tuition rates and fees are subject to change. Tuition for the 2003-2004 academic year is as follows:

Part-time students (7 hours or fewer)

\$460.00 per semester hour

Part-time students (under 12 hours, more than 7)

\$565.00 per semester hour

Full-time students (12 hours or more)

\$565 per semester hour

Tuition rates are subject to change for 2004-05 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 \$240.00 per semester hour for the 2003-2004 academic year.

Senior citizens (individuals 62 or older) may take classes at the rate of \$25.00 per credit hour for part-time course work. Enrollment is subject to availability of classroom space. Contact Continuing Education for admission information.

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.

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 \$30.00 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. The thesis must be signed by the coordinator 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 *Graduate Application for Graduation* form with the Graduate School. There is a \$5.00 late fee assessed for orders made after the indicated deadline.

Financial Assistance

The Office of Financial Assistance awards scholarships and assistantships on a competitive basis to new and continuing graduate students who are admitted unconditionally to a graduate program or have removed the conditional status. Awards range from partial tuition support to full tuition support that may include a stipend. In general, financial assistance is available within these broad categories:

- Academic excellence scholarships
- Fellowships
- Assistantships
- Loans

Students interested in financial assistance should apply according to these deadlines:

February 1

Deadline to apply for the Caterpillar Master's Fellowship for students who will begin study in the following summer or fall terms.

March 1

Deadline to apply for assistantships, new or renewals, for the fall semester or academic year.

August 1

Deadline to apply for the UPS Scholarship for new minority students who will begin study in the following fall semester.

October 1

Deadline to apply for assistantships, new or renewals, for the spring semester.

Students interested in financial support must complete an *Application for Graduate Financial Assistance*, in addition to the *Application for Graduate Admission*. In some cases, i.e., Caterpillar Fellowship, UPS Scholarship, and others, special applications must also be completed.

Assistantships

Graduate assistantships are available in most departments that offer graduate work and also in certain administrative areas. Academic departments award assistantships for research, teaching assistance, and other academic activities, annually or semi-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, and, in return, receive a stipend and waiver of 100% of actual tuition costs, with a maximum tuition award per academic year. Part-time graduate assistants are required to work 10 hours each week for the assigned department, and, in return, receive a stipend and waiver of 50% of actual tuition costs, with a maximum award per academic year. Detailed information on eligibility and policies is available at www.bradley.edu/grad or in the Graduate School, 118 Bradley Hall.

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 677-2375.

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 Financial Assistance, 100 Swords Hall, (309) 677-3089.

International Students

International (F-1) students are eligible to apply for Academic Excellence Scholarships, Graduate Assistantships, and the Caterpillar Master's Fellowship only. No separate application form is required for Academic Excellence Scholarships. Caterpillar Master's Fellowship applications are considered for fall applicants only. See the application form for details and deadlines.

For more information, visit www.bradley.edu/grad or the Office of Financial Assistance, 100 Swords Hall, where applications, eligibility requirements, policies, and specific program details are available.

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 gain career-related work experience by participating in Bradley's Cooperative Education/Internship Program. Cooperative education/ internship experiences are related to students' academic and career interests and provide opportunities for professional development that integrate classroom theory with supervised work experience. Students have a choice of two 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. Both options correspond with the academic calendar.

While on a full-time cooperative education/ internship 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 if they are registered for a credit or noncredit course at the university.

Newly admitted graduate students must be unconditionally admitted to a degree program in order to

qualify, and continuing students must have at least a 3.0 grade point average in graduate courses. Graduate students do not receive graduate credit for cooperative education/internship experience; graduate assistantships do not count as cooperative education/internship experience.

In order to be referred to an employer or participate in a cooperative education/internship work assignment, students must be attending Bradley University. They also must be either registered for a minimum of three hours of non-cooperative education/internship credit or be on a full-time cooperative education assignment. A work assignment will not be approved retroactively. Although every effort is made to assist students in obtaining a cooperative education/internship position, no student is guaranteed referral or placement.

Eligibility for employment of nonimmigrant (F-1) students is defined on an individual basis according to regulations set forth by the Bureau of Citizenship and Immigration Services (BCIS) and the Bureau of Immigration and Customs Enforcement (BICE), formerly referred to as INS—the Immigration and Naturalization Service. For clarification of eligibility criteria and how it applies to you, please contact the Multicultural Student Services Office or consult the BCIS website at www.immigration.gov.

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 coordinator and the dean of the Graduate School. During the summer, a full-time graduate course load is 6 semester hours each session.

Half-time enrollment shall be considered a minimum of four semester hours.

Grading System

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

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

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

IN – Incomplete Work

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

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

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

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

IP – Work in Progress

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

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

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 term. The student will be dismissed from the program if the term grade point average in any succeeding term 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 filing 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 coordinator, the department chair, and the dean of the Graduate School. Petitions for Reinstatement to Graduate Study are available in the Graduate School, 118 Bradley Hall, or on the Graduate School website, www.bradley.edu/grad.

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.

Policies Pertaining to Cheating or Plagiarism

Academic issues are concerns regarding breach of academic integrity by a student or a student’s allegation of unfair academic evaluation by an instructor. A breach of academic integrity is either cheating or plagiarism by a student.

Definitions

Cheating is officially defined as giving or attempting to give, or obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Each instructor will indicate beforehand work that may be done in collaboration with other students.

Plagiarism is reproducing from published or unpublished print or electronic media, without quotations or citations, another’s sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else’s argument as your own, presenting someone else’s line of thinking in the development of a thesis as though it were your own, and someone else’s project work or results thereof as your own.

Policies

Cheating. A “zero” or whatever is the equivalent of the failing lowest grade possible, shall be assigned for that piece of work to any student cheating on a non-final examination or other class assignment. A “zero” or whatever is the equivalent of the lowest failing grade possible shall be assigned on a final examination to any student cheating on a final examination. An “F”

shall also be assigned as the course grade to any student cheating on a comprehensive final examination. **Plagiarism.** A “zero” or whatever is the equivalent of the lowest failing grade possible shall be assigned for that piece of work to any student plagiarizing on a non-final piece of work. In the case of a student plagiarizing on a final research paper or project, an “F” shall also be assigned as the course grade.

Repeated Cheating or Plagiarism. For twice-repeated or aggravated offences of cheating or plagiarism, additional action, including dismissal from the University, may be taken pursuant to the Student Handbook procedures related to the University Judicial System and the disciplinary sanctions for violation of University regulations.

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

Graduate program curricula continually evolve to stay current in disciplinary and industrial standards. Furthermore, a graduate student examines a developing body of knowledge, and it is difficult to integrate that body of knowledge if a program extends beyond five years. Therefore, candidates for the master’s degree should complete all requirements within five years following the recording of their first graduate grades, including graduate courses taken as a student-at-large.

Graduate students are expected to stay current in their field. If they wish to use courses for the degree that were taken prior to the five-year limitation, they must have these courses validated by the program coordinator. Credit will be allowed for courses that extend beyond the limit if the coordinator confirms to the dean of the Graduate School that the candidate is proficient in the subjects. Students should begin the approval process by contacting their graduate program coordinator.

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 perma-

nent 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 coordinator 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.

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 coordinator and dean of the Graduate School. The Program of Study form must identify all program requirements including requirements beyond those listed in the graduate catalog. Revisions to the Program of Study are initiated by submission by the student of a Change of Program of Study form. This must be approved by the program coordinator and dean of the Graduate School.

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

2. Comprehensive Assessment

Each department offering a graduate program requires a comprehensive assessment of the student’s total experience as it relates to fulfilling the objectives of the program of study. The department offering the program shall determine the form and content of the assessment. The type of comprehensive assessment should be specified in the student’s Program of Study. The student is responsible for making arrangements with the program

coordinator for completing the assessment. At least two weeks before the date on which the degree is to be conferred, the coordinator must report the quality of the assessment to the Graduate School as Pass, Pass with Distinction, or Fail. The results of the assessment, as reported by the coordinator, will be posted on the student's transcript.

Students who receive a Fail on the assessment will be given only one additional opportunity for reassessment. The time frame in which the reassessment will take place is determined by the program, but must be within the time limit prescribed for finishing the degree.

3. Thesis

Departments of the University govern the thesis option. Those students selecting this option must obtain information about thesis requirements from their graduate coordinator. The general format and procedures for thesis filing are available from the Graduate School or on the Web at www.bradley.edu/grad.

4. Application for Graduation

A *Graduate 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 coordinator, 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 and shops 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 world-wide communications systems. A complete renovation and addition of Olin Hall of Science provides new and innovative teaching and laboratory space for physics, chemistry, biology, and physical therapy.

St. James Place, a 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.

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 a member of
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Internet2, which provides high-speed network access to more than 225 research-oriented universities, laboratories, and companies. In addition, Internet2 participation provides high-speed access to all major research networks in the United States as well as access to the major international research networks.

Workstations available for student use are located in the Cullom-Davis Library and many academic buildings. All residence hall rooms and St. James Place suites have network connections giving access to the campus network and the Internet. Students are encouraged to bring their own workstations to campus. There is no charge for use of the campus data network or the Internet.

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.

Student E-mail Accounts

E-mail and network access accounts are automatically established for every Bradley student. Account name and password are given out upon arrival on campus. Beginning August 2003, Bradley University will use e-mail as an official means of communication with students. Students should check their Bradley e-mail account on a regular basis.

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.

Haussler Hall

Haussler 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 Cybex equipment and free weights, a cardio-fitness room with treadmill, life cycles, stair machines, and ellipticals, 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 an 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.

Safety and Security

Bradley University makes every attempt to provide a safe and secure campus.

The primary function of the University Police Department is to protect life and property within the University community. Its officers are commissioned by the State of Illinois, have full law enforcement powers on and off University property, and are graduates of the Illinois State Police Training Academy. University Police are on duty 24 hours a day, 365 days a year; conduct foot and vehicular patrols of the campus and residence halls; and make crime prevention presentations to student groups.

Students may borrow from the University Police Department engraving equipment to mark valuables such as electronic equipment and bicycles. Literature on safety and security is also available.

For the safety of anyone walking alone at night on campus or in the immediate neighborhood, student escorts are available every evening during the school year from 8:00 p.m. to 1:00 a.m., and the University Police will provide an escort at other times.

Numerous clearly marked emergency telephones are located strategically on campus. All ring directly into a police dispatcher and automatically display the location of the caller so that help can be dispatched.

Security-related concerns and campus crime information are reported to the campus community through the *Scout* student newspaper, AUDIX campus-wide voice mail, and other media.

A safe campus can be achieved only with the cooperation of the entire University community – students, faculty, staff, and visitors. For a copy of a brochure that includes crime prevention information as well as crime statistics for the campus and local neighborhood, contact University Relations at (309) 677-3164.

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, Food Court, ballroom, Fast Break convenience store, meeting rooms, games, television, and browsing lounges. 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 other 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 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 Bradley University

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
- Testing and Guidance
- Orientation
- Parents' Board
- 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.

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
- Judicial System
- 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: Bradley University students must register with the Smith Career Center to obtain a web account, submit resumes for the Web Resume Book, review Web job listings, and participate in campus interviews.

Career-related Work Experience: Graduate students may gain career-related work experience by participating in Bradley's Cooperative Education/Internship Program. Cooperative education/internship experiences are related to students' academic and career interests and provide opportunities for professional development that integrate classroom theory with supervised work experience. Students have a choice of two 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. Both options correspond with the academic calendar.

While on a full-time cooperative education/internship 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 full-time assignment, students may register for additional hours of classroom study upon departmental approval.

Newly admitted graduate students must be unconditionally admitted to a degree program in order to qualify, and continuing students must have at least a

3.0 grade point average in graduate courses. Graduate students do not receive graduate credit for cooperative education/internship experience; graduate assistantships do not count as cooperative education/internship experience.

In order to be referred to an employer or participate in a cooperative education/internship work assignment, students must be attending Bradley University. They also must be either registered for a minimum of three hours of non-cooperative education/internship credit or be on a full-time cooperative education assignment. A work assignment will not be approved retroactively. Although every effort is made to assist students in obtaining a cooperative education/internship position, no student is guaranteed referral or placement.

See additional information on the Cooperative Education/Internship Program under "Financial Assistance."

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.

Center for Student Support Services

The Center for Student Support Services is the major link between academic and student affairs to improve student retention through positive communications and relationships with students, faculty, and staff at Bradley University. The Office for Student Accessibility arranges for accommodations for students with physical limitations. Students with medical emergencies can ask their physician to notify the university by contacting the executive director at (309) 677-3658.