

# Bradley University Undergraduate Catalog 1999–2000

## **Visits to the Bradley Campus**

Visitors and prospective new students are welcome to tour the Bradley campus, the Residence Halls Network (RHNet), and other University buildings by appointment. Appointments for campus tours, or to discuss undergraduate admissions and financial assistance, may be made by contacting the Office of Undergraduate Admissions. Visits may be scheduled between the hours of 8:30 a.m. and 5:00 p.m. daily and between 10:00 a.m. and 2:00 p.m. most Saturdays. In addition to campus visits, the University sponsors special visit programs during the academic year for prospective new freshmen and transfer students.

Call (309) 677-1000 or (800) 447-6460 or send electronic mail to [admissions@bradley.edu](mailto:admissions@bradley.edu) to arrange your campus visit.

Bradley University is non-discriminatory with regard to race, color, age, sex, creed, handicap or place of national origin in its admission policy.

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# Directory for Correspondence

## **Admissions (undergraduate)**

Office of Undergraduate Admissions  
Visitors Center

## **Admissions (graduate)**

Dean, The Graduate School,  
Bradley Hall

## **Adult Education**

Executive Director, Division of Continuing  
Education and Professional Development,  
Heitz Hall

## **Alumni Affairs**

Executive Director, Alumni Relations,  
Alumni Center

## **Foreign Students**

Director, Multicultural Student Services,  
Garrett Center

## **Foreign Study**

Director, International Programs,  
Global Communications Center

## **Fraternities and Sororities**

Executive Director, Housing, Residential Life  
and Student Judicial System,  
Sisson Hall

## **Graduate Study**

Dean, The Graduate School,  
Bradley Hall

## **Health Center**

Nursing Director,  
Heitz Hall

## **Housing**

Director of Housing,  
Sisson Hall

## **Scholarships, Student Loans and Part-time Employment**

Director, Financial Assistance,  
Swords Hall

## **Student Activities**

Director, Student Activities,  
Student Center

## **Summer School**

Director, Interim and Summer Sessions,  
Heitz Hall

## **Transcripts, Registration and Records**

Registrar, Swords Hall

## **University Publications**

Director, Advancement and University Publications,  
Alumni Center

## **Academic Programs**

Office of Undergraduate Admissions, Visitors Center  
The Graduate School, Bradley Hall

## **Financial Aid Programs**

Office of Financial Assistance, Swords Hall

## **Student Retention**

Center for Educational Development,  
Bradley Hall

## **Monthly Installment Payment Plan**

Controller's Office, Swords Hall

## **Number and Percentage of Students Completing**

### **Degree Programs<sup>1</sup>**

Registrar's Office,  
Swords Hall

## **Student Employment**

Office of Financial Assistance, Swords Hall

## **Refund Policy**

Controller's Office, Swords Hall

## **Tuition/Room & Board Billing**

Controller's Office,  
Swords Hall

*Please address all correspondence to:  
BRADLEY UNIVERSITY, Peoria, Illinois 61625.  
(309) 676-7611*

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<sup>1</sup>This information is made available to comply with the federal regulations on Student Consumer Information Requirements, established by Title I of The Educational Amendments of 1976 (Public Law 94-482).

# Bradley University and Its Mission

## The University

Bradley University celebrated its 100th anniversary in 1997 as an independent, privately endowed, coeducational institution. Located on a 65-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.

At the same time, classes are small—the average class size is 24 students and the student to faculty ratio is 14:1. Bradley's 311 full-time faculty are both active researchers and committed teachers who provide 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 Bradley Center for Student Leadership and Public Service, to name a few.

Bradley has been among the pioneers in the use of information technology. At a time when the Internet was known to only a handful of scientists and the World Wide Web was undreamed of, Bradley equipped each room in selected residence halls with a networked computer, printer, and software. Now, the Residence Halls Network provides complete electronic access to campus and global information resources.

Bradley students do exceptionally well in their chosen careers and advanced studies after graduation. The overall placement rate for Bradley graduates in 1997 was 96 percent within six months of graduation. For students with cooperative education experience, the placement rate was 98 percent. Graduates of Bradley University have become leaders in every field of endeavor.

## 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. 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.

## 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 46,000 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, chairman, Harley-Davidson, Inc.; David Markin '53, president and chairman, Checker Motors Co., L.P.; Hersey Hawkins '88, Seattle Supersonics; Dr. Janet Barry '66 MA '71, national School Superintendent of the Year, 1996; Dr. Lillian Glass '74, speech pathologist, author.

# Academic Calendar

*The academic calendars are subject to revision. Students should refer to the most recent Academic Handbook for important dates each semester.*

## 1998-99

### FIRST SEMESTER

August 17, Monday	Reporting date for faculty
August 22, Saturday	Residence halls open
August 26, Wednesday	Classes begin
October 10, Saturday	Fall Recess begins
October 14, Wednesday	Classes resume — 8:00 a.m.
November 25, Wednesday	Thanksgiving Recess begins
November 30, Monday	Classes resume — 8:00 a.m.
December 8, Tuesday	Last day of classes
December 9, Wednesday	Study Day
December 10, Thursday	Final examinations begin
December 16, Wednesday	Final examinations end
December 19, Saturday	Commencement

### JANUARY INTERIM

January 4, Monday	First day of classes Classes meet Monday-Saturday
January 18, Monday	Final examinations

### SECOND SEMESTER

January 11, Monday	Reporting date for new faculty
January 17, Sunday	Residence halls open
January 20, 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 Classes begin
(No classes on Memorial Day holiday)	
June 4, Friday	Three-week Interim ends
June 8, Tuesday	First Session classes begin
July 9, Friday	First Session ends
July 13, Tuesday	Second Session classes begin
August 13, Friday	Second Session ends

## 1999-2000

### 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 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, May 29)	
June 2, Friday	Three-week Interim ends
June 5, Monday	First Session classes begin
(No classes on Tuesday, July 4)	
July 7, Friday	First Session ends
July 11, Tuesday	Second Session classes begin
August 11, Friday	Second Session ends

**2000-2001****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 3, Wednesday	First day of classes Classes meet Monday-Friday
January 22, Monday	Final examinations will be held in the 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 Wednesday, July 4)	
July 13, Friday	First Session ends
July 17, Tuesday	Second Session classes begin
August 17, Friday	Second Session ends

**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 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 15, Tuesday	Second Session classes begin
August 16, Friday	Second Session ends

## Fields of Study

### Degrees Offered

B.A. — Bachelor of Arts  
 B.S. — Bachelor of Science  
 B.F.A. — Bachelor of Fine Arts  
 B.M. — Bachelor of Music  
 B.S.C. — Bachelor of Science in Construction  
 B.S.C.E. — Bachelor of Science in Civil Engineering  
 B.S.E.E. — Bachelor of Science in Electrical Engineering  
 B.S.I.E. — Bachelor of Science in Industrial Engineering  
 B.S.M.E. — Bachelor of Science in Mechanical Engineering  
 B.S.MF.E. — Bachelor of Science in Manufacturing Engineering  
 B.S.N. — Bachelor of Science in Nursing  
 B.S.P.T. — Bachelor of Science in Physical Therapy (ending in 2001)  
 M.A. — Master of Arts  
 M.S. — Master of Science  
 M.B.A. — Master of Business Administration  
 M.F.A. — Master of Fine Arts  
 M.L.S. — Master of Liberal Studies  
 M.S.A. — Master of Science in Accounting  
 M.S.C.E. — Master of Science in Civil Engineering  
 M.S.E.E. — Master of Science in Electrical Engineering  
 M.S.I.E. — Master of Science in Industrial Engineering  
 M.S.M.E. — Master of Science in Mechanical Engineering  
 M.S.MF.E. — Master of Science in Manufacturing Engineering  
 M.S.N. — Master of Science in Nursing  
 M.P.T. — Master of Physical Therapy (beginning in 2000)

### Fields of Study Degrees Awarded

**Foster College of Business Administration**  
 Accounting ..... B.A., B.S., M.S.A.  
 Actuarial Science – Business ..... B.A., B.S.  
 Business Computer Systems ..... B.A., B.S.  
 Business Management and Administration ..... B.A., B.S.  
     Organization Administration  
     Entrepreneurship  
     Human Resource Management  
     Legal Studies in Business

Economics ..... B.A., B.S.  
 Finance ..... B.A., B.S.  
 International Business ..... B.A., B.S.  
 Marketing ..... B.A., B.S.  
 Risk Management and Insurance ..... B.A., B.S.  
 Business Administration ..... M.B.A.  
     Managerial Accounting  
     Finance  
     Health Care Administration  
     Information Technology  
     Management  
     Marketing

### Slane College of Communications and Fine Arts

Art History ..... B.A.  
 Studio Art ..... B.A., B.S., B.F.A., M.A., M.F.A.  
     Ceramics  
     Drawing (B.A., B.S., B.F.A. only)  
     Graphic Design (B.A., B.S., B.F.A. only)  
     Painting  
     Photography  
     Printmaking  
     Sculpture  
     Art Education (B.A., B.S., B.F.A. only)  
 Communication ..... B.A., B.S.  
     Advertising  
     Journalism  
     Photography  
     Public Relations  
     Radio/Television  
     Speech Communication  
     Speech/Theatre Education  
 Music ..... B.A., B.S.  
 Performance ..... B.M.  
     Piano  
     Organ  
     Piano Accompanying  
     Voice  
     Orchestra/Band Instruments  
 Music Education ..... B.M.  
     Instrumental  
     Piano  
     Vocal  
 Composition ..... B.M.  
 Theatre Arts ..... B.A., B.S.  
     Performance  
     Production  
     Speech/Theatre Education

**College of Education and Health Sciences**

Early Childhood Education .....	B.A., B.S.
Elementary Education .....	B.A., B.S.
Secondary Education .....	Certificate
Learning Disabilities and Educable Mentally Handicapped .....	B.A., B.S.
Learning Disabilities and Socially-Emotionally Disordered .....	B.A., B.S.
Curriculum and Instruction .....	M.A.
Learning Disabilities .....	M.A.
Leadership in Educational Administration .....	M.A.
Leadership in Human Service Administration .....	M.A.
Human Development Counseling .....	M.A.
General Family and Consumer Sciences .....	B.A., B.S.
International Concentration	
Retail Merchandising .....	B.A., B.S.
International Concentration	
Foods, Nutrition, and Dietetics .....	B.A., B.S.
International Concentration	
Nursing .....	B.S.N.
Nurse Administered Anesthesia .....	M.S.N.
Nursing Administration .....	M.S.N.
Health Science .....	B.S.
Physical Therapy .....	B.S.P.T. (ending in 2001), M.P.T. (beginning in 2000)

**College of Engineering and Technology**

Civil Engineering .....	B.S.C.E., M.S.C.E.
Environmental Engineering .....	B.S.C.E.
Construction .....	B.S.C.
Electrical Engineering .....	B.S.E.E., M.S.E.E.
Computer Option .....	B.S.E.E.
Engineering Physics .....	B.S.
Industrial Engineering .....	B.S.I.E., M.S.I.E.
Manufacturing Engineering .....	B.S.MF.E., M.S.MF.E.
Manufacturing Engineering Technology .....	B.S.
Mechanical Engineering .....	B.S.M.E., M.S.M.E.

**College of Liberal Arts and Sciences**

Administration of Criminal Justice .....	B.A., B.S.
Actuarial Science – Mathematics .....	B.A., B.S.
Biochemistry .....	B.A., B.S.
Biology .....	B.A., B.S., M.S.
Molecular Biology .....	B.A., B.S.
Chemistry .....	B.A., B.S., M.S.
Computer Information Systems .....	B.A., B.S., M.S.
Computer Science .....	B.A., B.S., M.S.
Economics .....	B.A., B.S.
English .....	B.A., M.A.
Environmental Science .....	B.A., B.S.
French .....	B.A.
Geological Science .....	B.A., B.S.
German .....	B.A.
History .....	B.A., B.S.
International Studies .....	B.A., B.S.
Individualized Major Program .....	B.A., B.S.
Liberal Studies .....	M.L.S.
Mathematics .....	B.A., B.S.
Medical Technology .....	B.A., B.S.
Philosophy .....	B.A., B.S.
Physics .....	B.A., B.S.
Political Science .....	B.A., B.S.
Psychology .....	B.A., B.S.
Religious Studies .....	B.A., B.S.
Social Work .....	B.A., B.S.
Sociology .....	B.A., B.S.
Spanish .....	B.A.

**Minors****Foster College of Business Administration**

Business Administration  
Business Studies  
Management  
Marketing

**Slane College of Communications and Fine Arts**

Art History  
Fine Arts  
Studio Art  
Music  
Journalism  
Speech  
Theatre Arts

**College of Education and Health Sciences**

Family and Consumer Sciences  
Health

**College of Engineering and Technology**

Manufacturing  
Quality Engineering

**College of Liberal Arts and Sciences**

African-American Studies  
American Studies  
Asian Studies  
Biology  
Chemistry  
Computer Science and Information Systems  
Economics  
English  
    Literature  
        Creative Writing  
        Professional Writing  
French  
German  
Spanish  
Geological Sciences  
History  
Latin American Studies  
Mathematics  
Philosophy  
Physics  
Political Science  
Psychology  
Religious Studies  
Russian and East European Studies  
Social Informatics  
Sociology  
Western European Studies  
Women's Studies

## 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's professional accreditations for colleges, departments, and selected graduate programs include the following:

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

## Admissions

### Freshman Admission

Bradley welcomes applications for admission from all students who feel that they can benefit from and contribute to the varied academic and extracurricular offerings of the University. High school students are encouraged to apply early in their senior year but later applications will be considered as space permits. Applications are reviewed on a "rolling" basis after all credentials have been received by the admissions office.

The University welcomes applications from qualified students interested in pursuing a quality education and provides significant support during the admissions process.

### Admission Requirements

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

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

### Entrance Examinations

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

## Student Health Form Requirement

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

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 form and then verify through the Health Center that it has been received and is complete.

### Health Immunization Requirements

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

## Special Admission Requirements

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

### Business Administration

2 units of algebra, 1 unit of geometry, 4 units of English ( $\frac{1}{2}$  or 1 unit of which may be speech) are required; and 2 units of history and/or government are recommended.

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

### Engineering

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

### Construction

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

### Engineering Technology

$\frac{1}{2}$  units of algebra and 1 unit of plane geometry are required. Recommended:  $\frac{1}{2}$  unit of trigonometry.

### Health Science

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

### Liberal Arts and Sciences

4 units of English (with emphasis on grammar and composition),  $\frac{1}{2}$  or 1 unit of which may be speech, 2 units of single foreign language recommended, 2 units of college preparatory mathematics, 1 unit of laboratory science, 2 units of history and/or government.

### Music

A minimum of two years experience in orchestra, band, chorus or private lessons in piano, voice, or instrument; an audition either in person or on tape. (Contact the Director of the Division of Music for an audition appointment.)

### Nursing

Applicants with no previous preparation in nursing must meet the admission requirements of the University and of the College of Education and Health Sciences. A personal interview with a member of the faculty of the Department of Nursing is highly desirable before admission.

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

## Notification of Admission and Reply Date

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

Applicants respond to offers of admission by forwarding a non-refundable \$100 tuition deposit. Applicants requiring on-campus housing must submit an additional \$100 housing deposit. Applicants will receive preference for the Residence Halls Network (RHNet, Bradley's computer network system) program based on the date by which both deposits are received. However, no student seeking notification of admission is required to respond to an offer until May 1. If no action has been taken on an application by the Office of Admissions by May 1, the applicant has two weeks from the date of notification of admission and financial aid to respond.

## Early Admission

### Students Pursuing a Degree

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

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

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

### Students Not Pursuing a Degree

High school students who have completed their sophomore year and are interested in enrolling for a specific course at Bradley, but not in pursuing a degree, may be admitted at any time as undergraduate students-at-large. Contact the Division of Continuing Education and Professional Development and:

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

Students who have completed an undergraduate degree should refer to the Graduate School section of this catalog.

## Admission Without a High School Diploma

Mature persons who have not graduated from high school may be admitted to degree programs at Bradley upon successful completion of the G.E.D. examination.

## Transfer Admission

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

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

Official transcripts of all college work attempted are required prior to admission to Bradley. Official transcripts

of credit must be requested by the student and received by the Office of Admissions directly from the institution at which the credit was earned. Transfer students having successfully completed 15 or more semester hours at an accredited institution need not supply a copy of their high school transcript. Students having completed less than 15 semester hours should submit ACT or SAT scores and a high school transcript.

## Level of Transfer Credit

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

## Acceptance of Transfer Credit

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

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

Acceptance of transfer credit will be based on compatibility of the transfer work with the nature, content and level of work offered at Bradley. Application of transfer credit to satisfy specific college graduation requirements shall be determined by the Dean of the College in which the student is majoring. In the event that a student changes majors while at Bradley, a new evaluation of the transferred credit will be completed by the Department.

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

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

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

## Academic Dismissal

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

## International Students

International students are those who are not citizens or permanent residents of the United States and who intend

to enter Bradley University to pursue a full-time course of study.

All applicants whose native language is not English are required to submit the results of the Test of English as a Foreign Language (TOEFL). TOEFL is administered throughout the world at many locations several times a year. Further information can be obtained by consulting the nearest U.S. embassy, consulate, U.S. Information Agency, or writing directly to the Educational Testing Service (TOEFL), Box 899, Princeton, New Jersey 08540, U.S.A. (A minimum TOEFL score of 500 is required.) TOEFL is not required of students attending International or American schools abroad; the Scholastic Aptitude Test (SAT) or American College Test (ACT) is required in place of TOEFL. Another means of satisfying English proficiency is the ELS Language Centers Intensive English Programs (level 109 required). You can reach ELS at 5761 Buckingham Pkwy., Culver City, CA 90230 USA.

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

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

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

The application deadline is June 1 for fall semester and November 1 for spring semester.

## Former Students

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

were academically dismissed at Bradley must petition the Academic Review Board for reinstatement.

## Credit by Examination Advanced Placement Credit

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

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

## College-Level Examination Program

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

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

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

CLEP credit is transfer credit. As with other transfer credit, no CLEP credit will be accepted that duplicates credit already received from other sources. An official copy of the scores must be sent from the CLEP office, by request of the student, directly to the Division of Continuing Education and Professional Development.

The College-Level Examination Program (CLEP) of the College Board is given on campus on a quarterly basis. Application forms and specific testing dates are available in the Division of Continuing Education and Professional Development in Heitz Hall.

## Special Programs Campus Visits

Bradley University encourages all prospective new freshman and transfer students and their families to visit the campus to attend one of the many special one-day and overnight programs organized for this purpose. For further information write the Undergraduate Admissions Office, Bradley University, Peoria, Illinois, 61625, or

telephone (309) 677-1000 or toll free (800) 447-6460. Electronic mail requests can be sent to [admissions@bradley.edu](mailto:admissions@bradley.edu). Information regarding our visit programs can also be found at [www.bradley.edu](http://www.bradley.edu) (see admissions).

## Off Campus Programs

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

To secure a schedule of the off-campus admissions programs or to set up an appointment with an admissions representative, interested students should write to the Undergraduate Admissions Office, Bradley University, Peoria, Illinois, 61625; telephone (309) 677-1000 or toll free (800) 447-6460; or send electronic mail to [admissions@bradley.edu](mailto:admissions@bradley.edu).

## Area Admissions Offices

In order to serve a growing national population, Bradley University maintains regional admissions offices across the country. With offices located in the Chicago and St. Louis areas and in several other states, the University is able to serve the needs of families from all areas of the country. For information on the admissions office in your area call (309) 677-1000 or toll free (800) 447-6460, or send electronic mail to [admissions@bradley.edu](mailto:admissions@bradley.edu). Additional information can also be found at [www.bradley.edu](http://www.bradley.edu) (see admissions).

For more information about Admissions write:

*Office of Undergraduate Admissions,  
Bradley University  
Peoria, IL 61625  
or call (800) 447-6460.*

## Summer Orientation

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

## Credit Courses for Part-Time Undergraduate Students Not Seeking a Degree

Students who wish to enroll on a part-time basis (less than 12 semester hours) in undergraduate courses, who do not hold a bachelor's degree, and who do not intend to complete an undergraduate degree may apply for admission to Bradley as an undergraduate student-at-large. A student who wishes to pursue this option can apply for admission through the Division of Continuing Education and Professional Development.

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

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

A maximum of 45 semester hours taken as an undergraduate student-at-large can be accepted toward a degree program. Should the student decide to seek a degree, the student must apply to the University through the Office of Undergraduate Admissions.

Non-degree-seeking students who already hold a bachelor's degree and who wish to take undergraduate courses on a part-time basis must be admitted through the Graduate School. Students wishing to pursue an additional bachelor's degree should contact the Office of Undergraduate Admissions.

## Financial Assistance

Today, choosing the right university is a complicated and potentially costly decision. As college costs have continued to increase at a rate much greater than incomes, many families believe that they must compromise on their choice for high quality, private education solely due to financial considerations. They settle for something less in an educational program because of their perception of affordability.

At Bradley University, our premise is that college financing is NOT a question of affordability, rather to what degree you are willing to invest in higher education. When exploring the various opportunities, the quality of the institution must be the first consideration. We are convinced that a high-quality education pays life-long dividends and, therefore, is worth a long-term investment.

At Bradley, you get distinguished, professionally active faculty; modern, complete facilities; comprehensive student services; diversified academic programs; and a diploma that's worth more, backed by the reputation of a distinctive institution. You get more of the time and attention you need and deserve — and have paid for. Education is not something you buy, use, and throw away after four years. Rather, it produces dividends that are continual and worthwhile.

The Office of Financial Assistance views its relationship with students and parents as a partnership where we all share in the planning and financing of a Bradley education. We are committed to the belief that each family is unique and we strive to recognize individual needs and situations.

We are committed to giving every qualified student the opportunity to afford the Bradley University experience. We pledge to do our very best to provide the amounts of assistance and programs needed to bring our costs within the reach of every family. This portion of the Catalog contains important explanations of all financial assistance programs and alternative tuition payment plans, as well as procedures, eligibility requirements, and deadlines. Read it carefully. For other information and ideas, contact the Office of Financial Assistance, Bradley University, Peoria, IL 61625, (309) 677-3089.

### Cost of Attending Bradley

The total cost of attending Bradley is divided into two categories — direct and indirect costs. Because this publication is prepared well in advance of the academic year, the budget items noted are 1998-1999 expenses.

**1998-1999**

#### STUDENT BUDGET (ANNUAL)

(Single Resident Student — 2 semesters)

##### DIRECT COSTS

Tuition .....	\$13,240
Room & Meals .....	15,170
Activity & Health Fee .....	80
Total Direct Costs .....	\$18,490

##### INDIRECT COSTS\*

In addition to the direct costs itemized above, students will incur, on the average, additional expenses of approximately \$1500 per year for books and supplies, clothing, laundry, recreation, transportation and other personal expenses. These costs are not paid directly to Bradley.

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\* PLEASE NOTE: Students whose permanent residence is outside of Illinois will be given a larger transportation/travel allowance.

<sup>1</sup> Meal Plan 1; double occupancy room. Other options incur different costs.

## Applying for Need-Based Aid

Financial Assistance applicants must complete the following steps to be considered for all sources of state, federal and Bradley sources of assistance. All applicants are encouraged to pay special attention to the March 1 deadline.

### A. Freshman & Transfer Applicants:

1. Apply for admission to Bradley.
2. File official 1999-2000 Free Application for Federal Student Aid (FAFSA) between **January 1 and March 1**. (FAFSAs received by the processor after March 1 will be considered late and will be considered only if funds are available.)

### B. Continuing Student Applicants:

File a 1999-2000 Free Application for Federal Student Aid (FAFSA) **between January 1 and March 1**. FAFSA applications received by the processor after March 1 will be considered late and will only be considered if funds are available.

## Types of Assistance

All students (new and continuing) only need to file the FAFSA to be considered for the programs noted below:

- Federal Pell Grants
- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grants
- Federal College Work-Study Program
- Bradley Grants
- Bradley Endowed/General Scholarships
- Illinois Student Assistance Commission Monetary Awards

## Awards Not Based on Need

### Academic Merit Award

- National Merit Scholarship – \$750 - \$2,000
- Central Illinois Scholarship – \$2500
- Valedictorian Scholarship – up to 1/2 tuition
- Dean's Scholarship – up to 1/2 tuition
- Presidential Scholarship – full tuition when combined with National Merit Scholarships and other grant programs
- Bradley Special Scholarship – varies with need
- Bradley Community College Scholarships – \$2000 - \$5000

### Talent Awards

- Fine Art Scholarships (theatre, art, forensics & music)
- Athletic Grants

# Housing

The University owns and operates thirteen residence halls with a total capacity of 2,140 beds for male and female students. These halls, although self-supporting, are considered an integral part of the physical assets of the University. The experience in group living enjoyed by students who reside in them is a valuable part of their total educational experience.

The University also owns a Student Apartment Complex, which is located a block from campus. The apartment building contains 100 units — each unit consisting of a living room, bedroom, bath and kitchenette and is rented to two students. For further information concerning costs and availability, please write the Housing Office.

Since the University takes no responsibility for personal property, each student should check to see if family insurance covers personal effects while in residence on campus. If not, it is recommended that each student consider fire and/or theft insurance as a protection, regardless of living accommodation.

All non-veteran single freshman and sophomore students shall reside in residence halls provided by Bradley University unless, as a sophomore, they live in a sorority or fraternity house. The following exceptions may be made:

1. Students who are 21 by September 1 of the current school year.
2. Students who may have an opportunity to live in a private home and work for their room and board.
3. Students who desire to live with near relatives. (Near relatives are considered to be brother, sister, grandparents, uncle or aunt).

Exceptions to these rules will be made by the Office of Housing and Residential Life.

Juniors and seniors, part-time students and graduate students may live in the residence halls, if they so desire.

## Residence Halls

### Application and Housing Deposits

To reserve a room in a University residence hall, a student must complete the Residence Hall Agreement Card provided by the Admissions Office and return it to the Office of the Controller. The form is sent to students at the time of their admission to the University. Included with the Housing Agreement will be a brochure explaining Residence Hall living on campus.

A housing deposit of \$100 is required for all students who reside in a residence hall. The deposit will constitute a reserve to cover damage to or loss of University property as long as the student lives in one of the residence halls. When the student leaves the residence hall, deductions for loss or damage will be made at the end of the academic year, and the balance of the deposit will be returned by August 5. Housing deposits are refundable for incoming new students if requested in writing prior to June 1.

The student will pay all room and board costs prior to registration during a special pre-billing period or during the actual registration process on campus.

All rooms are engaged for the full academic year. If a student moves into a Residence Hall it is understood that he or she agrees to be responsible for room and board payments through the academic year, even if he or she has not filled out or signed a Residence Agreement Card.

Students will have an opportunity to express their choice of a hall, as well as items such as co-educational living on the Housing Agreement Card which will be sent to them at the time of admission.

Students will be expected to furnish their own linens, pillows, spreads, and blankets for twin-size beds, their own wash-cloths and towels, waste cans, desk lamps, and such small personal items of furniture as they wish.

## New Students

Entering students are urged to file their residence hall applications as soon as possible after they receive notice of their admission to the University. Application must be made on the Housing Agreement Card issued by the Admissions Office. Those who apply several months before the semester in which they plan to enroll are more likely to receive the assignment they wish. Applications will not be accepted until after admission is complete.

## Residence Halls Network (RHNet)

The Residence Halls Network (RHNet) program provides an outstanding opportunity for enrolled students to reside on campus in one of several residence halls equipped with state-of-the-art computers, printers and networking capability to enhance the quality of their education. Each year the number of students applying for admission to the RHNet program greatly exceeds the number of spaces available.

New entering students are admitted into the program following their admission to the University, completion of a RHNet application and receipt of both the tuition and housing deposits. Priority is given to new entering freshmen and transfer students based upon the date the application and deposits have been received.

Additional information is available by contacting the Center for Enrollment Management.

## Off-Campus Housing

Arrangements for all housing for men and women, including town area accommodations (referred to as "off-campus housing"), may be made through the Office of Housing and Residential Life.

Private homes in Peoria provide rooms for a large part of the upperclassmen student population. The Office of Housing and Residential Life maintains a list of available housing, but does not make reservations for the students. The list changes so rapidly that it is impractical to mail it to prospective students. Students seeking private home accommodations should refer to the room list in person. It is also recommended that the student see the accommodations and interview the landlord before renting a room.

The city of Peoria has codes that govern housing in the area. Bradley University expects all students to be knowledgeable about these laws and to abide by them. For information on these requirements contact the Housing and Residential Life Office in Sisson Hall.

Students living off campus may eat in any residence hall on the same program that residence hall students use. Two meal plans are available.

## Married Students

Furnished houses and apartments for families with children are available in the Peoria area. We advise married students to visit Peoria in advance to look at the accommodations before they enter into any lease arrangements.

All correspondence in regard to living accommodations should be addressed to: *Executive Director, Housing, Residential Life and Student Judicial System, Bradley University, Peoria, Phone number 309/677-3221.*

## Student Affairs

The Division of Student Affairs is one of the major administrative units of the University. The philosophy of Student Affairs correlates with the University's major goals and supporting policies. The programs and activities conducted by the Division of Student Affairs are integral to the mission of the University, address the diversities of the environment in which it resides, and respond to student needs.

The Bradley environment provides opportunities for the deliberate and total development of its students and encompasses experiences beyond the classroom. The Division 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 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

- Multicultural Student Services
  - Minority Student Services
  - International Student Services
  - Romeo B. Garrett Cultural Center
- Intramural and Recreational Sports
- Off-Campus Student and Non-Traditional Student Services
- Parents' Weekends
- 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 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.

International Student Services insures the successful transition of international students into campus life and assists them in confronting their responsibilities and challenges while in this country.

Intramural and Recreational Sports offers students physical and recreational 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 help coordinate special activities and programs that are designed to meet the special needs of these students.

Student Activities organizes social life which 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 publications *Black Awareness Magazine* and *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 (AEP), one part of the University's academic advisement program, provides direction to a large number of academically undecided students. In addition to individual diagnostic evaluations and course sampling, special advisement services are provided to help students begin understanding the implications of their educational and career interests.

The Academic Exploration Program and other advisement services are offered through the Center for Orientation, Testing and Advisement. 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 as well as 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

- 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

- Experiential Education
- Career Placement
- Career Resources

The Smith Career Center assists students in defining career goals, creating a job-search plan, obtaining career-related work experience, and developing relationships with prospective employers.

Through Experiential Education students gain career-related work experience prior to graduation. Bradley students find opportunities for related work experience through internships, cooperative education, and summer and part-time employment.

Career Placement efforts include monitoring the employment market, identifying potential employment resources, facilitating campus interviews and resume referrals, and assisting students in making decisions necessary to a meaningful employer-employee relationship.

Career Resources offers job fairs, a career information library, workshops, a credit course in job search strategy, and a strong program of individual advisement.

## Student Activities

The following student organizations were registered for the 1997-98 school year.

### Social Fraternities 1997-98

Alpha Epsilon Pi  
Alpha Phi Alpha  
Delta Tau Delta  
Delta Upsilon  
Kappa Alpha Psi  
Phi Gamma Delta  
Phi Kappa Tau  
Pi Kappa Alpha  
Pi Kappa Phi  
Sigma Alpha Epsilon  
Sigma Chi  
Sigma Lambda Beta  
Sigma Nu  
Sigma Phi Epsilon  
Tau Epsilon Phi  
Tau Kappa Epsilon  
Theta Chi  
Theta Xi

### Social Sororities 1997-98

Alpha Chi Omega  
Chi Omega  
Delta Sigma Theta  
Gamma Phi Beta  
Phi Sigma Sigma  
Pi Beta Phi  
Sigma Delta Tau  
Sigma Gamma Rho  
Sigma Kappa  
Sigma Lambda Gamma

### Professional Fraternities 1997-98

American Marketing Association  
American Society for Materials/The Materials Society  
American Society of Civil Engineering  
American Society of Mechanical Engineering  
Associated General Contractors of America  
Association for Computing Machinery  
Association for Quality  
Institute of Industrial Engineers  
National Society of Black Engineers  
Phi Chi Theta (Business & Economics)

Phi Mu Alpha Sinfonia (Music)  
Society for Advancement of Management  
Society of Automotive Engineers  
Society of Manufacturing Engineers  
Society of Professional Journalists  
Society of Women Engineers

### Honor Societies 1997-98

Alpha Kappa Delta (Sociology)  
Alpha Psi Omega (Drama Society)  
Beta Alpha Psi (Accounting)  
Beta Beta Beta  
Beta Gamma Sigma (Business Administration)  
Beta Tau Epsilon (Manufacturing)  
Chi Epsilon (Civil Engineering)  
Kappa Omicron Nu (Home Economics)  
Mortar Board (Honor Society)  
Omicron Delta Epsilon (Economics)  
Omicron Delta Kappa (Scholastic Honorary Jr. & Sr.)  
Order of Omega  
Phi Alpha Theta (History)  
Phi Delta Kappa (Education)  
Phi Kappa Phi (National Honor Society, Juniors)  
Phi Sigma Iota (Language Students)  
Pi Gamma Mu (Social Science Honorary Jr. & Sr.)  
Pi Lambda Theta (Education)  
Psi Chi (Psychology)  
Sigma Alpha Iota (Music)  
Sigma Iota Rho (International Studies)  
Sigma Lambda Chi (Construction)  
Sigma Theta Tau (Nursing)  
Tau Beta Pi (Engineering)

### Student Organizations 1997-98

Accounting Student Association  
Activities Council Bradley University (ACBU)  
Admissions Office Tour Guides  
Alpha Phi Omega  
American Advertising Federation  
American Foundrymen's Society  
Amnesty International  
ANAGA  
ARTIST  
Arbitration Board  
Army ROTC  
Association of Collegiate Entrepreneurs (A.C.E.)  
Association of Information Technology  
Association of Residence Halls (ARH)

Black Literary Society  
 Black Student Alliance (BSA)  
 Bradley Ambassadors  
 Bradley Association for the Education of  
     Young Children (BAEYC)  
 Bradley Bands  
 Bradley Broadcasters  
 Bradley Chamber Orchestra  
 Bradley Chorale  
 Bradley Community Chorus  
 Bradley Cycling Club  
 Bradley Epworth Campus Ministry  
 Bradley Feminist Alliance  
 Bradley Hockey Team  
 Bradley Investment Organization  
 Bradley Men's Club Volleyball  
 Bradley Nursing Students Association  
 Bradley Pom Pon Squad  
 Bradley Scout  
 Bradley Student Council for Exceptional Children  
 Bradley Student Dietetic Association  
 Bradley Table Tennis Club  
 Bradley Transfer Connection  
 Bradley Ultimate Frisbee Fanatics  
 Bradley University Amateur Radio Club  
 Bradley University Archery Club  
 Bradley United Christian Foundation  
 Bradley University College Republicans  
 Bradley University Gospel Choir  
 Bradley University Speech Team  
 Bradley University Student Association of Social  
     Services (B.U.S.S.)  
 Bradley Vegetarian Club  
 Brave Expressions Dance Team  
 Braves Council  
 BREAKAWAY Campus Ministry  
 BROADSIDE Artists and Writers  
 Campus Crusade For Christ  
 Campus Girl Scouts  
 Canterbury Club  
 Caribbean Student Association (CASA)  
 Cat's Eye Theatre  
 Christian Unity Council  
 Circle K International  
 College Bowl Club  
 Common Ground  
 Communications Council  
 Criminal Justice Student Organization  
 Deep Thinkers Club  
 Die Deutschzeit  
 Elogeme Adolphi Christian Sorority  
 Fashion Focus  
 Financial Management Association  
 For the Protection of Life  
 French Club  
 Friends and Fellowship Bible Study  
 Friends of India of Bradley  
 Geisert Hall Council  
 Habitat for Humanity  
 Harper/Wyckoff Hall Council  
 Hawaii Club  
 Heitz Hall Council  
 Hillel  
 Hindu Student Society  
 Hispanics United  
 Interfraternity Council (IFC)  
 Interlabs Multimedia Center  
 International Affairs Organization (IAO)  
 International Business Organization (IBO)  
 International Student Organization  
 InterVarsity Christian Fellowship  
 Islamic Student Society  
 Junior Panhellenic Council  
 Karatedo Doshinkan  
 Latino Student Association  
 Latter Day Saints Student Association  
 Mathematical Association of America  
 Medieval College Society  
 Mock Trial Society  
 Model United Nations  
 Molinarmy  
 Multicultural Student Advisory Council  
 National Association for the Advancement of  
     Colored People (N.A.A.C.P.)  
 Newman Catholic Center  
 North American Fantasy League  
 Nurses Christian Fellowship  
 Off Campus Student Coalition  
 Organization of African Students  
 Organization of Arab Students  
 Orthodox Christian Fellowship  
 Panhellenic Council  
 Peer Education Program  
 People Like Us  
 Physical Therapy Organization  
 Political Science Club  
 Pre-Law Club  
 Psi Phi, Bradley's Science Fiction Club  
 Psychology Club  
 Public Relations Student Society of America  
 Republic of China Student Association  
 RIOT/Pentecostals of Peoria  
 SABRC (Student Activities Budget Review Committee)  
 Senior Committee  
 Sky Dive Club  
 Spectrum Art Club  
 Student Aides  
 Student Environmental Action Coalition  
 Student Senate  
 Students High on Christ Power Group  
 Students in Free Enterprise  
 United Black Panhellenic Council  
 University Hall Council  
 Williams Hall Council  
 Women in Business  
 Women's Club Soccer  
 WRBU - Bradley Student Radio Station

## Intercollegiate Athletics

Bradley University is a member of the National Collegiate Athletic Association and the Missouri Valley Conference.

The intercollegiate program is organized to provide athletic competition for the male and female students of the University; to provide a training ground for those students who are planning to enter the field of athletic coaching upon graduation; to provide a wholesome recreation for both the participant and the student spectator; to inculcate the ideals of sportsmanship and fair play in the minds of both the participant and the spectator; to aid in the development, in the participant and the spectator, of a lasting loyalty toward the institution; and to develop the spirit of team play in a competitive situation.

As a member of the Missouri Valley Conference for both men's and women's sports, Bradley subscribes to and is bound by the rules of those organizations governing the conduct of intercollegiate athletics and the eligibility of students to participate therein. These rules aim to keep athletics in its useful, but subordinate, place in the educational program at the University. The immediate responsibility for enforcing these rules is placed by the University jointly upon the Department of Athletics and athletic committees comprised of faculty and student members who are responsible directly to the President of the University.

Conference-approved sports on the Bradley program for men are baseball, basketball, cross country, golf, soccer, swimming, and tennis. Women's sports consist of basketball, cross country, golf, softball, swimming, tennis, track, and volleyball.

## Club Sports

Club sports in archery, cycling, ice hockey, women's soccer, table tennis, ultimate frisbee, and men's volleyball, provide further intercollegiate competition.

## Intramural and Recreational Sports

The Office of Intramural and Recreational Sports provides a variety of programs to meet the recreational needs of all students. Haussler Hall, a multi-use indoor facility, provides opportunities for unscheduled informal activity, scheduled intramural events, and sports and fitness classes. Haussler is open well over 100 hours weekly and the intramural sports calendar includes 25 different events. Team and individual sports are organized for men and women and selected co-recreational events. Another aspect of Intramural and Recreational Sports is the program of sports and fitness classes. These are non-credit instructional courses which focus on fitness and learning skills in sports which have life-long application.

## Religious Life

Although Mrs. Bradley, in founding the University, stipulated that it should remain nonsectarian, she did provide in the charter for the development of "the principles of morality and right living as exemplified in the life and teachings of Jesus Christ." With this nonsectarian background, the University is making an increasingly vigorous effort to provide for its students a program conducive to the development of character, morality, and high principles. This program is carried on through ten student religious organizations on campus and numerous courses in religion.

If a student should have to miss class due to a religious holiday, the student must notify the instructor at least one week prior to that class.

# Facilities and Services

Bradley University offers attractive and functional facilities to serve the needs of students, faculty and staff. The 65-acre campus provides an intimate setting within a residential neighborhood. This neighborhood is anchored by an historic district which is located within walking distance of campus. Commercial amenities are provided by the "Campustown" center, located adjacent to campus. The 90,000 sq. ft. shopping center offers a supermarket, drugstore, restaurants, and a variety of other shops and services.

Recent additions to the campus include a new Global Communications Center featuring state-of-the-art audio, video, and computer and worldwide communication technology; Visitors Center; and a 690-car parking deck.

Additional campus recreational space is planned for the future.

## Bradley University Bookstore

The Bradley University Bookstore handles the books and supplies necessary for course work. 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 you can special order books not carried in stock, have film developed, and cash checks. Cookies, snacks, and soda are also available.

Academically priced software may also be purchased by all students, faculty, and staff with valid I.D. These prices are up to 75% off suggested prices. Many titles are in stock and over 1,000 titles are available for special order.

All of these items and services can be charged to your Discover, VISA, Mastercard, or American Express cards.

In addition to the main store, an annex exists in the Student Center. "Fast Break" offers convenience items, soft goods, candy, and a variety of other merchandise (including bus tickets). A professional store is also in operation in the Campustown center. This store offers an extensive medical collection and a variety of books and merchandise.

## 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. Computing Services also supports campus-wide computer networks, network connections to the national academic computer network (Internet),

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.

Equipment consists of several Sun Microsystem computers and more than 1,500 Gateway NCR, AT&T, Apple microcomputers, and Sun workstations. These systems are connected by high speed networks.

Clusters of microcomputers are conveniently located in computer laboratories throughout the campus. Most students living in residence halls are part of the Residence Halls Network (RHNet), which provides a networked microcomputer in each residence hall room. Students from many disciplines use computers as an integral part of the learning process.

The staff assists students, faculty, and administrators in their use of computers through the University Technology Service Center, documentation, and training seminars.

## Romeo B. Garrett Cultural Center

Located at 824 North Duryea Place (across from Williams Hall), the Garrett Center houses the office of Multicultural Student Services and various student organizations. Multicultural Student Services functions to meet the various need of international and minority students. The Center serves as a meeting place for students and community groups as well as a place for social and cultural events. Named in honor of the 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, three racquetball courts, 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 experience health problems. Students are assisted through advisement, treatment, consultations with health providers, and referral for extended treatment if necessary. While there is no charge for most on-site treatment, services provided through referral to outside agencies are charged by that care provider and are the student's financial responsibility.

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 8:00 a.m.-11:30 a.m. and 1:00-4:30 p.m., Monday-Friday; and 11:00 a.m.-1:00 p.m. on Saturday. The Center is open limited hours during breaks and regular summer school

sessions. Students are seen on an appointment basis. At times when the Health Center is closed, patients are referred to Saint Francis Emergency Room or urgent care for other problems.

In addition to regular medical services, the Health Center also offers special men's and women's evening clinics during the regular academic year.

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

**IMMUNIZATION REQUIREMENT: To comply 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

*(formerly Audio Visual Services)*

ITPS is a comprehensive media service that 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, compressed video and satellite conferencing, multimedia, software rental and purchase, equipment checkout, media services, rapid-copy service, and audio/video recording and duplication.

## Center for Learning Assistance

The Center for Learning Assistance provides learning enhancement services to help students achieve their academic goals. Services available include peer tutoring, study skills, contract study tables, writing assistance, and assistance for student athletes.

While not offering a learning disabilities program, the Center for Learning Assistance can assist those students with certain learning disabilities by providing "select coordinated accommodations" as defined by standardized national service-delivery models. This includes the provision of a contact person, generic support services, peer tutors, and student referral service for off-campus testing resources. These services are available only during the academic year. To be eligible for accommodations the student must provide current documentation of the learning disability (testing data from within the last three years) and possess strong self-advocacy skills.

The following courses are offered through the Center:

### **AEP 110 Speed Reading Seminar**

For students who have normal college reading levels but wish to increase speed and comprehension. Develops a flexible rate, adaptable to any reading material.

### **AEP 115 Study Skills Seminar**

Develops reading and study skills demanded in college classes. Develops flexibility in reading rate; improves critical reading techniques, skimming and scanning, and study skills such as textbook reading, notetaking, time management, and test taking.

## Cullom-Davis Library

The Bradley University Library serves chiefly the needs of the University's students and faculty. Its collection encompasses more than 1,300,000 items – including approximately 636,000 books, periodicals, and government documents, 776,000 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.

The Library's resources and services are housed in the Cullom-Davis Library, which was renovated and enlarged to 107,000 square feet (nearly double its previous size) in 1990. The new facility provides seating for 1,000 students and space for the collection to grow through the year 2000.

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 11,500 music scores, 9,000 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 also provides access to a wide variety of electronic databases. 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 Office (ILCSO), which provides an online catalog and circulation system that incorporates Bradley's holdings and those of 45 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.

There are 18 clearly marked emergency telephones 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.

All residence halls have limited access, with some halls having all outside doors locked on a 24-hour basis and others having main doors unlocked during daytime hours. The residence hall lobby offices are staffed during the afternoon and evening and residence hall student security staff make rounds during the night.

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, call the University Police at (309) 677-2000.

## Student Center

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

The facilities of the Center include: cafeteria, ballroom, Fast Break convenience store, meeting rooms, billiards, amusement devices, television, browsing lounges, and Taco Bell Express. Besides the cafeteria and Taco Bell there are meeting rooms with food service for 10 to 100 people. In addition, the ballroom can accommodate up to 500 people for a meal or a dance.

## Summer Orientation

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

Multiple sessions of the two-and-a-half-day program are offered during June, July, and August. A fee is charged, which includes on-campus housing and meals. Advance reservations are required; information is mailed in May to all students who are accepted for admission.

## Telecommunications

The Telecommunications Office operates a Lucent Technologies telephone switch and voice mail system that serves members of the campus community. Technical staff install and maintain telephone equipment and information outlets in all offices and residence hall rooms, as well as many public areas on campus. Information outlets serve voice, data, and video transmissions through connections to Ameritech, AT&T, and other carriers' local and long distance networks. Students may obtain long distance codes that work like credit card numbers on campus phones but which do not

carry call surcharges like credit cards. Such codes separate roommates' charges even though two or more students may share a room telephone number. Persons calling into the campus may dial direct to each number by dialing 677 and a unique four-digit extension.

### WCBU FM 89.9

WCBU is the public radio service of Bradley University, a bridge between Bradley and central Illinois. WCBU supports the University's mission by providing non-commercial programming of the highest quality, with a local emphasis, and by providing learning opportunities for Bradley students.

### Center for Wellness and Counseling

Professional counselors and supportive staff are trained to help Bradley students with a variety of problems. Bradley is concerned about the total development of students – social, emotional, intellectual, physical, spiritual, and occupational – as well as the environment in which they live. Students are assisted with any concerns in these areas. Personal growth and development issues of adjustment to college, relationship concerns, alcohol and substance abuse, anxiety and stress management, communication skills, eating disorders, assertiveness, and lifestyle choices are some of the issues addressed by the counselors. Often, students can see a counselor the same day that they call for an appointment. Visits are confidential and free for Bradley students.

## Fees and Expenses

All checks and money orders should be made payable to Bradley University. The University may make appropriate changes in fees and expenses beginning in fall 1998. Quoted fees below are actual rates for 1998-1999. 1999-2000 rates are subject to increase.

### Tuition

**Full-time students (12 to 16 semester hours) \$6,620 per semester.** This includes, subject to University rules and regulations, class instruction for 12 to 16 semester hours inclusive (the number of hours permitted each semester depending on the scholastic record). Students enrolling in 1 to 7 hours are charged \$359 per hour. For students enrolling in 7½ to 11½ hours the per hour fee is \$447. Course loads in excess of 16 hours result in fees of \$6,620 plus \$342 per each hour over 16.

All courses taken in the College of Engineering and Technology are assessed a tuition surcharge of \$5 per credit hour.

Senior citizens are assessed tuition at the rate of \$10 per credit hour. Enrollment subject to availability of classroom space.

### Room and Board

Per semester, room and board for students living in University residence halls will be as follows:

Double Room + Meal Plan 1 = \$2,586  
 Double Room + Meal Plan 2 = \$2,406  
 Single Room + Meal Plan 1 = \$3,116  
 Single Room + Meal Plan 2 = \$2,936

Students participating in the Residence Halls Network (RHNet), who are furnished with networked computers in their residence hall rooms, pay an additional \$170 to \$250 per semester.

### Fees

#### Non-credit Co-op Registration

Contingent upon participation.

#### Applied Music Fee

\$140 for full-time; \$240 per hour for part-time.

#### Chemistry Breakage Ticket

\$10.

#### Transcript Fee

\$4 per copy.

**Class Fees**

For certain classes there are small fees to cover the expense of art supplies and similar items.

**Activity Fee**

\$25 per semester for undergraduate students taking 9 hours or more (nonrefundable).

**Health Fee**

\$15 per semester for students taking 7 hours or more (nonrefundable).

## Application Fee

The first time a student applies for admission with the intention of earning credit, the application must be accompanied by a \$35 non-refundable fee. The fee must be received before the application will be processed. The University does not subscribe to a fee waiver policy.

## Advanced Tuition Commitment Deposit

A \$100 nonrefundable Advanced Tuition Commitment Deposit is required of all students who are admitted as degree program students. This deposit will be credited toward the student's tuition and fees for the first semester of enrollment. For those students who wish to live in a residence hall, payment of this deposit is required before a housing agreement form is issued to the student.

## Housing Reservation

To reserve a room in a University residence hall, a student must complete the official residence hall agreement card provided by the Office of Admissions and submit the form to the Housing Office.

## Housing Deposit Damage Fee

This \$100 deposit will constitute a reserve to cover damage to or loss of University property during such time that the student is residing in a University residence hall. When the student leaves the residence hall, deductions for loss or damage will be made, and the balance of the deposit will be refunded. Housing deposits are refundable for incoming new students if requested in writing prior to June 1.

## Auto Registration Fee

The fee for auto registration is \$50 per year and is not refundable. All students parking on campus are to register their vehicles with the Controller's Office. Freshman students may use, operate, or possess motor vehicles but are not to park them on campus unless exempted as a commuter who lives at home, or through special request directed to the Director of University Police who may grant permission on the basis of an exceptional need.

## Deferred Payment Plan (DPP)

The University offers a Deferred Payment Plan which allows the student to pay at least one-half the total amount due at registration. This payment may be in the form of financial aid or check, or a combination of the

two. The remaining unpaid balance is payable in approximately three equal installments beginning one month after registration. Effective interest charges equate to 12 percent per annum.

A late fee of \$2 per day is assessed for each payment not received by the date stipulated on the deferred payment agreement.

*For further information write to: Accounts Receivable Manager, Bradley University, Peoria, Illinois 61625.*

## Monthly Installment Payment Plan (MIPP)

This interest-free plan is available to all full-time students and allows for monthly payments of annualized tuition, and room and board charges. The amount of each payment depends on individual circumstances, but generally the payment will be one-twelfth of the amount deferred (total charges minus scholarships, loans and/or down payment).

Payments for the Monthly Installment Payment Plan are made monthly from June 1 through May 1. You may enroll in the program at any time prior to August 28 by including in your initial payment all monthly payments due from June until enrollment date. An annual \$50 non-refundable enrollment fee is required for each participant and a maximum \$20 fee per month is charged for late payments. The Monthly Installment Payment Plan conveniently divides your financial obligation to Bradley into easily affordable monthly segments and allows you to more effectively plan the financing of your education.

*For further information write to: Accounts Receivable Manager, Bradley University, Peoria, Illinois 61625.*

## Check Cashing Privilege

All enrolled students may cash one personal check per day upon presentation of a BU Quick Card at a Swords Hall cashiers window. **Checks may not exceed \$150 per day.** Second party checks will not be accepted unless the second party is the student's parents.

A \$20 charge will be assessed on all checks returned by the bank. In addition, check cashing privileges will be subject to suspension if three checks are returned during any twelve month period.

## Refunds

### Partial Drops

Full refund will be made for individual classes dropped by the end of the first week of classes. No refund is made for classes dropped after the end of the first week of classes.

Questions or appeals regarding refunds/charges should be directed to the Accounts Receivable Manager, in care of the Controller's Office.

### Complete Official Withdrawal

When a student withdraws **from all classes**, after completing registration, but before the official beginning day of University classes, a full refund less a registration fee of \$15 will be made for first semester freshmen and part time students. All other full time students will be

charged a registration fee of \$100. When a student completes an *Official Withdrawal from the University* on or after the beginning day of University classes, tuition and room will be charged as follows:

**Tuition and Room:**

If the withdrawal is completed by the end of the:

First week of classes .....	10%
Second week of classes .....	20%
Third week of classes .....	40%
Through day 20 .....	50%
Through day 40 .....	75%

*No refunds will be made after the 40th day of classes.*

*The date that the drop slip is processed is the date used for this computation.*

**Board:**

The semester charge for board is charged on a prorated basis for each week or part of a week.

## Academic Regulations

### Registration

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

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

### Schedule Changes After Registration

Once a student has registered for even a single class section, changes to that schedule (additions and deletions) may be made by using the touch-tone telephone system. Instructions are outlined in the Academic Handbook. Students may cancel their registrations in any classes up to the end of the second full week of classes. These registrations will not be a part of the permanent record. During the third full week through the twelfth full week of classes all courses dropped will be recorded on the permanent record with the indication of "W" (Withdrawn) and the date.

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

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

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

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

Procedures for withdrawing from the University are given in the current Academic Handbook.

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

## Credit Taken in Residence at Bradley

### Student Course Load

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

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

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

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

### Student Class Standing

Freshman: fewer than 24 semester hours of credit.

Sophomore: at least 24 but fewer than 56 semester hours of credit.

Junior: at least 56 but fewer than 90 semester hours of credit.

Senior: 90 or more semester hours of credit.

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

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

## Prerequisites

Students should understand that listed prerequisites may be met through equivalent courses. Please consult your academic advisor if you have a question about prerequisites.

Students who enroll in courses for which they do not meet the prescribed prerequisites may be required to withdraw from the courses.

## Course Numbering System

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

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

## Repeated Courses

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

If a student registers again for a course which is already a part of the scholastic record, students can insure marking the repeat by filing a form called "Notification to the Registrar of a Repeated Course" found in the front of the Academic Handbook. If the number of the course has changed since the original enrollment, permission to substitute a course must be obtained from the dean of the college which offered the course being repeated. Failure to file the "Notification to the Registrar of a Repeated Course" may result in automatic marking of the repeated courses by the Registrar's Office.

## Auditing Courses

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

Full-time students pay a fee of \$5.00 for each class audited if they have registered for more than 16 semester hours for fall or spring, 3 semester hours for the January or May Interims, or 7 semester hours for the 5 and 8 week summer sessions. Part-time students pay the same fee for auditing as they would if they were taking the course for credit. The fee is non-refundable.

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

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

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

## Non-Resident Credit Transfer Credit From Collegiate Institutions

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

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

## Transfer Credit for Students New to Bradley

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

## Work Taken at Other Collegiate Institutions by Regular Bradley Students

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

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

## Level of Transfer Credit

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

## Credit by Correspondence and Extension

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

## Examination for Advanced Placement

Credit may be given in courses covered by Advanced Placement Examinations offered by the College Board if the score received is three or higher. The number of semester hours of credit allowed is determined by the extent of the college work covered by this examination, as recommended by the department or division offering the work at Bradley. Inquiries should be directed to the Admissions Office, Room 100, Swords Hall.

## College-Level Examination Program (CLEP)

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

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

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

CLEP credit is transfer credit. As with other transfer credit, no CLEP credit will be accepted that duplicates credit already received from other sources. An official copy of the scores must be sent from the CLEP office, by request of the student, directly to the Division of Continuing Education and Professional Development.

The College-Level Examination Program (CLEP) of the College Board is given on the campus on a quarterly basis. Application forms and specific testing dates are available in the Division of Continuing Education and Professional Development in Heitz Hall.

## Credit by Proficiency Examination

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

Students receiving approval to attempt to earn credit by examination will pay a non-refundable fee of \$50.00 for the examination for each course number listed in the

catalog. This fee must be paid before the examination is taken.

Students who have had no previous college experience, and who have been admitted as full-time students, may apply for permission to attempt credit by examination in certain undergraduate subjects. Such examination will be taken prior to the student's second registration. Credit, but no grade, will be recorded for examinations passed.

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

## Departmental Prerequisite Examinations (Not for Credit)

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

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

## All-University Degree Requirements

### Responsibility for Meeting Degree Requirements

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

## Residence Requirements

Only work registered through Bradley University during the two regular semesters or the interim and summer sessions is considered as residence work. No proficiency examinations, correspondence, extension courses, or credit earned through the College-Level Examination Program may be counted as residence work.

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

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

## Junior-Senior Credits

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

## All-University Course Requirements

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

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

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

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

The requirements for degrees from all colleges are:

### BASIC SKILLS

#### English Composition (C1 and C2)

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

C1 ENG 101 English Composition OR  
CIV 111 and 112 Unified Composition and  
Western Civilization I and II  
(Completion of both CIV 111 and CIV 112 will satisfy C1 and WC general education requirements. No Gen Ed credit will be given if only one course is completed.)

C2 *choose from*  
ENG 300 Exposition  
ENG 301 Argumentative Writing  
ENG 304 Research in Individual Disciplines  
ENG 305 Technical Writing  
ENG 306 Business Communication

### Speech (SP)

3 semester hours  
COM 103 The Oral Communication Process OR  
COM 105 Business and Professional Speech  
(for certain engineering curricula)

### Mathematics (MA)

3 semester hours chosen from  
MTH 101 Basic College Mathematics  
MTH 105 Finite Mathematics  
MTH 109 College Algebra  
MTH 111 Elementary Statistics  
MTH 115 Brief Calculus with Applications I  
MTH 116 Brief Calculus with Applications II  
MTH 121 Calculus I  
MTH 122 Calculus II  
MTH 223 Calculus III  
TMH 225 Technical Calculus I  
TMH 226 Technical Calculus II  
TMH 227 Technical Calculus III

### Computer Usage (CU)

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

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

### GENERAL EDUCATION

#### Western Civilization (WC)

3 semester hours  
CIV 100 Western Civilization or  
CIV 111 and 112 Unified Composition and  
Western Civilization I and II  
(Completion of both CIV 111 and CIV 112 will satisfy C1 and WC general education requirements. No Gen Ed credit will be given if only one course is completed.)

#### Non-Western Civilization (NW)

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

3 semester hours chosen from  
ENG 381 Literatures of Asia  
FLS 342 Survey of Hispanic-American Literature I  
FLS 343 Survey of Hispanic-American Literature II  
HIS 103 Non-Western Civilization: Russian History  
HIS 104 Non-Western Civilization: The Middle East Since Muhammad  
HIS 105 Non-Western Civilization: Latin America  
HIS 107 Non-Western Civilization: Modern Japan  
1860-Present

HIS 335 Modern Mexico  
 HIS 336 Early Non-Western History  
 HIS 337 Modern Non-Western History  
 HIS 338 Russia Since 1917  
 RLS 120 Religion and Culture in the Middle East  
 RLS 331 Religions of the Eastern World  
 RLS 338 China: Religion and Culture  
 RLS 340 Japan: Religion and Culture  
 IS 182 Fundamentals of Contemporary Asian Civilization  
 IS 240 African Civilizations: Africa and the African Diaspora  
 IS 285 East Asia in the Modern World  
 IS 340 Africa in the International System  
 IS 355 Imperial Russia  
 IS 420 The Caribbean States in the International System  
 SOC 311 Comparative Family Systems (of non-Western cultures)  
 SOC 314 Native Americans

#### **Fine Arts (FA)**

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

*3 semester hours chosen from*

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

#### **Human Values (HL or HP)**

(Education majors: Some courses are not acceptable by ISBE for teaching certification. See your advisor.)  
 (Majors in the College of Liberal Arts and Sciences must take 6 semester hours: 3 hours HL and 3 hours HP.)

*3 semester hours chosen from*

#### **Human Values - Literary (HL)**

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

#### **Human Values - Philosophical (HP)**

PHL 103 An Inquiry into Values  
 PHL 307 Classical Political Philosophy  
 PHL 308 Modern Political Philosophy  
 PHL 347 Ethics  
 PLS 207 Introduction to Political Thought  
 PLS 307 Classical Political Philosophy  
 PLS 308 Modern Political Philosophy  
 RLS 101 Comparative Religion  
 RLS 200 Contemporary Religion in the United States

RLS 300 Old Testament  
 RLS 302 New Testament  
 RLS 317 Judaeo-Christian Ethics  
 RLS 332 Religions of the World  
 SOC 321 Individuality in the Modern World

#### **Social Forces and Institutions (SF)**

*6 semester hours chosen from*

ECO 100 Introduction to Economics  
 ECO 221 Principles of Microeconomics  
 ECO 222 Principles of Macroeconomics  
 ETE 115 Schools and Schooling in American Society  
 AAS 210 African-American History: From Slavery to 1877  
 AAS 211 African-American History  
 HIS 210 History of American Political Economy  
 HIS 212 U.S. Foreign Policy: Analytical Methods  
 HIS 326 Modern Military Forces and Institutions  
 HIS 385 Science, Technology, and Society  
 IS 100 Contemporary World Forces  
 IS 212 U.S. Foreign Policy: Analytical Methods  
 IS 250 Theory and Practice of World Politics  
 IS 275 Problems of the Developing World  
 PLS 105 Introduction to American Government  
 PLS 205 Introduction to Comparative Politics  
 PLS 208 Fundamentals of International Relations  
 PLS 360 Judicial Politics  
 PSY 104 Social Forces and Individual Behavior: A Psychological Perspective  
 RLS 290 Religion and the Life Cycle  
 RLS 310 Religion and Society  
 SOC 100 The Sociological Perspective  
 SOC 312 Social Inequality  
 SOC 313 Race, Ethnicity, and Minority Relations  
 SOC 323 Marxism and Critical Perspectives  
 SOC 325 Science, Technology, and Society  
 WMS 200 Introduction to Women's Studies

#### **Science and Technology (FS and TS)**

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

BIO 121 Life Science I  
 BIO 122 Life Science II  
 BIO 125 Life Science I (lab)  
 BIO 126 Life Science II (lab)  
 BIO 202 Microbiology and Immunology  
 CHM 149 Fundamentals of General Chemistry  
 CHM 150 Fundamentals of Organic-Biochemistry  
 CHM 151 Fundamentals of Organic Chemistry  
 CHM 152 Fundamentals of Biochemistry  
 CHM 160 General Chemistry I  
 CHM 161 General Chemistry I (with lab)  
 CHM 162 Engineering Chemistry  
 GES 101 Principles of Earth Science  
 GES 110 Principles of Historical Geology  
 GES 111 Principles of Historical Geology Laboratory  
 PHY 100 Fundamental Physics Concepts  
 PHY 107 General Physics I  
 PHY 108 General Physics II  
 PHY 110 University Physics I  
 PHY 123 Physical Science, Basis for a Technical Society  
 PHY 201 University Physics II  
 PHY 202 Modern Physics

### Science and Technology in the Contemporary World (TS)

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

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

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

### CLEP Credit for General Education Requirements

The University will accept credit for any general College Level Examination Program examination for which the student scores in at least the 50th percentile. An official copy of the scores must be sent from the CLEP office, by request of the student, directly to the Division of Continuing Education and Professional Development. CLEP credit may be used in the following way to satisfy Basic Skills or General Education requirements.

#### English Composition with Essay (essay required)

6 hours credit. Satisfies half of the English composition basic skills requirement (C1, freshman composition) and provides 3 hours of free electives toward graduation.

#### Mathematics

6 hours credit. Satisfies the mathematics basic skills requirement (MA) and provides 3 hours of free electives toward graduation.

#### Natural Sciences

6 hours credit. Satisfies half of the science and technology general education requirement (TS) and provides 3 hours of free electives toward graduation.

#### Humanities

6 hours credit. Satisfies no general education requirements but provides 6 hours of free electives toward graduation.

#### Social Sciences and History

6 hours credit. Satisfies no general education requirements but provides 6 hours of free electives toward graduation.

### Grade Point Average for Graduation

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

### Requirements for the B.A. Degree

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

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

### Requirements for the B.S. Degree

In order to receive the Bachelor of Science degree, students must successfully complete at least 6 hours of courses selected from physical and natural science, mathematics, computer science, statistics, or quantitative methods in addition to the hours used to fulfill the University basic skills and general education requirements. The following courses may be used to fulfill the additional 6 hour requirement for the B.S. degree — all courses in astronomy, biology, chemistry, computer science, geological sciences, physics, mathematics (except MTH 100), technical mathematics, and, in addition, these courses: BMA 172, QM 262, QM 263, FCS 303, PSY 205, PSY 536, PSY 537, and ECO 319.

### Majors and Minors

Requirements for majors and for minors are specified in the catalog under each curriculum offering them.

Students may graduate with a single major or a number of majors and minors when the requirements of each, including all college and department/division requirements, are met at the time of graduation.

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

### Requirements for Two Baccalaureate Degrees

Students seeking two baccalaureate degrees from Bradley University may qualify for both degrees by meeting the specific requirements for each and presenting residence hours totaling thirty beyond the degree demanding the larger number of semester hours. The degrees may be earned consecutively or concurrently. Two degrees may not be obtained from the Foster College of Business Administration.

## Grades

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

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

## Incomplete

"IN" is the symbol used when the instructor lacks sufficient evidence to award a letter grade. The purpose of an "IN" is to provide the time necessary for a student to complete course work which, through no fault of the student's, was not completed in the normal time allowed. Reasonable time necessary for completion is decided by the student and the faculty member teaching the course.

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

For undergraduates, at the time the "IN" is assigned, the instructor must file with his director or department chairman a copy of the contract specifying what must be done to remove the "IN" and the date by which the "IN" must be removed. For undergraduates, an "IN" must be removed not later than four weeks before the end of the next regular semester in which the student is enrolled or the Registrar will record a permanent "I". If the instructor does not submit a letter grade by the specified deadline, the "I" will remain permanently upon the student's record and may not thereafter be removed. Under unusual circumstances, the student may be granted an extension to the end of the semester with the approval of the instructor involved, provided that the request was received prior to the normal deadline for the removal of Incompletes.

## Gradepoint System

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

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

S	Satisfactory – Non-credit courses
U	Unsatisfactory – Non-credit courses
W	Official withdrawal

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

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

## Mid-Term Grades

A report of mid-term grades for freshmen and sophomore students who have 55 or fewer hours and transfer students up to 24 hours of earned Bradley course work is prepared at the close of the seventh week of classes. A copy of this report is furnished to the student's academic advisor and to the dean of the college in which the student is registered. The Office of the Registrar will mail the student one copy of this report using local address.

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

## Final Grades

Final grades will be issued for each class in which a student is officially registered. A report of these final grades will be issued to the student by the Office of the Registrar within a very short time following the close of the semester. All challenges to final grades must be made in the next regular semester after the grade was awarded. All completed grade change request forms must be submitted to the Dean of the College in which the course is offered no later than four weeks before the end of the next regular semester.

## Academic Ombudsman

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

## Undergraduate Scholastic Probation, Dismissal and Forgiveness Policies

### Scholastic Probation

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

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

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

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

### Scholastic Dismissal

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

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

### Petitions for Scholastic Reinstatement

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

Petitions for reinstatement should be directed to the Academic Review Board.

### Academic Forgiveness Policy

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

Persons who wish to be readmitted to Bradley University under the Academic Forgiveness Policy must petition the Academic Review Board and request forgiveness of previous grades earned at Bradley. If the petition is approved, grades for all Bradley courses taken before the hiatus of five or more years will be removed from the GPA calculation. Students will retain credit for those courses with grades of "C" or better, whether the credit was taken in residence at Bradley or from another source.

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

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

### Academic Review Board

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

### Dismissal for Other Causes

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

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

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

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

It is the responsibility of the faculty member to report to the Director of Residential Life and Student Judicial System any occurrences of breaches of academic integrity and the penalties assigned to the student.

Specific procedures for doing so and the appropriate penalties are published in the Faculty and Student Handbooks.

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

## Breach of Academic Integrity

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

### Cheating

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

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

A "Zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned on a final examination to any student cheating on a final examination. An "F" shall also be assigned as the course grade to any student cheating on a comprehensive final examination.

### Plagiarism

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

A "Zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned for that piece of work to any student plagiarizing on a non-final piece of work. In the case of a student plagiarizing on a final research paper or project, an "F" shall also be assigned as the course grade.

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

### Grievance Procedure

If the student objects to the instructor's conclusion that a breach of academic integrity has occurred, the student

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

## Graduation

### Responsibility for Graduation Requirements

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

### Application for Graduation

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

If a student fails to complete the requirements at the time stated on the application for graduation, reapplication must be made for a later date.

### Completion of Degree Requirements

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

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

concerning degree requirements should be directed to the college deans.

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

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

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

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

## Attendance at Convocation

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

Students who have degree requirements remaining to be met in the interim or summer session immediately following a convocation may apply to participate in the convocation by filing a formal request with the college dean. The actual date of the degree would be the semester immediately following the completion of degree requirements.

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

## Awarding of Diplomas

Diplomas will be awarded at the end of the first regular semester and at the end of the second regular semester, whichever date follows the completion of all of the requirements for the degree, and will bear that date. Diplomas will be awarded only to students completing all degree requirements.

## Honors

### Cum Laude, Magna Cum Laude, Summa Cum Laude

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

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

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

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

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

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

## Dean's List

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

## University Student Grievance Policy

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

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

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

1. Informal Procedure
  - a. The student shall meet with the instructor in an attempt to resolve the issue within 15 days on a non-academic grievance and normally within 15 days of the beginning of the next semester on an academic grievance. (The student may consult with the Ombudsman.)
  - b. Should the issue not be resolved to mutual satisfaction, the student may, within five days, appeal an academic matter to the Chair of the given Department who shall provide the student and faculty member with a decision within five days of appeal, or appeal a non-academic matter to the office of the Associate Provost for Student Affairs, who will attempt to resolve the matter within 10 working days from the time of appeal. In cases involving a conflict of interest with the

Associate Provost for Student Affairs, the student may appeal a non-academic matter to the Provost and Vice President for Academic Affairs. If any unfair or unjustifiable injury or disadvantage occurred, the decision shall include specific remedies to rectify the situation.

- c. Should an academic issue not be resolved to the satisfaction of the parties, the student or faculty member may, within five days, appeal the decision of the Chair to the Dean(s) of the College(s) in which the given academic concern resides and to the Dean of the Graduate School if a graduate student is involved. This appeal shall specify in writing the alleged grievance. The Dean(s) or Dean(s)' designee(s) should meet with the relevant parties within five days of the appeal. The Dean shall deliver a decision within five days after said meeting. If any unfair or unjustifiable injury or disadvantage occurred, the Dean's decision shall include specific remedies to rectify it.

## 2. Formal Procedure

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

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

The Committee will:

- 3) Notify all parties of the time, date, and place of the hearing at least five days in advance.
  - 4) Call on other faculty, staff, and students if it would serve the purposes of due process.
  - 5) Retain records of all written matters dealing with each case.
  - 6) If the committee decides that a grievance is not in order and the alleged grievance concerned discrimination, a copy of the minutes of the meeting will be sent to the Affirmative Action Officer.
- c. The Committee shall submit its findings and decision to the appropriate academic officer for review within 45 days after the matter has been formally submitted to the Committee. This time period shall not include University holidays and times when the faculty are not under contract

such as during the summer. If the Committee finds that unfair or unjustifiable injury or disadvantage has occurred, it shall forward to the appropriate academic officer its specific suggestions for rectifying it. The appropriate academic officer, within 30 days of the receipt of the findings and recommendations of the Committee, shall notify all concerned parties of agreement or disagreement with the Committee's decision, stating the reasons in writing. Upon agreement of the parties, the grievance process can be concluded at any time before notification by the appropriate academic officer.

- d. In cases where there are findings of unfair or unjustifiable treatment of students in a non-academic matter, the Associate Provost for Student Affairs is responsible for rectifying the situation per the Committee's findings.

## Miscellaneous University Regulations

### Absences

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

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

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

### Change of College or Curriculum

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

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

### Declaration of Minor

Students declaring a minor must report to the advisor in their major field to notify that advisor of their intent to seek a minor. After obtaining the signature of the advisor in their major field, the form is presented to the advisor

for the intended minor for that advisor's approval. The student then presents the form to the dean of the college of the intended minor who forwards this form to the Registrar for official entry to the student's permanent scholastic record.

## Change of Address

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

Grades (except mid-term grades) and other information are usually mailed to the permanent mailing address of the student.

## Transcript of Credits

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

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

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

## Financial Obligation of the Student

No report of grades is sent for the student whose financial account with the University has not been settled in full. Likewise no diploma, professional certificate, transcript of credit, or other information concerning academic record is given until the student's account has been cleared.

## Student Right-to-Know Act

In accordance with the Student Right-to-Know Act, the graduation rate for Bradley University will be available in the Registrar's Office or the Admissions Office.

## Reservation of the Right of the University to Amend its Rules and Regulations

The University reserves the right to amend its rules and regulations at any time.

# Special Academic Programs

## The Academic Exploration Program

*Ulczycki, Coordinator; Aspin (Political Science), Awl (Nursing), Basic (Art), Bhandari (Finance); Buchanan (Education); Buchko (Business Management), Carlson R. (Art), Carlson V. (Art), Chadwell-Hatfield (Finance), Collins (Family and Consumer Science), Cornwell (Business Management), Curtis (Criminal Justice), DePinto (Biology), Fan (Biology), Feeny (Physical Therapy), Felder (Economics), Fendrich (Computer Information Systems), Field (Chemistry), Fink (Business Management), Foster (Geological Science), Frase (Biology), Fry (Business Management), Fuller (Honors), Galsky (Student Affairs), Gobeyn (Political Science), Goitein (Business Management), Goldberg (Economics), Goodnow (International Business), Graham (Education), Griffm (Marketing), Griffith (Learning Assistance), Hall (Political Science), Hansen (Art), Harding (Testing), Haverhals (Math), Highfill (Economics), Hill (Marketing), Hinrichsen (Nursing), Horvath (Finance), Huffcutt (Psychology), Hull (Education), Johnson (Education), Kellerman (Education), Ludwig (Theatre), Maga (History), Mathis (Biology), McAlpin (Computer Information Systems), McBride (Engineering), McConnaughey (Biology), McGowan (Business Management), Miller (Computer Information Systems), Montgomery (Psychology), Morgan (Marketing), Najmi (Sociology), Nighswanger (Testing), Nix (Accounting), O'Brien (Economics), Oleson (Accounting), Palakeel (English), Penelton (Education), Perry (Business Management), Petravick (Accounting), Pilcher (Psychology), Raiborn (Accounting), ~Rapp (Learning Assistance), Rigley (Testing), Roberts (Psychology), Robinson (Education), Rubash (Finance), Sattler (Economics), Scott (Economics), Shepston (Education), Showers (Finance), Simenc (Nursing), Stalling (Psychology) Stephens (Biology), Stolz (Art), Teeven (Business Management), Thorson (Economics), Tiernan (Communications), Wasden (Psychology), Weinzimmer (Business Management Systems), Westfall (Education), Wojcikewych (Economics), Wolfe (Education), Zant (Sociology), Zarvell (Educational Development).*

The Academic Exploration Program is one of the most comprehensive programs of its kind in the country. Concerned and available faculty, strong supportive services, and seminars in career and life planning make being unsure of what you want to major in less threatening.

The Academic Exploration Program is a program designed to help you find your interests and develop your future plans. This is possible in an environment that allows you to explore different courses in areas of interest to you. Through its flexible curriculum, a student may enroll in classes in any of the colleges on campus.

The faculty associated with the program teach in different colleges and curricula on campus. As a result, students have advisors who represent different academic interests. This student-to-advisor relationship makes the Academic Exploration Program a viable alternative for students.

Students enrolled in the Academic Exploration Program meet with their academic advisor each semester, and must declare a major by the time they have completed their sophomore year.

The Academic Exploration Program was selected as the Outstanding Institutional Advising Program in the nation among private universities in 1985.

#### **AEP 100 Student Planning Seminar**

Required for all first semester freshmen AEP students. Focuses on individual development of academic interest concepts, methods and tools of career research, and recognition of personal strengths, values, and characteristics. Enables students to identify careers and majors consistent with abilities, interests, and personality.

#### **AEP 105 Student Planning Seminar II**

For students needing additional assistance in deciding a major. Focuses on a student's better understanding of his/her own personal attributes. Through an individualized set of assessments, a student will be assisted in determining personal characteristics which may indicate appropriate academic majors for consideration.

#### **AEP 110 Speed Reading Seminar**

For students who have normal college reading levels but wish to increase speed and comprehension. Develops a flexible rate, adaptable to any reading material.

#### **AEP 115 Study Skills Seminar**

Develops reading and study skills demanded in college classes. Develops flexibility in reading rate; improves critical reading techniques, skimming and scanning, and study skills such as textbook reading, notetaking, time management, and test taking.

## **Bradley Center for Student Leadership and Public Service**

The Bradley Center for Student Leadership and Public Service represents the University's commitment to educate and prepare students for civic responsibility and to become committed leaders for the 21st century. The Center consists of three major interdependent components that concentrate on leadership development and community involvement. By involving students in a myriad of service activities and leadership seminars, the Center will benefit Bradley students, central Illinois, and society at large.

The Center also administers the Student Leadership and Public Service Fellows Program. Each year Bradley will designate a maximum of 15 freshmen as Student Leadership and Public Service Fellows, selected on a competitive proposal basis. Each Fellow will receive a \$1,000 scholarship for four years and, in addition to the normal course of studies, agrees to complete specified activities and internships over eight semesters to prepare

the Fellow for a leadership role and career in public service.

The Center provides opportunities for students to be involved in community service and leadership activities and incorporates a service component into the curriculum where appropriate. The Bradley Center is also affiliated with the Washington Center in our nation's capitol, which provides additional leadership opportunities for students.

## **Experiential Education**

Experiential Education experiences such as cooperative education or internships provide professional development that effectively integrates classroom theory with supervised work experience. Students can benefit from work opportunities that are related to their academic and career interests.

The benefits of cooperative education and internships are to provide students with:

- career-related work experience
- clarification of career options
- earnings
- exposure to the "real world" of work
- networking opportunities with professionals in career field

Students apply to the Cooperative Education and Internship Program through the Smith Career Center. Eligibility requirements for participation include sophomore standing and an acceptable cumulative grade point average. Students are approved by Co-op and Internship advisors, and then, if employed, register for the appropriate course.

Students can choose from one of two Co-op or intern models to follow. The Full-Time Alternating model is based upon alternating periods of full-time study and full-time work. Placement periods correspond to the academic calendar. The Part-Time Model involves local employers and allows students to attend classes while working part-time. Students are expected to complete a minimum of one to three assignments depending on college requirements. The Part-Time Model is available to students in all colleges except the College of Engineering and Technology. Certification is awarded those students who complete the program with a minimum of three co-op/intern work assignments or a minimum of twelve months of work experience. Credit offerings and program policies vary by college; see appropriate college section for course descriptions and college requirements.

A series of job search workshops is offered to assist students in the Co-op or Intern process. Employers review resumes and/or conduct interviews to make hiring decisions. Placement is not guaranteed. Student-developed jobs may be approved if they meet the work-learning criteria.

While on a full-time Co-op/Intern 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 the University. Also while on a full-time

Co-op/Intern Assignment, students may register for additional hours of classroom study upon departmental approval.

## Honors Program

The Honors Program is designed to accommodate the special needs and interests of students wanting to take best advantage of Bradley's educational resources. The major goal of the Honors Program is to establish a learning environment that will encourage students to develop their scholarly talents and to broaden the range of their intellectual interests.

Admission to the Honors Program is based upon many criteria including high school rank, scores on standardized tests, and other special considerations appropriate to individual cases. All admitted freshmen who have a composite ACT of 28 (or equivalent SAT) and rank in the top 10 percent of their high school class will automatically be sent applications to the Honors Program. Other entering freshmen, transfer students, or currently enrolled students interested in applying should contact the Honors Director.

The Honors Program is structured so that students majoring in any department are eligible to participate. The program builds progressively through a student's four years at Bradley, beginning with special honors sections of General Education courses and leading to interdisciplinary seminars and possibilities for independent research. The use of smaller classes, seminar-style teaching, and special cultural events promote the kind of intellectual curiosity that will prepare young men and women to assume leadership roles in their professions and communities.

Additional information about the program can be obtained from the Honors Director.

## Interim and Summer Sessions

**ADMINISTRATION** *Director, Montez*

A wide range of undergraduate and graduate courses in the major academic disciplines is offered during the summer and interims. All credit courses are equivalent to those offered in the regular academic year and are designed for anyone with an interest in learning.

A three-week and an eight-week interim are held immediately following the end of spring semester classes; another is held in January. The two regular summer sessions are five weeks in length. The course load for the three-week session is limited to 3 semester hours. The maximum course load for each eight-week and five-week session is 7 semester hours. Authorization to take excess hours during the Summer Sessions is rarely granted. Petitions for excess hours are available in the appropriate college office.

## Admission to Summer Sessions

All undergraduates who are enrolled at Bradley University during the second semester of the preceding academic year, and who are in good standing, need not apply to attend Summer Session. Students who are not registered at Bradley during the second semester of the previous academic year, and wish to register for credit courses during Summer Session should contact the following offices:

1. Students wishing to enter an undergraduate degree program should contact the Undergraduate Admissions Office.

2. Students with a bachelor's degree should contact the Graduate School Office.
3. Students without a bachelor's degree wishing to take undergraduate courses, but not seeking an undergraduate degree at Bradley University, should contact the Division of Continuing Education and Professional Development.
4. Students who have previously attended Bradley University, but have since attended another institution, should contact the appropriate office as outlined above.

## Graduate Admission to Summer Sessions

Regular graduate students who have been admitted to graduate study at Bradley University and who were in residence during the second semester of the preceding academic year, need not apply for admission to Summer Session.

The following graduate students must submit a form entitled "Application for Admission or Readmission."

1. Students who have not previously taken graduate work at Bradley University.
2. Students who have been admitted to graduate study at Bradley University but were not in residence during the second semester of the preceding academic year.
3. Students who have completed, or will have completed, the requirements for a bachelor's degree before the summer sessions begin, and have not been admitted to graduate study at Bradley University.
4. Students who have a bachelor's degree, who wish to register for graduate or undergraduate courses, and who are not seeking a graduate degree should apply as graduate students-at-large.

All applications for admission or readmission must be submitted to the Dean of the Graduate School. Forms may be obtained in the Graduate School Office.

## Early Admission

### Students Pursuing a Degree

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

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

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

### Students Not Pursuing a Degree

High school students who have completed their sophomore year and are interested in enrolling for a specific course at Bradley, but not in pursuing a degree, may be admitted at any time as undergraduate students-at-large. Contact the Division of Continuing Education and Professional Development and:

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

## Summer Housing and Meals

Residence halls are open during all summer sessions. The Housing Office maintains a list of available off-campus housing, but does not make reservations for students for such housing.

Meals are available at reasonable prices in the cafeteria of the Student Center.

Applications for housing should be made as early as possible to the Director of Housing, Sisson Hall, Bradley University, Peoria, Illinois 61625.

## Summer Recreation

A swimming pool and gymnasium facilities provide recreational opportunities on the campus. Five public golf courses, tennis courts, a zoo, a museum, and beautiful parks are easily accessible from the University. The Illinois River is popular for all types of boating and water skiing. Such cultural outlets as summer stock theatre, band concerts, the Peoria Civic Center, and a minor league baseball team are also available in Peoria during the summer. Special events such as Steamboat Days, A Taste of Peoria, two 4th of July firework displays, and the Heart of Illinois Fair draw large crowds from across Central Illinois.

## Tuition and Fees

Tuition for all Summer and Interim courses is the standard part-time semester hour rate charged by the University during the previous semester. An additional fee is assessed in some laboratory or activity courses.

All motor vehicles must be registered. The fee is \$10 per vehicle for one or all summer sessions payable at the time of registration for classes. No parking fees are assessed to regular Bradley full-time students since their permits do not expire until September 1.

All checks should be made payable to Bradley University. A student is not officially registered until tuition is paid or arranged.

See the Summer Session schedule for specific details concerning any refunds for students who find it necessary to withdraw from school before the end of the session.

## January Interim

The January Interim at Bradley University generally focuses on courses which are required for graduation or are popular elective options. Students frequently attend January Interim to lighten their loads during the regular academic year or to increase their progress toward graduation. All credit courses are equivalent to those offered in the regular academic year. In addition, a select number of special courses involving travel in the United States are usually offered. The January Interim schedule is available in late October.

## Study Abroad

**ADMINISTRATION** *Director, Roach.*

Bradley University encourages its students to take advantage of study abroad programs approved by the University Study Abroad Committee. Students who wish to study abroad should begin early to investigate with their advisors the appropriate program for their needs. Study abroad is usually undertaken in the junior year.

The office which handles the necessary registration and fees activity for study abroad is located in Global Communications Center Room 325.

Study Abroad can broaden your horizons and deepen your cultural sophistication. It can foster maturity and self-confidence mixed with worldly experience. Study Abroad can be a turning point in your education.

Education at its finest provides more than learning ... it raises eager learners and academic risk takers to intellectual courage and wisdom. Study Abroad often is a catalyst for such excellence. Some of the Study Abroad programs Bradley features include the following: Bradley has joined in consortium with twelve universities including Harvard, Princeton, Brown, Cornell, and Colgate to establish a Swedish Program at the University of Stockholm. Bradley has affiliated with the Danish International Studies program in Copenhagen. By special arrangement, Bradley students are placed directly in some of the finest British universities. Each has a demanding curriculum and friendly environment. By way of a long standing working relationship with Central College in Iowa, Bradley students with the appropriate proficiency in foreign languages can study in Paris at the Sorbonne, at the University of Vienna, or in Spain at the University of Seville. Well qualified Bradley students have the opportunity to study in Jerusalem at the Rothberg School for Overseas Students, Hebrew University. Existing and developing relations with fine universities in Mexico, the Czech Republic, Germany, Hungary, Russia, and Japan provide Bradley students with additional excellent placement opportunities for Study Abroad.

In addition, since 1969 the University has operated a Summer Seminar Abroad directed by Professor Elmo Roach, Director of International Programs. This program is conducted by a group of Bradley University faculty who, in various locations throughout Europe, teach courses chosen from the University curriculum.

Details of all study-abroad programs may be obtained from Dr. Elmo Roach, the Director of International Programs, Global Communications Center Room 325.

## **The University Experience**

This course for all new students increases the likelihood for personal and academic success. Through the exploration of contemporary social issues, students gain a greater appreciation for the diversity inherent within the University and its faculty, staff, and student body. Other topics concerning the academic, personal, and physical well-being of students are also explored to prepare students for living within the college environment.

### **EHS 120 The University Experience**

**1 hr.**

Designed to help new students adjust to the University environment. Assists students in gaining an appreciation for higher education, general education, and the value of a Bradley University education.