



THE GRADUATE SCHOOL

Since 1947 the Graduate School has focused upon master's level education, emphasizing applied research and creativity within the context of coherent and innovative programs. In many disciplines, interdisciplinary and intercollegiate academic arrangements allow for scholarly investigations which are not generally available in the traditional master's degree.

The University and its location offer broad learning opportunities. The Bradley Cullom-Davis Library, Information Resources and Technology, and extensive laboratories and studios provide students with opportunities for conducting research and creative productions. The graduate faculty of 160 full-time professors is complemented by lecturers and research personnel from off-campus. Bradley has the only graduate school in Peoria, Illinois, a population center of 350,000. This area is characterized by an economically sound industrial complex contained within a highly productive agricultural region. The area provides unique resources for students of industry, business, science, and education.

Students with undergraduate degrees often find that advanced education at the master's level can be the entry point for new and better job opportunities in business, industry, government, or education. It can lead to further study and rewarding careers as university faculty, researchers, or scientists. In some fields, the master's degree is necessary in order to obtain the professional credentials or recognition needed to be successful. The master's degree can also help working professionals upgrade their skills, keep abreast of new knowledge in the field, or enhance their own personal development.

For a copy of the Bradley University Graduate Catalog, contact the Graduate School, 118 Bradley Hall (309) 677-2375, or e-mail: bugrad@bradley.edu. The complete catalog can also be viewed on the Internet at www.bradley.edu/pubs/gradcat.html.

Degrees

Bradley University offers the following graduate degrees:

Foster College of Business Administration

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

Slane College of Communications and Fine Arts

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

College of Education and Health Sciences

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

College of Engineering and Technology

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

College of Liberal Arts and Sciences

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

LAS M.B.A. Program

Undergraduate students in the College of Liberal Arts and Sciences may combine their studies and earn their baccalaureate degree and M.B.A. degree in five years. Students may include all of the prerequisites for the M.B.A. program as a part of their required 124 undergraduate semester hours. Careful scheduling is required and should be coordinated with the student's undergraduate advisor and M.B.A. program director. Students electing this option must be fully admitted to the Graduate School before registering for graduate-level courses and have the written approval of the director of the M.B.A. program. Students should contact the director of the M.B.A. program before their sophomore year for particular information.

IE M.B.A. Program

Undergraduate students in the industrial engineering program of the Industrial and Manufacturing Engineering and Technology Department may combine their studies and also earn an M.B.A. degree in five years. Students may include all of the prerequisites for the M.B.A. program as part of their required 133 undergraduate semester hours. Careful scheduling is required and should be coordinated with the student's undergraduate advisor and M.B.A. program director. Students electing this option must be fully admitted to the Graduate School before registering for graduate-level courses and have the written approval of the Director of the M.B.A. program. Students should contact the Director of the M.B.A. program before their sophomore year for particular information.

Graduate School Admission Criteria

Eligibility

(see also: *Admission Requirements*)

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

Categories of Admission

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

the student does not have sufficient undergraduate preparation; or in fine arts performance areas, if, in the judgment of the faculty, the quality of work is not totally acceptable. If undergraduate deficiencies are a cause of conditional admission, the faculty in the discipline shall specify the additional coursework prerequisites and/or a standard of achievement in prescribed coursework which will remove the deficiencies.

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

Students granted conditional admission are not eligible for financial assistance.

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

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

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

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

Former Students

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

Admission Requirements

Before being considered for admission, degree-seeking students must submit the following materials:

1. Application Form

All applicants must submit a signed and dated Application for Graduate Admission.

2. Application Fee

All applicants must submit a non-refundable, application fee of **\$35**, payable by check or money order in U.S. Dollars, to Bradley University at the time the application is filed. Do not submit or send cash. The Graduate School will not process applications without receipt of this fee. Applicants may request to defer admission to an immediately subsequent semester without paying an additional fee. Other requests for deferment require a written request for reactivation from the applicant along with a **\$25** reactivation fee. Applicants requesting reactivation may need to provide updated information.

3. Transcripts

Applicants are required to provide two official transcripts sent directly from the Registrar's office for all undergraduate and graduate institutions attended.

4. Recommendations

Applicants must have two letters of recommendation sent directly to the Graduate School from individuals who can comment on the applicant's potential for success in a graduate program. The department of nursing requires three recommendations: from an immediate supervisor, a faculty member, and a professional associate. Recommendation forms are available through the Graduate School.

5. Entrance Examinations

Certain programs require graduate examinations before admission. Official score reports should be sent to the Graduate School from the testing service.

Biology: Graduate Record Examination (GRE), minimum 1000 combined verbal and quantitative score.

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

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

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

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

Some departments have additional requirements. Be certain to check individual programs for admission requirements.

Information about the GMAT, GRE, and the Test of English as a Foreign Language (TOEFL) may be obtained from the Educational Testing Service, Box 955, Princeton, NJ, 08540. All current testing and registration information on GMAT, GRE, and TOEFL is available on the Internet at www.ets.org. Local administration of the GMAT, GRE,

and TOEFL is available through the Sylvan Technology Center, 4001 N. War Memorial Drive, Peoria, IL, 61614, (309) 682-0825. To have scores sent to the Graduate School, indicate the Bradley institutional code #1070. Additional information on testing is also available through the Bradley Center for Orientation, Testing, and Advisement, Bradley Hall 133, (309) 677-2409, or the Graduate School.

MAT information and test registration is available through the Graduate School, Room 118, Bradley Hall, (309) 677-2375.

6. Language Proficiency

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

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

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

International Students

International students are applicants who are not U.S. citizens or permanent residents/immigrants. International students must meet the admission requirements of the Graduate School as enumerated above. In addition, the following is required.

Transcripts

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

From institutions in countries such as India, Pakistan, Bangladesh, and Nepal, the Graduate School requires marksheets instead of transcripts, which are considered official if "attested" by the registrar, controller of examinations, or other officially authorized office, and sent directly from the university office to the Graduate

School. Alternatively, marksheets may be considered official if enclosed in an official university envelope that has been sealed, stamped, dated, and signed by an authorized university official and received by the Graduate School unopened. The Graduate School requires marksheets from all examination sessions reflecting all examinations passed, failed, and/or retaken. **Consolidated marksheets or consolidated transcripts are not accepted.**

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

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

Financial Certification

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

The financial certification requirements are described in detail on the *Financial Information and Certification* form provided to all international applicants. All applicants are required to document their ability to finance their education and living expenses for the length of time estimated to complete a master's degree (two years). Certification requirements normally include (1) an affidavit of support from the applicant's sponsor (normally parents or family) indicating the intent and ability to provide at least \$16,500 each year for two years; and (2) an official bank statement (signed, dated, and current) from the sponsor indicating an account balance of at least \$16,500. The bank statement should report money in the local currency, the current exchange rate, and the U.S. dollar equivalent. Bank statements should be current at the time of application or within six months of enrollment. Estimated expenses are subject to change without notice.

Permanent Residents/Immigrants

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

Academic Regulations

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

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

Scholastic Requirements

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

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

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

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

Time Limit for Degree Completion

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

recommends to the dean that the candidates are proficient in the subjects. Students should begin the approval process by contacting their graduate advisor.

Transfer of Credit

For a coherent program, master's degree candidates should take all of their graduate coursework at one institution or consortium. Bradley will, however, accept 6 semester hours of transfer credit from another accredited institution, providing that (1) the grade in each course offered for transfer is at least a B, and (2) the graduate advisor recommends its acceptance to the dean of the Graduate School. In rare instances, more than 6 semester hours may be transferred; but in no instance will Bradley accept more than 12 semester hours of transfer credit toward the degree. Grades of courses transferred are included in the calculation of the graduate grade point average. Students applying to have course credits transferred must submit an official transcript from the other institution to the Graduate School. This transcript will be kept in the student's graduate file.

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

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

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

Financial Assistance Opportunities

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

Priority Application Deadlines

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

Assistantships

Full- and part-time graduate assistantships are available in most departments that offer graduate work and also in certain administrative areas. Assistantships for research, teaching, and other academic activities are awarded annually on a competitive basis, with scholastic ability and evidence of special qualifications being the most important criteria. Full-time graduate assistants are required to work 20 hours each week for the assigned department. In return, graduate assistants receive a stipend commensurate with the full-time nature of their work assignments in the department. Students qualifying for full-time assistantships also qualify for tuition scholarships for 100% of actual tuition costs. Part-time graduate assistants are required to work 10 hours each week for the assigned department and receive 50% of the full-time stipend. Students qualifying for part-time assistantships qualify for tuition scholarships for 50% of actual tuition costs.

Minimum requirements:

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

Renewal requirements:

1. Submit the Graduate School Application for Financial Assistance by the priority application deadlines listed above.

2. Complete at least 6 hours (for a full-time assistantship) or 3 hours (for a part-time assistantship) of coursework each semester.
3. Maintain a minimum 3.0 grade point average.
4. Receive a positive recommendation from an assistantship advisor.

Scholarships

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

Academic Excellence Scholarships

Minimum requirements:

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

Renewal requirements:

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

Special Scholarships

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

Minimum Requirements:

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

Renewal Requirements:

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

Other Scholarships

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

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

Loans

Federal Direct Student Loans: Graduate students, both full- and half-time, are eligible to borrow up to \$8,500.00 each academic year under this program. For additional information contact Bradley's Loan Coordinator, Financial Assistance Office, Swords Hall, (309) 677-3089.

Unsubsidized Stafford Federal Direct Loans: This loan program offers long-term educational loans to qualified graduate students. Students are eligible to borrow up to \$10,000.00 each academic year. For additional information contact Bradley's Loan Coordinator, Financial Assistance Office, Swords Hall, (309) 677-3089.

USX Loans: The USX Foundation makes loans available to full-time students studying in the fields of business, computer science, and engineering. Loans may not exceed \$2,000.00 in an academic year and are made at an annual rate of 7%. For additional information contact the Graduate School Office.

Division of Continuing Education and Professional Development

The Division of Continuing Education and Professional Development is dedicated to one single purpose – extending the resources of the University to promote lifelong learning. Serving the educational needs of adult professionals and talented youth, the Division each year provides programs and courses for more than 4,600 individuals who utilize the services of the Division.

Bradley's educational commitment to its students does not end with their graduation. Furthermore, the University would like to share the benefits of its talented faculty. Toward this end, the University has begun developing a curriculum of stimulating and enriching classes for interested alumni, parents, and friends. Incoming students can anticipate a lifelong relationship with learning at Bradley University.

Individuals interested in further information may contact the staff of the Division whenever assistance is needed in the following areas:

- Alumni education courses for Bradley University alumni, friends, and family are available through the Division.
- The Division is the admissions office for students who wish to take undergraduate courses on a part-time basis, who are not seeking an undergraduate degree, and who do not hold an undergraduate degree.
- The Division contracts with employers to deliver professional development workshops, seminars, and short courses that bring the expertise of the University to employees—courses that give them skills, not grades.
- Credit courses offered on a contract basis can be delivered directly on site at company locations or these courses can be offered on campus with registration open only to company employees.
- The Division hosts regional and national meetings of business and professional organizations.
- The staff of the Division offers consulting services in corporate training and development.
- Youth programs for talented and aspiring young people are coordinated through the Division.
- The Division coordinates the delivery of a variety of cultural enrichment programs.
- CLEP testing is administered by Division staff.
- Interim and summer sessions are directed by the Division.
- The Division coordinates distance education including courses delivered by videotape, the Internet, or compressed video.

- The Division's computer training classroom provides technology education and training. Located in the Campustown mall, the facility offers 16 state-of-the-art computer workstations, a dual-boot Windows NT and Windows '95 UNIX server, and a broad array of software programs.

Credit Program Opportunities

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.

Non-Credit Program Opportunities

Professional Development

A wide variety of professional development courses, workshops, and seminars are scheduled each semester through the Division.

The Division actively seeks strategic alliances with area businesses, non-profit institutions, government, and other organizations so that the University may better serve the continuing education needs of its region and alumni. Activities include non-credit courses, conferences, workshops, seminars, and teleconferences offered to audiences on campus or at other locations.

The Division works with the University's institutes, centers, and colleges to extend Bradley's resources – faculty expertise, teaching experience, laboratories, and facilities to the community. Communication skills, computer training, and counseling are just a few of the subjects taught through the Division.

Contract Programs

The Division staff work with business, industry, professional educators, community agencies, and organizations to individually design contract programs to meet the organization's specified need.

Surveys are designed to assess education and training needs. Topics and curricula are identified and developed to provide a program tailored to specific educational needs.

Programs may be scheduled at the organization's site, on Bradley's campus, or at other locations. Topics include financial planning, computer applications, speaking and writing skills, and many others.

Continuing Education Units

Continuing education units are available in many of the professional development programs. Prior application and approval to receive continuing education units is required.

Lifelong Learning

Bradley alumni, family, friends, and Peoria area residents of all ages may enrich their lives by enrolling in a variety of non-credit activities offered by the Division. Bradley's faculty and alumni frequently serve as speakers and instructors for various courses. Programs for young people include the Institute for Gifted and Talented Youth and the two-week Summer Forensics Institute. The Division also provides personal enrichment activities throughout the year, including the Alumni College and the Institute for Learning in Retirement, a membership organization designed for peer learning. To receive information about upcoming programs, contact the Division at 309-677-2523.

Adults over age 62 may also enroll in regular credit undergraduate courses at the rate of \$10 per semester hour. Enrollment is subject to availability of classroom space.

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 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, and Social Sciences.

Students may also earn a maximum of 30 semester hours of credit by taking *Subject Matter Examinations*. Subject examinations are available in 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.

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

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