

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. Detailed program descriptions may be found in the Graduate Catalog or on the Internet at www.bradley.edu/grad.

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: bugrad2@bradley.edu. The complete catalog can also be viewed on the Internet at www.bradley.edu/grad.

Degrees

Bradley University offers the following graduate degrees:

Foster College of Business Administration

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

Slane College of Communications and Fine Arts

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

College of Education and Health Sciences

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

College of Engineering and Technology

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

A special program has been designed to enable students majoring in any undergraduate program in the College of Liberal Arts and Sciences to also earn an M.B.A. in a minimum of five years, with carefully coordinated advising. Interested students should see the director of graduate programs in the Foster College of Business Administration their freshman year.

B.A./B.S. and M.S.A. Integrated Program

The Department of Accounting offers an integrated Bachelor's (B.A. or B.S.) and Master of Science in Accounting (M.S.A.) degree. Combining pursuit of the B.S. or B.A. degree with the M.S.A. degree offers students three major advantages: greater availability of financial aid, earlier guarantee of admission to the graduate program, and more flexibility in the sequencing of classes. Admission to the program is available when students are initially admitted to Bradley University or during their junior year. The Graduate Catalog provides a complete description of the program's requirements.

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 prior to registering for any graduate coursework. Eligible seniors who request graduate credit must submit the *Application for Graduate Credit* for a Senior form to the dean of the Graduate School. Forms may be obtained from the Graduate School, Bradley Hall, Room 118.

Former Students

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

Admission Requirements

Before being considered for admission, degree-seeking students must submit the following materials. Some departments have additional requirements. Be certain to check individual programs for admission requirements. All documents submitted in support of an application become the property of the university and will not be returned to the applicant, duplicated, or forwarded. Please note: all forms are available in the Graduate School or on the Internet at www.bradley.edu/academics/grad/.

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

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

3. **Transcripts.** Applicants are required to provide two official transcripts sent directly from the Registrar's

office for all undergraduate and graduate institutions attended. International applicants see requirements for international students (below).

4. **Recommendations.** Applicants must have two letters of recommendation sent directly to the Graduate School from individuals who can comment on the applicant's potential for success in a graduate program. The department of nursing requires three recommendations: from an immediate supervisor, a faculty member, and a professional associate. Recommendation forms are available through the Graduate School.
5. **Entrance Examinations.** Certain programs require entrance examinations as part of the application process. Official score reports should be sent to the Graduate School if applicable:

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

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

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

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

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

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

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

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.

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

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

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

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

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

The financial certification requirements are described in detail on the Bradley University *Financial*

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

3. **Language Certification.** See the requirements under item 6 on page 247 of this catalog.

Permanent Residents/Immigrants

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

Academic Regulations

See the most recent Graduate Catalog for complete 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 that extend beyond the limit only if the advisor recommends to the dean that the candidates are proficient in the subjects. Students should begin the approval process by contacting their graduate advisor.

Transfer of Credit

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

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

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

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

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 or the Graduate School website: www.bradley.edu/grad/. Students who are admitted to graduate programs on a conditional basis are not eligible for scholarships or assistantships until the conditions of their admission are met and a *Removal of Conditional Admission Status* form has been submitted and approved.

Priority Application Deadlines

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

Assistantships

Full- and part-time graduate assistantships are available in most departments that offer graduate work and also in certain administrative areas. Assistantships for research 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. Students qualifying for full-time assistantships also qualify for tuition scholarships for 100% of actual tuition costs up to 18 hours per academic year. Full-time graduate assistants may not enroll in more than 12 semester hours nor work more than 20 hours each week without written permission of their graduate advisor and the dean of the Graduate School. Part-time graduate assistants are required to work 10 hours each week for the assigned department and receive 50% of the full-time stipend. Students qualifying for part-time assistantships qualify for tuition scholarships for 50% of actual tuition costs up to a maximum of 18 hours per academic year.

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 *Application for Graduate 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 *Application for Graduate 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 (may vary by scholarship):

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 *Application for Graduate 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 677-2375.

Caterpillar Masters Fellowships

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

Loans

Federal Direct Subsidized Loans: Qualified graduate students, both full- and half-time, are eligible to borrow under this program. For additional information contact the Financial Assistance Office, Swords Hall, (309) 677-3089.

Unsubsidized Federal Direct Loans: This loan program offers long-term educational loans to qualified graduate students. For additional information contact the Financial Assistance Office, Swords Hall, (309) 677-3089.

USX Loans: The USX Foundation makes loans available to full-time students studying in the fields of business, computer science, and engineering. Loans may not exceed \$2,000 in an academic year and are made at an annual rate of 7%. For additional information contact the Graduate School, (309) 677-2375.

Continuing Education

Continuing Education is Bradley University's entrepreneurial academic unit. In extending the resources of the university to promote lifelong learning, Continuing Education engages in two important tasks. First, the unit links Bradley's faculty with organizations that have educational needs. Second, Continuing Education provides the infrastructure that supports educational outreach. Staff secure resources such as presenters, meeting space, food services, housing, entertainment, audio visual equipment, and parking, in addition to providing related meeting services such as publicity, registration, and billing.

A unique contribution of Continuing Education is its role in facilitating programs across the age span. As a result, Continuing Education is involved in the following special projects:

Lifelong Learning

- The Institute for Learning in Retirement, a program for learners 55 and older who want to share knowledge and skills with others
- Bradley University World of Wonder, an educational program for gifted and talented youth
- Piano Preparatory School, private piano instruction for aspiring musicians
- Computer Classes for Seniors, hands-on instruction for those who like a comfortable pace, reasonable price, and patient instruction

Professional Development

- Alumni education courses for Bradley alumni and friends
- Professional development workshops and seminars designed to address specific organizational needs
- Conference planning for organizations wishing to host regional and national meetings
- Cultural enrichment programs that extend the university into the community
- Computer lab rental in a 15-station modern computer lab in Bradley University's Caterpillar Global Communication Center
- Continuing Education Units (CEUs), professional certification credits acquired for clients participating in qualified professional development programs

Additional Programs Supported by Continuing Education

- Bradley University's Summer and Interim sessions
- Credit classes offered or developed to meet specific organizational needs
- Admission to Bradley University for undergraduate students interested in taking classes but not working toward a degree
- Distance education courses (online, videotape, compressed video) to students at off-campus sites

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Administration*
Joyce Shotick
B.S., M.S., Ph.D.

Dean, Slane College of Communications and Fine Arts
Jeffrey H. Huberman
B.A., M.A., Ph.D.

*Associate Dean, Slane College of Communications
and Fine Arts*
James G. Ludwig
A.B., M.A.

Director of University Galleries
John Heintzman

Dean, College of Education and Health Sciences
Joan Sattler
B.S., Ed.M., Ed.D.

*Associate Dean, College of Education and Health
Sciences*
Lori Russell-Chapin
B.S., M.S., Ph.D.

Dean, College of Engineering and Technology
Richard T. Johnson
B.S.M.E., M.S.M.E., Ph.D.

Associate Dean, College of Engineering and Technology

Assistant Dean, College of Engineering and Technology
Robert Podlasek
B.S.M.E., M.S.M.E., Ph.D.

Dean, College of Liberal Arts and Sciences
Claire Etaugh
A.B., M.A., Ph.D.

Associate Dean, College of Liberal Arts and Sciences
Jerome E. Hahn
B.S.E.E., M.S., Ph.D.

Director, Honors Program

Robert Fuller
B.A., M.A., Ph.D.

Registrar

Katherine M. Beaty
B.S.Ed., M.S.Ed.

Associate Registrar

Lara Medley
B.A., M.P.A.

Associate Provost for Information Resources and Technology

William M. Winn
B.A., M.S., Ph.D.

Executive Director, Library

Barbara A. Galik
A.B., A.M., M.S.L.S.

Director, Administrative Computing Services

Stephen J. Patrick
B.A.

Director, Academic Computing Services

Sandra Helms
B.S., M.A.

Executive Director, Instructional Technology and Production Services

Nial L. Johnson
B.S.

Production Manager, Television Services

Guy Serumgard
B.A., M.A.

Executive Director, WCBU-FM 89.9

Anthony Dean
B.A.

Director, Infrastructure and Engineering Services

David Schenk
B.S.

Manager, Telecommunications

Tony Ramirez Barron
B.A.

Associate Provost for Student Affairs

Alan G. Galsky
B.S., M.A., Ph.D.

Executive Director, Smith Career Center

Jane Linnenburger
B.M., M.A.

Director, Career Practice

Sharon St. Germain
B.S.

Executive Director, Cocurricular Development

Gregory Killoran
B.A., M.A.

Director, Multicultural Student Services

Jaquator Hamer
B.A., M.S., Ed.D.

Director, Intramural and Recreational Sports

Michael Keup
B.S., M.S.

Director, Student Activities

Michelle Taylor
B.A., M.S.

Executive Director, Educational Development

Ray Zarvell
B.S., M.A., Ph.D.

Director, Academic Transition and Assessment

Diane Rigley
B.S., M.A., Ph.D.

Director, Health Services

Christina Nulty, M.D.

Director, Orientation and Advisement

David Trillizio
B.A., M.S.

Director, Wellness and Counseling

Raymond C. Baker
B.S., M.A., Ph.D.

Executive Director, Housing, Residential Life and Student Judicial System

Mike Murphy
B.A., M.A.

Director, Residential Life

Barbara Carraway
B.A., M.A.

Director, Residential Life for Greek Affairs

Nathan Thomas
B.S., M.B.A.

Vice President for Business Affairs

Gary Anna
B.S., C.P.A.

Administrative Assistant to the Vice President

Linda Guinn

Controller

Pratima Gandhi
B.S.

Accounts Receivable Manager

Cory Craig
B.A.

Director of Accounting

Allyn Kosenko
B.A., C.P.A.

Financial Assistance/Property Accountant

Ellen Keenan
B.S.

Purchasing/Accounts Payable Administrator

Diane Smith
A.A.S.

Research and Sponsored Programs Accountant

Dennis Koch
B.S.

Treasury Support Analyst

John Bryant
B.S.

Director, Payroll

Marianne Rees

Debit Card Manager

Joyce Wassell
B.S.

Internal Auditor

Janis Lillard
B.B.A., C.P.A.

Director of Facilities Management

Ronald Doerzaph
B.C.E.

Utilities Supervisor

Robert Egeberg
B.S.

General Services Supervisor
Gloria Arrington

Maintenance Supervisor
John Bockler

Grounds Supervisor
Stanley Glazier

Director, Custodial Services
Pat Dempsey
B.F.A.

Safety Assistant
Rollin Arnett
B.A.

Planning Assistant
Kimberly Green
B.S.

Business Manager
Kenneth L. Goldin
B.S., M.A.

Director, Food Services
Ron Gibson

Director, Parking and Conferences
Jack Kuntz
B.S., M.A.

Director, Student Center
Margaret Meyer

Manager, Bookstore
Todd Scott

Director, Security
David A. Baer
B.S.

Supervisor, Field House
James Lewis

Director, Human Resources
Nena M. Peplow
B.S.

Personnel Administrator
Jennifer Smith

Employee Benefit Administrator
Cheryl Mangold
A.B.

Vice President for Advancement

William D. Engelbrecht
B.S., M.S.

Administrative Assistant to the Vice President
Jeanne Ditewig

Executive Director of Development
Thomas G. Hammerton
B.S.

Director, Bradley Fund
Michele C. Smith
B.S., M.A., C.F.R.E.

Assistant Director, Bradley Fund
Staci L. Warrens
B.A.

Director of Advancement, Chicago Regional Office
Vicki Sparks
B.A., C.F.R.E.

Director of Development, Athletics
David L. Snell
B.S.

*Director of Development, Foster College
of Business Administration*
Curt A. LeRoy
B.S.

*Director of Development, Slane College
of Communications and Fine Arts*
Heather J. Fischer
B.S.

*Director of Development, College of Education
and Health Sciences*
Anne P. Woodley
B.S., M.B.A.

*Director of Development, College of Engineering
and Technology*
Kathy A. Cobb
B.S., M.A.

*Director of Development, College of Liberal Arts
and Sciences*
Mark A. Roberts
B.A.

*Director of Development, Corporate and
Foundation Relations*
Karl K. Taylor
B.A., M.A., Ph.D.

Director of Development, Major and Planned Gifts
Barbara B. Brown
B.S., M.L.S., C.F.R.E.

Director of Development, Major and Planned Gifts
Lois K. Williamson
B.S., C.F.R.E.

Research Associate
Leon T. Decker
B.A., M.A.

Research Associate
William C. Todtz
B.A., M.S.

Executive Director, Alumni Relations
Lori L. Winters
B.S.

Program Director, Alumni Relations
Tory M. McCord
B.S.

Assistant Vice President for University Relations
Kathy A. Fuller
B.A.

Director, Academic and Marketing Publications
Laura McGowan
B.A., M.A.

Director, Alumni Publications
Lois Fry
B.S.

Assistant Director, Alumni Publications
Nancy Ridgeway
B.A.

Director, Graphic Design
Thomas A. Gunter
A.A., B.A., M.A.

Director, Public Information
M. Kathleen Conner
B.S.

Public Information Assistant
Aimee Roy
B.A.

Library Faculty

BARBARA A. GALIK, 1997, Executive Director of the Library, with rank of Associate Professor. University of Notre Dame, A.B.; University of Illinois, A.M., M.S.

XIAOTIAN CHEN, 2002, Librarian, with rank of Assistant Professor, Nanjing University, China, B.A., Graduate Diploma; University of Central Oklahoma, M.A.; University of Oklahoma, M.L.I.S

MARY JO DEJOICE, 1997, Librarian, with rank of Assistant Professor. Towson State University, B.S.; University of Pittsburgh, M.S.

MARGARET FRAZIER, 1998, Temporary Librarian, with rank of Instructor. St. Cloud State University, B.E.S.; University of Texas, Austin, M.L.I.S.

CHARLES FREY, 1979, Librarian, with rank of Associate Professor. Milton College, B.A.; Western Illinois University, M.A.; University of Illinois, M.S.

ELEONORE E. HANSEN, 1971, Librarian, with rank of Associate Professor. University of Toledo, B.A.; University of Michigan, M.A.; University of Illinois, M.S.

DENISE J. JOHNSON, 1990, Librarian, with rank of Associate Professor. Sangamon State University, B.A.; University of Illinois, M.S.

ELISA RASMUSSEN, 2002, Librarian, with rank of Assistant Professor, McNeese State University, B.A.; Louisiana State University, M.L.I.S.

DEIRDRE E. REDINGTON, 1989, Librarian, with rank of Assistant Professor. University of Maryland, B.A.; Catholic University of America, M.S.L.S.

Faculty

JERIES ABOU-HANNA, 1986, *Professor of Mechanical Engineering*. University of Alabama, B.S.M.E., M.S.M.E., Ph.D.

JAMES J. ADRIAN, 1972, *Professor of Civil Engineering and Construction*. University of Illinois, B.S.C.E., M.S.C.E., Ph.D.; Bradley University, B.S., P.E., C.P.A.

KEVIN C. AHLGRIM, 2001, *Assistant Professor of Finance*. University of Illinois, B.S., M.S., Ph.D.

IN SOO AHN, 1986, *Associate Professor of Electrical and Computer Engineering and Technology*. Seoul National University, Seoul, South Korea, B.S.; Korea Advanced Institute of Science and Technology, Seoul, M.S.; Iowa State University, Ph.D.

NANCY ALEXANDER, 2000, *Adjunct Professor of Biology*. State University College-Oswego N.Y., B.S.; Duke University, M.A., Ph.D.

AHMED F. AL-KAISY, 2001, *Assistant Professor of Civil Engineering and Construction*. University of Baghdad, M.S.; Queen's University, Ph.D.

AMIR AL-KHAFAJI, 1986, *Professor of Civil Engineering and Construction*. Wayne State University, B.S.C.E., M.S.C.E.; Michigan State University, M.S.C.E., Ph.D.

NANCY AMOS, 1998, *Instructor of Social Work*. Bowling Green State University, B.A.; Washington University, M.S.W.

WINFRED K.N. ANAKWA, 1985, *Professor of Electrical and Computer Engineering and Technology*. Brown University, B.S., M.S., Ph.D.

BRAD ANDERSH, 1993, *Assistant Professor of Chemistry*. University of South Dakota, B.S., Iowa State University, Ph.D.

ROBERT ANDERSON, 2001, *Adjunct Affiliate Instructor in Medical Technology*. St. Francis Medical Center, M.T. (A.S.C.P.); Eureka College, B.S.; College of St. Francis, M.S.

SPIRO F. APOSTOLOU, 1992, *Adjunct Professor of Physics and Engineering Physics*. Bradley University, B.S.; Rensselaer Polytechnic Institute, Ph.D.; Washington University, D.Sc.

FRANCESCA A. ARMMER, 1990, *Associate Professor of Nursing*. Ball State University, B.S.N.; University of Evansville, M.S.N.; Indiana State University, Ph.D.

LARRY T. ASPIN, 1982, *Professor of Political Science*. Alma College, B.A.; Purdue University, M.A., Ph.D.

CHAD W. AUTRY, 2001, *Assistant Professor of Marketing*. University of Oklahoma, B.S.; Oklahoma State University, M.B.A.; University of Oklahoma, Ph.D.

ROBERT M. DAVISON AVILÉS, 1999, *Assistant Professor of Education*. University of Arizona, B.A.; Lehigh University, M.Ed., Ph.D.

ROBERT BAER, 1984, *Dean, Foster College of Business Administration and Professor of Marketing*. Ohio University, B.A.; University of Missouri, M.A.; Miami University, Ph.D.

EDITH M. BAKER, 1995, *Assistant Professor of English*. Cornell College, B.A.; University of Virginia, M.A.; University of Arizona, Ph.D.

HIMAT BATRA, 1981, *Associate Professor of Computer Science and Information Systems*. Panjab University, B.A., M.A.; New York University, M.S.; Polytechnic Institute of New York, Ph.D.

- JULIE K. BAYLOR**, 1994, *Assistant Professor of Nursing*. Bradley University, B.S.N., M.S.N.
- DENNIS BECK**, 2000, *Assistant Professor of Theatre Arts*. University of Colorado, B.A., M.A.; University of Texas at Austin, Ph.D.
- CAROL E. BECKER**, 2001, *Adjunct Affiliate Instructor in Medical Technology*. St. Francis Medical Center, M.T., (A.S.C.P.), University of Illinois, Chicago, B.S.
- ANTHONY J. BEDENIKOVIC**, 2000, *Assistant Professor of Mathematics*. Saint Louis University, B.A., M.A.; University of Illinois, Urbana-Champaign, Ph.D.
- KEVIN BERRY**, 1998, *Assistant Professor of Accounting*. Bradley University, B.S.; University of Missouri-Columbia, M. Acc.; Oklahoma State University, Ph.D.
- STACIE BERTRAM**, 1991, *Associate Professor of Physical Therapy*. Bradley University, B.S.; University of Alabama at Birmingham, M.S.P.T., Illinois State University, Ph.D.
- MAUREEN P. BEZOLD**, 2001, *Assistant Professor of Business Management and Administration*. University of Wisconsin, B.B.A., M.S.; Virginia Polytechnic Institute and State University, Ph.D.
- SHYAM B. BHANDARI**, 1976, *Professor of Finance*. Rajasthan University, Jaipur, India, B.S., M.S.; Miami University, M.B.A.; University of Iowa, Ph.D.
- JEROME P. BJELOPERA**, 2000, *Assistant Professor of History*. John Carroll University, B.A.; Temple University, Ph.D.
- PETER C. BLOMSTROM**, 1978, *Adjunct Instructor of Civil Engineering and Construction*. Clark University, B.A.; New York University, Graduate School of Public Administration, M.U.P.
- CHRISTINE E. BLOUCH**, 1992, *Associate Professor of English*. Miami University of Ohio, B.A.; University of Wisconsin, M.A.; University of Michigan, Ph.D.
- EDWARD U. BOND III**, 1997, *Assistant Professor of Marketing*. Manhattan Christian College, B.A.; University of Northern Colorado, M.A.; Arizona State University, Ph.D.
- WAYNE B. BOSMA**, 1997, *Assistant Professor of Chemistry*. Calvin College, B.S.; University of Rochester, Ph.D.
- GRANT BREWEN**, 1998, *Adjunct Professor of Biology*. The Johns Hopkins University, B.A., Ph.D.
- SUSAN B. BRILL DE RAMIREZ**, 1991, *Associate Professor of English*. University of Wisconsin-Madison, B.A., M.B.A.; University of New Mexico, Ph.D.
- BRADFORD BROWN**, 2000, *Adjunct Assistant Professor of History*. University of California-Santa Barbara, Ph.D.
- MARK P. BROWN**, 2001, *Assistant Professor of Business Management and Administration*. University of the South, B.A.; Louisiana State University, M.B.A., Ph.D.
- CINDY BRUBAKER**, 2000, *Temporary Assistant Professor of Nursing*. Illinois State University, Ed.D.
- AARON A. BUCHKO**, 1989, *Associate Professor of Management*. Ferris State College, B.S.; Bradley University, M.B.A.; Michigan State University, Ph.D.
- KATHLEEN BUCHKO**, 1998, *Assistant Professor of Education*. Bradley University, B.S.; Michigan State University, M.A., Ph.D.
- CHARLES BUKOWSKI**, 1984, *Associate Professor of International Studies*. Bradley University, B.A.; University of South Carolina, M.A., Ph.D.
- JEANIE J. BUKOWSKI**, 1999, *Assistant Professor of International Studies*. Bradley University, B.A.; University of Illinois, A.M., Ph.D.
- DEBRA BURGAUER**, 1991, *Lecturer in English*. Illinois State University, B.A.; Bradley University, M.A.
- JENNIFER R. D. BURGESS**, 2001, *Temporary Assistant Professor of Business Management and Administration*. The University of Northern Iowa, B.A.
- DEAN J. CAMPBELL**, 1998, *Assistant Professor of Chemistry*. University of Wisconsin-Green Bay, B.S.; Northwestern University, M.S., Ph.D.
- JAY P. CARLSON**, 2001, *Assistant Professor of Marketing*. Ferris State University, B.S.; Moorhead State University, M.B.A.; University of South Carolina, Ph.D.
- RANDALL CARLSON**, 1993, *Temporary Assistant Professor of Art*. Luther College, B.A.; University of Iowa, M.A.; Bradley University, M.F.A.
- GEORGE CHAMBERS**, 1969, *Professor of English*. Boston University, B.A.; University of Wisconsin, M.A.
- EDGAR L. CHAPMAN**, 1963, *Professor of English*. William Jewell College, B.A.; Brown University, M.A., Ph.D.
- HONG CHENG**, 1994, *Associate Professor of Communication*. Taiyuan Teachers' College, B.A.; Shanghai International Studies University, M.A.; The Pennsylvania State University, Ph.D.
- CHANG-OK CHOI**, 1987, *Associate Professor of Family and Consumer Sciences*. Keimyung University, B.S., M.Ed.; The University of Tennessee, Knoxville, Ph.D.
- BETTY CHURCH**, 1965, *Instructor of Family and Consumer Sciences*. University of Illinois, B.S., M.S.
- ADOLFO J. CISNEROS**, 1994, *Associate Professor of Spanish*. The University of Iowa, M.A., Ph.D.
- MAUREEN CLUSKEY**, 1998, *Assistant Professor of Nursing*. Bradley University, B.S.; The Catholic University of America, M.S.N.
- SAMUEL COFFEY**, 1982, *Adjunct Instructor of Manufacturing*. Bradley University, B.S.I.E.
- NINA R. COLLINS**, 1968, *Professor of Family and Consumer Sciences*. Southern Illinois University, B.S., M.S.; Oklahoma State University, Ed.D.
- OWEN M. COLLINS**, 1999, *Temporary Assistant Professor of Theatre Arts*. Bradley University, B.S.; University of South Carolina, M.F.A.
- RUTH CONLEY**, 1998, *Assistant Professor of Biology*. Miami University (Ohio), B.S.; Wesleyan University (Connecticut), Ph.D.
- TIMOTHY K. CONLEY**, 1982, *Associate Professor of English*. St. Louis University, B.A.; The Pennsylvania State University, M.A., Ph.D.
- LARRY W. CORNWELL**, 1980, *Professor of Business Administration*. Culver-Stockton, B.A.; Southern Illinois University, M.S.; University of Missouri, Rolla, Ph.D.
- JAMES H. CRAIG**, 2000, *Professor of Physics*. University of Wisconsin, B.S., M.S.; Washington State University, Ph.D.
- MARTHA J. CRAIG**, 1999, *Assistant Professor of English*. Stanford University, B.A.; The College of William and Mary, M.A.; Purdue University, Ph.D.
- ELIZABETH CRAM**, 1994, *Assistant Professor of Nursing*. University of Iowa, B.S.N.; Bradley University, M.S.N.
- LIZABETH A. CRAWFORD**, 1998, *Assistant Professor of Sociology*. Coe College, B.A.; Indiana University, M.A., Ph.D.

- DOUGLAS CROWE**, 1998, *Temporary Instructor of Business Management and Administration*. Southeast Missouri State University, B.S.; University of Missouri, M.A.
- R. CRAIG CURTIS**, 1991, *Associate Professor of Political Science*. Millsaps College, B.A.; McGeorge School of Law, J.D.; Washington State University, M.A., Ph.D.
- PATRICIA C. DAHLQUIST**, 1999, *Temporary Instructor of English*. Bradley University, B.A.; B.M.A.
- CHARLES DANNEHL**, 1993, *Associate Professor of Political Science*. University of Nevada-Reno, B.A.; University of California-Davis, M.A., Ph.D.
- OLATUNJI DARE**, 1996, *Associate Professor of Journalism*. University of Lagos, B.S.; Columbia University, M.S.; Indiana University, Ph.D.
- HERBERT C. DAUTZENBERG**, 1999, *Adjunct Professor of Engineering and Technology*. Technical University of Aachen, M.S. (Dipl.-Ing); Dr. (-Ing).
- JASON DAVIDSON**, 2000, *Temporary Instructor of Communication, Assistant Director of Forensics*. Bradley University, B.S.; Miami University, M.A.
- JEANNETTE DAVIDSON**, 1992, *Associate Professor of Family and Consumer Sciences*. University of Pretoria, B.S., M.S.; Ohio State University, Ph.D.
- ANGELO DeFRANCO**, 1998, *Adjunct Instructor in Criminal Justice*. North Park College, B.A.; Western Illinois University, M.A.
- ALBERTO DELGADO**, 1996, *Associate Professor of Mathematics*. University of Southern California, B.A.; University of California Berkeley, Ph.D.
- RICHARD DELLER**, 1978, *Associate Professor of Mechanical Engineering and Manufacturing*. University of Illinois, B.S., M.S., Ph.D.
- GARY L. DEMPSEY**, 1992, *Associate Professor of Electrical and Computer Engineering and Technology*. University of North Carolina at Charlotte, B.S., M.S.; University of Virginia, Ph.D.
- ERIN DEVLIN**, 2000, *Temporary Assistant Professor of Family and Consumer Sciences*. Western Illinois University, M.S., C.H.E.S.
- MURAT DICLELI**, 2000, *Assistant Professor of Civil Engineering and Construction*. University of Ottawa, Ottawa, Canada, Ph.D.
- GLEN DILLE**, 1978, *Professor of Spanish*. University of Colorado, B.A., M.A.; Tulane University, Ph.D.
- PETER F. DUSENBERY**, 1970, *Associate Professor of English*. Lewis and Clark College, B.A.; University of Washington, M.A., Ph.D.
- KYLE JEAN DZAPO**, 1993, *Associate Professor of Music*. University of Michigan, B.M.E.; New England Conservatory of Music, M.Mus.; Northwestern University, D.M.
- DOUGLAS D. EARLY**, 1959, *Professor of Physics*. Roanoke College, B.S.; Virginia Polytechnic Institute and State University, M.S., Ph.D.
- ABDALLA M. ELBELLA**, 1984, *Professor of Mechanical Engineering*. University of Khartoum, Sudan, B.S.; University of Arizona, M.S.; University of Wisconsin-Madison, Ph.D.
- JOSEPH T. EMANUEL, JR.**, 1967, *Professor of Industrial Engineering*. University of New Mexico, B.S.; Ohio State University, M.A., Ph.D.
- CLAIRE A. ETAUGH**, 1965, *Dean, College of Liberal Arts and Sciences, Professor of Psychology*. Barnard College, A.B.; University of Minnesota, M.A., Ph.D.
- WAYNE C. EVENS**, 2001, *Associate Professor of Social Work*. Indiana University, B.A., University of Iowa, M.S.W., Ph.D.
- AHMAD FAKHERI**, 1985, *Associate Professor of Mechanical Engineering*. University of Illinois at Urbana-Champaign, B.S., M.S., Ph.D.
- SAMUEL FAN**, 1992, *Associate Professor of Biology*. University of Massachusetts, B.S.; University of Illinois, M.S., Ph.D.
- SALLY FASSINO**, 1999, *Adjunct Instructor of Mathematics*. Illinois State University, B.S.
- JOSEPH FELDER**, 1981, *Associate Professor of Economics*. Boston University, A.B.; University of California at Los Angeles, M.A., Ph.D.
- CHANG-XUE (JACK) FENG**, 1998, *Associate Professor of Industrial and Manufacturing Engineering and Technology*. Wuhan Transportation University China, B.S., M.S.; University of Iowa, M.S., Ph.D.
- KERRY O. FERRIS**, 2000, *Assistant Professor of Sociology*. Pomona College, B.A.; University of California, Los Angeles, M.A., Ph.D.
- KURT FIELD**, 1976, *Professor of Chemistry*. Hiram College, B.A.; Case Western Reserve University, Ph.D.; Johns Hopkins University, Post Doctoral Associate.
- FORREST J. FILES**, 2000, *Assistant Professor of Psychology*. Lycoming College, B.A.; Northeast Louisiana University, M.S.; University of Florida, Ph.D.
- ROSS FINK**, 1991, *Associate Professor of Operations Management*. Western Illinois University, B.S., M.B.A.; University of Alabama, Ph.D.
- KEVIN D. FINSON**, 2001, *Professor of Education*. Kansas State University, B.S., M.S., Ph.D.
- PEGGY FLANNIGAN**, 1996, *Assistant Professor of Nursing*. Saint Francis Medical Center College of Nursing, B.S.N.; University of Illinois College of Nursing, M.S.
- EDWARD B. FLINT**, 1992, *Assistant Professor of Chemistry*. Kenyon College, A.B.; University of Illinois, Ph.D.
- VICTORIA FOLSE**, 1999, *Temporary Assistant Professor of Nursing*. Illinois Wesleyan University, B.S.N.; University of Illinois, M.S.
- MERRILL W. FOSTER**, 1969, *Professor of Geology*. Pasadena City College, A.A.; University of California — Berkeley, A.B., M.A.; Harvard University, Ph.D.
- BARBARA A. FRASE**, 1985, *Professor of Biology*. University of Illinois at Chicago, B.S., M.S.; University of Kansas, Ph.D.
- JOHN O. FREIM, JR.**, 1968, *Associate Professor of Physics*. Adams State College, B.S.; New Mexico Highland University, M.S.; Pennsylvania State University, Ph.D.
- FRED L. FRY**, 1976, *Professor of Business Administration*. Oklahoma State University, B.S., M.B.A., Ph.D.
- MICHELLE R. FRY**, 1995, *Assistant Professor of Biochemistry*. Shippenburg University, B.S.; Virginia Commonwealth University, Ph.D.
- ROBERT W. FUESSEL**, 1981, *Associate Professor of Civil Engineering and Construction*. Monmouth College, B.A.; University of Illinois, M.S., Ph.D., P.E.

- ROBERT FULLER**, 1978, *Professor of Religious Studies*. Denison University, B.A.; University of Chicago, M.A., Ph.D.
- ALAN G. GALSKEY**, 1969, *Associate Provost for Student Affairs, Professor of Biology*. Roosevelt University, B.S.; Northwestern University, M.S., Ph.D.
- CAROL GARD**, 1974, *Assistant Professor of Nursing*. Montana State University, B.S.N., M.N.; Illinois State University, Ph.D.
- LISA A. GARDNER**, 1995, *Gerald D. Stephens Chair in Risk Management and Insurance and Associate Professor of Risk Management and Insurance*. University of Wyoming, B.S.; Drake University, M.B.A.; Georgia State University, Ph.D.
- LAURA GARFINKEL**, 1998, *Temporary Instructor of Communication*. University of Michigan, B.A.; Bradley University, M.A.
- ROBERT B. GAYHART**, 1969, *Associate Professor of Chemistry*. B.A., Bellarmine College; M.S., Ph.D., University of Illinois.
- JANET L. GEHRING**, 1996, *Assistant Professor of Biology*. University of Nebraska at Omaha, B.S., M.A.; University of Colorado, Ph.D.
- BURL F. GEORGE III**, 1986, *Temporary Instructor of Civil Engineering and Construction*. Western Illinois University, B.S.; Bradley University, B.S.C.; University of Illinois, M.S.C.E.
- DANIEL GETZ**, 1992, *Associate Professor of Religious Studies*. MaryKnoll College, B.A.; National Taiwan University, M.A.; Yale University, M.A., Ph.D.
- EMILY R. GILL**, 1972, *Professor of Political Science*. Scripps College, B.A.; Claremont Graduate School, M.A., Ph.D.
- OSCAR J. GILLESPIE**, 1986, *Associate Professor of Art*. Northern Arizona University, B.F.A.; Arizona State University, M.F.A.
- JOHN GILLETT**, 1993, *Professor of Accounting*. University of North Dakota, B.S., M.S.; North Texas State University, Ph.D.; C.P.A.
- SARAH R. GLOVER**, 1999, *Temporary Assistant Professor of Art*. Drew University, B.A.; University of Virginia, M.A.
- MARK J. GOBEYN**, 1990, *Associate Professor of Political Science*. Evergreen State College, B.A.; University of South Dakota, M.A.; Washington State University, Ph.D.
- BERNARD J. GOITEIN**, 1981, *Professor of Business Management and Administration*. Hebrew University, B.A., M.A., University of Michigan, Ph.D.
- HOWARD GOLDBAUM**, 1977, *Associate Professor of Communication*. University of Connecticut, B.A.; Syracuse University, M.A.
- KALMAN GOLDBERG**, 1952, *Distinguished Professor of Economics*. University of Wisconsin, B.S.; University of Pennsylvania, M.A.; Cornell University, Ph.D.
- JAMES D. GOODNOW**, 1987, *Professor of International Business*. Albion College, B.A.; Indiana University, M.B.A., D.B.A.
- ZEEV GORIN**, 1977, *Associate Professor of Sociology*. Hebrew University, Jerusalem, Israel, B.A.; Columbia University, Ph.D.
- DONALD R. GORMAN**, 1962, *Professor of Geology*. St. Joseph College, B.A., B.S.; University of Illinois, Ph.D.
- LESLEY GRAHAM**, 1976, *Associate Professor of Education*. University of North Dakota, S.S., B.S., B.S.Ed.; University of Arizona, M.Ed.; Illinois State University, Ph.D.
- JEAN MARIE GRANT**, 1994, *Associate Professor of Education*. Eastern Illinois University, B.S.; Rosary College, M.S.; University of Illinois at Chicago, Ph.D.
- MICHAEL GREENE**, 1987, *Assistant Professor of Philosophy*. Villanova University, B.A.; DePaul University, M.A., Ph.D.
- MITCH GRIFFIN**, 1990, *Associate Professor of Marketing*. Southern Illinois University, B.S., M.B.A.; Louisiana State University, Ph.D.
- PAUL F. GULLIFOR**, 1988, *Associate Professor of Communication*. Indiana State University, B.A., M.S.; University of Missouri, Columbia, Ph.D.
- STEVEN GUTSCHLAG**, 1983, *Temporary Instructor of Electrical and Computer Engineering and Technology*. University of Illinois at Urbana-Champaign, B.S.; Bradley University, M.S.
- GREGORY G. GUZMAN**, 1967, *Professor of History*. Wisconsin State College, B.S.; University of Pittsburgh, M.A.; University of Cincinnati, Ph.D.
- MAHMOOD HAGHIGHI**, 1984, *Professor of Computer Science and Information Systems*. Tehran Teachers College, B.A.; Hofstra University, M.A.; City College of New York, M.S.; City University of New York, Ph.D.
- JEROME E. HAHN**, 1969, *Associate Dean, College of Liberal Arts and Sciences, Associate Professor of Mathematics*. Rose-Hulman Institute, B.S.E.E., M.S.; University of Denver, Ph.D.
- DAWN HALL**, 1999, *Temporary Assistant Professor of Physical Therapy*. University of Illinois, B.S.; Temple University, M.P.T.
- WILLIAM K. HALL**, 1969, *Professor of Political Science*. Baker University, B.A.; University of Kansas, M.A., Ph.D.
- JAMES A. HANSEN**, 1964, *Associate Professor of Art*. Layton School of Art, B.F.A.; Cranbrook Academy of Art, M.F.A.
- TRACY K. HARRIS**, 1990, *Associate Professor of Spanish*. Bennington College, B.A.; Columbia University, M.A.; Ohio State University, M.A.; Georgetown University, Ph.D.
- PATRICIA HATFIELD**, 1990, *Associate Professor of Finance*. Eastern Kentucky University, B.A.; University of Kentucky, M.B.A., Ph.D.
- STEPHEN A. HAVERA**, 1979, *Adjunct Professor of Biology*. Bradley University, B.S.; University of Illinois, M.S., Ph.D.
- JOHN S. HAVERHALS**, 1963, *Assistant Professor of Mathematics*. University of Iowa, B.A., M.S.
- MICHAEL P. HAYES**, 1995, *Adjunct Professor of Medical Technology*. Monmouth College, B.A.; University of Illinois College of Medicine, M.D.
- STEPHEN HEINEMANN**, 1991, *Associate Professor of Music*. San Francisco State University, B.Mus., M.A.; University of Washington, D.M.A.
- HENRY L. HELENEK**, 1967, *Associate Professor of Geography*. City College of New York, B.S.; Brown University, M.Sc., Ph.D.
- MARCIA L. HENRY**, 1992, *Lecturer in Music*. Ohio University, B.M., M.M.; New England Conservatory, Graduate Diploma.

- ANNE HERBERT**, 1996, *Lecturer in English*. Bradley University, B.A.; Northwestern University, M.A.
- JANNETT K. HIGHFILL**, 1985, *Professor of Economics*. Wichita State University, B.B.A.; University of Kansas, M.A., Ph.D.
- DONNA J. HILL**, 1989, *Professor of Marketing*. Indiana University, B.A.; Ball State University, M.B.A.; Indiana University, Ph.D.
- RIYADH HINDI**, 2001, *Assistant Professor of Civil Engineering and Construction*. University of Baghdad, B.S., Saddam University for Engineering and Science, M.S.C.E.
- BONNIE B. HINRICHSEN**, 1980, *Assistant Professor of Nursing*. University of South Carolina, B.S.N.; University of Illinois, M.N.; Southern Illinois University, Ph.D.
- ANDREW K.S. HO**, 1976, *Adjunct Professor of Biology*. Melbourne University, B.Sc., M.Sc.; Monash University, Ph.D.
- KENNETH H. HOFFMAN**, 1969, *Professor of Art*. San Francisco Art Institute, B.F.A., M.F.A.
- JACQUELINE L. HOGAN**, 2000, *Temporary Instructor of Sociology*. California State University, B.A.; University of Iowa, M.A.
- PHILIP A. HORVATH**, 1977, *Professor of Finance*. Indiana University at South Bend, B.S., M.S.; Kent State University, D.B.A.
- JEFFREY H. HUBERMAN**, 1985, *Dean, Slane College of Communications and Fine Arts, Professor of Theatre Arts*. University of Pittsburgh, B.A.; Indiana University, M.A., Ph.D.
- STAN HUFF**, 2000, *Assistant Professor of Education*. Lincoln Christian College, B.A.; University of Illinois - Springfield, M.A.; Texas A&M University-Commerce, Ed.D.
- ALLEN I. HUFFCUTT**, 1992, *Associate Professor of Psychology*. University of Wisconsin, B.S.; University of North Texas, M.S.; Texas A & M University, Ph.D.
- VICTORIA HUFFMAN**, 1998, *Temporary Assistant Professor of Teacher Education*. Bradley University, M.A.
- BRIAN HUGGINS**, 1978, *Associate Professor of Electrical and Computer Engineering and Technology*. University of Wisconsin, B.S.E.E., M.S.E.E., Ph.D.
- JAMES H. IRWIN**, 1987, *Assistant Professor of Electrical Computer Engineering and Technology*. Bradley University, B.S.E.E., M.S.E.E.; University of Illinois, Ph.D.
- JANET JACKSON**, 1988, *Assistant Professor of Nursing*. Missouri Western State College, A.D.N.; University of Missouri, B.S.N.; University of Oklahoma, M.S.
- MICHAEL A. JACKSON**, 1993, *Research Associate Professor in Chemistry*. Central Michigan University, B.S.; University of Nebraska-Lincoln, Ph.D.
- ROBERT M. JACOBS**, 1992, *Professor of Communication*. University of Southern California, B.A.; University of California-Santa Barbara, M.A., Ph.D.
- BHARATI S. JHAVERI**, 1998, *Adjunct Professor of Medical Technology*. Seth G.S. Medical College, M.B.B.S., M.D.
- PHILLIP C. JOBE**, 1985, *Adjunct Professor of Biology*. University of New Mexico, B.S.; The University of Arizona, Ph.D.
- CELIA JOHNSON**, 1992, *Associate Professor of Education*. Illinois State University, B.S., M.Ed., Ed.D.
- RICHARD T. JOHNSON**, 1999, *Dean, College of Engineering and Technology, Professor of Mechanical Engineering*. University of Missouri, B.S., M.S.; University of Iowa, Ph.D.
- PHILIP D. JONES**, 1968, *Associate Professor of History*. University of Cincinnati, B.A.; Duke University, M.A., Ph.D.
- JEAN E. JOST**, 1989, *Professor of English*. Nazareth College, B.A.; University of Cincinnati, M.A., Ph.D.
- JOHN R. JOST**, 1989, *Professor of Music and Director of Choral Activities*. Stanford University, B.A., M.A./M.E., D.M.A.
- GERALD F. JUNGCK**, 1959, *Professor of Mathematics*. Wartburg College, B.A.; University of Wisconsin, M.A.; SUNY—Binghamton, Ph.D.
- EDWARD J. KAIZER**, 1970, *Professor of Music*. Duquesne University, B.S. Mus.Ed., M.Mus.; Indiana University, D.M.
- JANET KAIZER**, 1989, *Temporary Instructor of Music*. University of Illinois, B.S.; Bradley University, M.M.E.
- K. PAUL KASAMBIRA**, 1979, *Professor of Education*. Taylor University, B.A.; Ball State University, M.A., Ed.D.
- CHRIS R. KASCH**, 1991, *Associate Professor of Communication*. Illinois State University, B.S., M.S.; University of Illinois, Ph.D.
- DORANN KASUBE**, 2001, *Lecturer in Computer Science and Information Systems*. MacMurray College, B.A.; Bradley University, M.S.
- HERBERT E. KASUBE**, 1978, *Associate Professor of Mathematics*. MacMurray College, B.A.; University of Illinois, M.A.; University of Montana, Ph.D.
- SETH KATZ**, 1992, *Assistant Professor of English*. University of North Carolina, B.A.; University of Chicago, A.M., Ph.D.
- ANDREW K. KELLEY**, 1999, *Assistant Professor of Philosophy*. Bowdoin College, B.A.; University of Warwick (Coventry, England), M.A.; University of Iowa, Ph.D.
- TODD KELLY**, 1998, *Temporary Assistant Professor of Music*. University of Montana, B.M.E.; University of Northern Colorado, M.Mus.; Ball State University, D.A.
- JOHN P. KENNY**, 1967, *Professor of Physics*. St. Louis University, B.S.E.E.; Clemson University, Ph.D.
- DEAN KIM**, 1997, *Assistant Professor of Mechanical Engineering*. Cornell University, B.S.; University of Illinois, M.S., Ph.D.
- KEVIN KIMBERLIN**, 1998, *Assistant Professor of Physics*. Southwest Missouri State University, B.S.; Iowa State University, Ph.D.
- KENNETH KLINKNER**, 2001, *Temporary Assistant Professor of International Studies*. University of Iowa, B.A.; San Francisco State University, B.A., M.A.; University of Illinois, Ph.D.
- DORIS KOLB**, 1991, *Adjunct Professor of Chemistry*. University of Louisville, B.S.; Ohio State University, M.S., Ph.D.
- RONALD J. KOPERSKI**, 1966, *Associate Professor of Communication*. St. Mary's College, B.A.; St. Louis University, M.A.; University of Missouri, Ph.D.

- KALIKATHAN S. KRISHNAMOORTHY**, 1980, *Professor of Industrial Engineering*. University of Madras, B.S.M.E.; SUNY at Buffalo, M.S.I.E., M.A., Ph.D.
- DENNIS KROLL**, 1981, *Associate Professor of Industrial Engineering*. Bradley University, B.S.I.E.; University of Wisconsin, M.S.I.E.; University of Illinois, Ph.D.
- EDWARD LEE LAMOUREUX**, 1985, *Associate Professor of Communication*. California State University, Long Beach, B.A.; Washington State University, M.A.; University of Oregon, Ph.D.
- WILLIAM J. LANGLEY, JR.**, 1990, *Associate Professor of Theater Arts*. Boise State University, B.A.; University of California, M.A.; Illinois State University, M.F.A.
- BETTY JANE LAWRENCE**, 1988, *Lecturer in Communication*. Mississippi University for Women, B.S.; Eastern Illinois University, M.S.
- ELLEN G. LEATHERS**, 1991, *Lecturer in English*. Central Missouri State University, B.S.; Bradley University, M.A.
- HWA LEE**, 2001, *Assistant Professor of Education*. Keimyung University, B.A.; Whitworth College, M.Ed.; University of Illinois, Ph.D.
- PAUL LERMACK**, 1971, *Professor of Political Science*. Temple University, A.B., M.A.; University of Minnesota, Ph.D.
- STANLEY R. LIBERTY**, 1998, *Provost and Vice President for Academic Affairs, Professor of Electrical Engineering*. University of Notre Dame, B.S.E.E., M.S.E.E., Ph.D.
- GARY (CHEN SIN) LIN**, 1991, *Associate Professor of Industrial Engineering*. Chung-Yuan Christian University, Taiwan, B.S.; Texas Tech University, M.S.; University of Florida, Ph.D.
- D. ELIZABETH LINN**, 1980, *Associate Professor of Art*. Siena Heights College, B.A.; Eastern Michigan University, M.F.A.
- HAROLD LINTON**, 1998, *Professor of Art*. Syracuse University, B.F.A.; Yale University, M.F.A.
- JIANG B. LIU**, 1987, *Professor of Computer Science and Information Systems*. Nanking Institute of Aeronautical Engineering, B.S.; Washington University, M.S., Ph.D.
- JAMES G. LUDWIG**, 1968, *Associate Dean, Slane College of Communications and Fine Arts and Associate Professor of Theatre Arts*. University of Illinois, B.A., M.A.
- FRANK MacKAMAN**, 1996, *Adjunct Professor of Political Science*. Drake University, B.A.; University of Missouri-Columbia, M.A., Ph.D.
- ALBERT JAMES MacKRELL, JR.**, 2000, *Assistant Professor of Biology*. University of Chicago, A.B.; University of California, Los Angeles, Ph.D.
- TIMOTHY MAGA**, 1996, *John Gillett and Augusta Smith Oglesby Chair of American Heritage and Professor of History*. University of Wisconsin-Milwaukee, B.A., M.A.; McGill University, Ph.D.
- KRISHNANAND MAILLACHERUVU**, 1997, *Assistant Professor of Civil Engineering and Construction*. Indian Institute of Technology, B.S.; University of Iowa, M.S., Ph.D.
- SHERVIN MALEKI**, 1998, *Assistant Professor of Civil Engineering and Construction*. University of Texas-Arlington, B.S., M.S.; New Mexico State University, Ph.D.
- ALEKSANDER MALINOWSKI**, 1998, *Assistant Professor of Electrical and Computer Engineering and Technology*. Technical University of Gdansk, Poland; University of Louisville, Ph.D.
- MARY ANN MANOS**, 1995, *Associate Professor of Education*. Malone College, B.S.Ed.; University of Mary Hardin-Baylor, M.Ed.; University of Texas at Austin, Ph.D.
- MOHAMED MANSOUR**, 2001, *Assistant Professor of Civil Engineering and Construction*. American University of Beirut, M.S.; University of Houston, Ph.D.
- MARY JO MAYS**, 1990, *Associate Professor of Physical Therapy*. University of Nebraska, B.S.; University of Colorado, P.T.; Virginia Commonwealth University, M.S.; University of Nebraska, Ph.D.
- MICHAEL J. McCASEY**, 1979, *Professor of Mathematics*. Marquette University, B.S.; University of Iowa, M.S., Ph.D.
- KELLY McCONNAUGHAY**, 1992, *Associate Professor of Biology*. University of Illinois, B.S., M.S.; Harvard University, Ph.D.
- TARA McCOY**, 2000, *Temporary Instructor of Communication*. Tennessee State University, B.S.; Webster University, M.A.
- WILLIAM F. McGEHEE, JR.**, 1998, *Temporary Instructor of Physical Therapy*. Eastern Illinois University, B.S.; Bradley University, B.S.P.T.
- MATTHEW K. McGOWAN**, 1995, *Associate Professor of Management Information Services*. Bucknell University, B.S.; Bowling Green State University, M.S.; Kent State, M.B.A., Ph.D.
- TIMOTHY McGREEVY**, 2000, *Assistant Professor of Mechanical Engineering*. Bradley University, B.S., M.S.; University of Illinois, Urbana-Champaign, Ph.D.
- THOMAS McKENZIE**, 1993, *Associate Professor of Mathematics*. Clark University, B.A.; University of Oregon, M.S., Ph.D.
- DAVID McMULLEN**, 1989, *Associate Professor of Education*. Bradley University, B.S., M.S.; University of Illinois, Ph.D.
- KRISTI L. McQUADE**, 2000, *Assistant Professor of Chemistry*. McKendree College, B.S.; University of Wisconsin-Madison, Ph.D.
- DESH PAUL MEHTA**, 1978, *Professor of Mechanical Engineering*. Punjab University, B.S.; Aligarh University, M.S.; Kansas State University, M.S.; Iowa State University, Ph.D.
- JOHN C. MEYER**, 1969, *Associate Professor of Religious Studies*. Loras College, B.A.; University of Louvain, M.A.; The Catholic University of America, Ph.D.
- ROBERT H. MICHEL**, 1995, *Distinguished Adjunct Professor of American Government*. Bradley University, B.S., L.L.D.
- JAMES MILLER**, 1978, *Associate Professor of Computer Science and Information Systems*. University of Delaware, B.A.; Pennsylvania State University, M.A., D.Ed.
- DOAN T. MODIANOS**, 1981, *Assistant Vice President for Academic Affairs, Professor of Business Administration*. Tulane University, B.A.; Texas Christian University, M.A., Ph.D.; The Rockefeller University, Postdoctoral Associate.
- CAITRIONA MOLONEY**, 1999, *Assistant Professor of English*. University of Santa Clara, B.A.; Holy Names College, Oakland, M.A.; University of California-Davis, Ph.D.
- DEMARIS ANN MONTGOMERY**, 1994, *Associate Professor of Psychology*. University of Dayton, B.S.; University of Florida, M.S., Ph.D.
- DEREK E. MONTGOMERY**, 1995, *Associate Professor of Psychology*. B.A.; University of Florida, M.S., Ph.D.

- JOHN MOODY**, 2000, *Adjunct Instructor of Social Work*. Plymouth State College, B.A.; New York State University, M.S.W.
- MARTIN MORRIS**, 1997, *Associate Professor of Mechanical Engineering*. Bradley University, B.S.M.E., M.S.M.E.; University of Illinois, Ph.D.
- SHERRI JEAKINS MORRIS**, 2000, *Assistant Professor of Biology*. San Diego State University, B.S., M.S.; Ohio State University, Ph.D.
- LIBIN MOU**, 1996, *Associate Professor of Mathematics*. Sichuan University, B.S., M.S.; Rice University, Ph.D.
- SHARON M. MURPHY**, 1994, *Professor of Communication*. Marquette University, B.S.; University of Iowa, M.A., Ph.D.
- OLLIE NANYES**, 1991, *Associate Professor of Mathematics*. U.S. Naval Academy, B.S.; University of Texas, Ph.D.
- KHALED NASSAR**, 2000, *Assistant Professor of Civil Engineering and Construction*. Virginia Polytechnic Institute and State University, Ph.D.
- WALID NASSAR**, 2001, *Assistant Professor of Civil Engineering and Construction*. Cairo University, B.S., University of Idaho, M.Sc.; Virginia Polytechnic Institute, Ph.D.
- KURT R. NEELLY**, 1999, *Temporary Assistant Professor of Physical Therapy*. Washburn University, B.A.; University of Kansas Medical Center, M.S.P.T.
- ARNOLD REUBEN NESS**, 1974, *Associate Professor of Manufacturing*. University of Illinois, B.S., M.S., Ph.D.
- LEE A. NEWTON**, 1999, *Temporary Instructor of English*. Bradley University, B.A.; George Mason University, M.F.A.
- DANIEL NG**, 1999, *Temporary Assistant Professor of Communication*. Texas Tech University, B.B.A., M.A.
- CHRISTOS NIKOLOPOULOS**, 1987, *Professor of Computer Science and Information Systems*. University of Athens, B.S.; Colorado State University, M.S., Ph.D.; Michigan State University, M.S.
- IBRAHIM H. NISANCI**, 1984, *Professor of Manufacturing*. Middle East Technical University, B.S., M.S.; Loughborough University of Technology, M.S., Ph.D.
- MYRNA NIX**, 1990, *Temporary Instructor of Accounting*. Western State College of Colorado, B.A.; Oklahoma State University, M.S.; C.P.A.
- KEVIN M. O'BRIEN**, 1992, *Associate Professor of Economics*. University of Illinois, B.A., M.S., Ph.D.
- THOMAS PALAKEEL**, 1993, *Associate Professor of English*. Loyola College, The University of Madras, B.A.; University of Kerala-India, M.A.; Eastern Washington University, M.F.A.; University of North Dakota, Ph.D.
- SHERRIE PARDIECK**, 1998, *Assistant Professor of Teacher Education*. Illinois Central College, A.A.; Eureka College, B.A.; Bradley University, M.A.; Illinois State University, Ed.D.
- YOUNG PARK**, 2000, *Associate Professor of Computer Science and Information Systems*. Seoul National University, B.S.; Korea Advanced Institute of Science and Technology, M.S.; New York University Kourant Institute of Mathematical Sciences, M.S., Ph.D.
- ARNOLD PATTON**, 2000, *Assistant Professor of Computer Science and Information Systems*. Anderson College, B.A.; Michigan State University, M.S., Ph.D.
- SCOTT R. PAULSON**, 1997, *Adjunct Assistant Professor of Political Science*. Illinois State University, B.S.; University of Iowa, M.B.A., J.D.
- BARBARA S. PENELTON**, 1969, *Associate Professor of Education*. University of Illinois, B.S., M.Ed.; Indiana University, Ed.D.
- SANDRA PERRY**, 1984, *Professor of Business Administration*. Bradley University, B.S.; Southern Illinois University, J.D.
- MELISSA PETERSON**, 2001, *Temporary Assistant Professor of Physical Therapy*. Bradley University, B.S., P.T.; University of Indianapolis, M.S.H.S.
- SIMON PETRAVICK**, 1994, *Associate Professor of Accounting*. Loyola University, B.S.; DePaul University, M.S.A.; University of Illinois at Chicago, Ph.D.; C.P.A.
- MARY CLAYTON PHELPS**, 2001, *Temporary Instructor of Psychology*. Chapman University, B.A.; Southern Illinois University, M.A.
- GREGORY G. PITTS**, 2001, *Assistant Professor of Communication*. Auburn University, B.A., M.S.C.; University of Tennessee, Ph.D.
- ROBERT J. PODLASEK**, 1982, *Assistant Dean, College of Engineering and Technology, Director Bradley/Fraunhofer Partnership, Associate Professor of Mechanical Engineering*. University of Illinois at Urbana-Champaign, B.S., A.B., M.S., Ph.D., P.E.
- WILLIAM J. POLLEY**, 1999, *Assistant Professor of Economics*. Concordia College, B.A.; The University of Iowa, M.A., Ph.D.
- MELVY R. PORTOCARRERO**, 1999, *Temporary Assistant Professor of Spanish*. Knox College, B.A.; The University of Iowa, M.A., Ph.D.
- VINOD B. PRASAD**, 1984, *Associate Professor of Electrical and Computer Engineering and Technology*. University of London, D.I.C., Ph.D.; Virginia Polytechnic Institute and State University, M.S.
- ROBERT PRESCOTT**, 1991, *Assistant Professor of English*. University of Illinois, B.S., M.A., Ph.D.
- THOMAS M. PUCELIK**, 1967, *Associate Professor of Religious Studies*. St. Paul's Seminary, B.A.; Pontifical University of St. Thomas in Rome, S.T.L., S.T.D.
- DAVID QUIGG**, 1978, *Associate Professor of Mathematics*. Pennsylvania State University, B.S.; University of Wisconsin-Madison, M.A., Ph.D.
- MITCHELL H. RAIBORN**, 1981, *Professor of Accounting*. University of Texas at Austin, B.B.A., M.P.A.; University of Missouri at Columbia, Ph.D.; C.P.A., C.M.A.
- F. EUGENE REBHOLZ**, 1969, *Associate Professor of Civil Engineering and Construction*. Iowa State University, B.Arch.E.; Pennsylvania State University, M.Eng.; Bradley University, M.B.A., P.E.
- BONNEY REGA**, 1998, *Temporary Assistant Professor of Communication*. Bennington College, B.A.; University of Massachusetts, M.Ed.
- MICHAEL RETZER**, 1997, *Adjunct Assistant Professor of Biology*. Bradley University, B.S.; Southern Illinois University, M.A.; University of Illinois, Ph.D.
- ELMO E. ROACH**, 1968, *Professor of History*. University of Dayton, B.A.; Ohio State University, M.A., Ph.D.

- DAWN C. ROBERTS**, 1993, *Associate Professor of Psychology*. Augustana College, B.A.; University of Iowa, M.S., Ph.D.
- STACEY M. ROBERTSON**, 1994, *Associate Professor of History*. Whittier College, B.S.; University of California, M.A., Ph.D.
- HELJÁ ROBINSON**, 1993, *Associate Professor of Education*. University of Jyväskylä, B.S., M.A.; University of Mississippi, Ph.D.
- SUSAN A. ROBINSON**, 2000, *Assistant Professor of Theatre Arts*. Thomas More College, B.A.; Illinois State University, M.F.A.
- GILMA RONCANCIO**, 1998, *Adjunct Instructor of Medical Technology*. Western Illinois University, B.S.; St. John's Hospital, M.T. (A.S.C.P.); College of St. Francis, M.S.
- KELLY RYAN ROOS**, 1993, *Associate Professor of Physics*. Bradley University, B.S.; Iowa State University, Ph.D.
- ROBERT E. ROWE**, 2000, *Associate Professor of Art*. University of Florida, B.F.A.; Indiana University, M.F.A.
- ARLYN R. RUBASH**, 1974, *Associate Professor of Finance*. Pennsylvania State University, B.S., M.B.A., Ph.D.
- MARJORIE RUBASH**, 1990, *Temporary Instructor of Finance*. Bradley University, B.S., M.B.A.
- MYRON E. RUBNITZ**, 2000, *Adjunct Professor of Medical Technology*. University of Nebraska, B.Sc., M.D.
- LORI A. RUSSELL-CHAPIN**, 1987, *Associate Dean, College of Education and Health Sciences and Professor of Education*. University of Wyoming, B.S.; Eastern Montana College, M.S.; University of Wyoming, Ph.D.
- JACKLYN LUDWIG RUTHMAN**, 1999, *Assistant Professor of Nursing*. University of Illinois at Chicago, B.S.N., M.S., Ph.D.
- CHRISTOPHER J. RYBAK**, 1993, *Associate Professor of Education*. Illinois State University, B.S.; Southern Illinois University, M.S., Ph.D.
- SAEED SABOURY**, 1989, *Associate Professor of Manufacturing*. University of Tehran, B.S.; University of London, Imperial College, M.Sc., Ph.D.
- YAHYA B. SAFDARI**, 1964, *Professor of Mechanical Engineering*. Muslim University, B.S.M., B.S.E.E.; University of Washington, M.S.M.E.; New Mexico State University, Sc.D.
- HEATHER FOWLER SALAMINI**, 1970, *Professor of History*. Cornell University, B.A.; University of Toronto, M.A.; American University, Ph.D.
- LEONARDO SALAMINI**, 1969, *Professor of Sociology*. Studentato Filosofico, B.Phil.; Collegio Antoniano, B.A.; Sorbonne University, D.S.S.; University of Paris, Ph.D.
- EDWARD L. SATTLER**, 1977, *Associate Dean, Foster College of Business Administration, Professor of Economics*. Western Michigan University, B.B.A., M.A.; University of Illinois, M.A., Ph.D.
- JOAN L. SATTLER**, 1977, *Dean, College of Education and Health Sciences. Professor of Education*. Western Michigan University, B.S.; University of Illinois, M.Ed., Ed.D.
- THEODORE SCHARLE**, 1969, *Professor of Philosophy*. Loras College, B.A.; University of Louvain, B.A., S.T.G., M.A.; Pontifical University of St. Thomas in Rome, Ph.L., Ph.D.
- DONALD R. SCHERTZ**, 1963, *Professor of Electrical and Computer Engineering and Technology*. Bradley University, B.S.E.E.; Massachusetts Institute of Technology, S.M.E.E.; University of Illinois, Ph.D.
- ROY SCHMIDT**, 1998, *Assistant Professor of Business Computer Systems*. University of Maryland, B.A., B.S.; St. Mary's University, M.B.A.; Indiana University, Ph.D.
- DAVID P. SCHMITT**, 1995, *Associate Professor of Psychology*. University of Michigan, B.A., Ph.D.
- THOMAS SCHUELKE**, 1999, *Adjunct Associate Professor of Engineering and Technology*. University of Technology Dresden, M.Sc., Ph.D.
- WENDY A. SCHWEIGERT**, 1987, *Associate Professor of Psychology*. St. Lawrence University, B.S.; Ohio University, M.S., Ph.D.
- JOHN C. SCHWEITZER**, 1993, *Professor of Communication*. Purdue University, B.S.; Western Michigan University, M.A.; University of North Carolina, Chapel Hill, Ph.D.
- LESLIE A. SCONDUTO**, 2001, *Assistant Professor of French*. Augsburg College, B.A.; Rutgers University, M.A., Ph.D.
- ROBERT C. SCOTT**, 1975, *Professor of Economics*. University of South Dakota, B.A.; University of Iowa, M.A., Ph.D.
- JAMES G. SECKLER**, 1970, *Associate Professor of Civil Engineering and Construction*. Stanford University, B.S.C.E.; New Mexico State University, M.S.C.E., Sc.D., P.E.
- JAMES W. SENNOTT**, 1980, *Professor of Electrical and Computer Engineering and Technology*. University of Delaware, B.E.E.; Carnegie-Mellon University, M.S.E.E., Ph.D.
- IQBAL SHAREEF**, 1984, *Professor of Manufacturing*. Osmania University, Hyd., India, B.S., M.S.; Illinois Institute of Technology, Ph.D.
- PRASAD SHASTRY**, 1991, *Professor of Electrical and Computer Engineering and Technology*. Bangalore University, B.S.; Indian Institute of Technology, India, M.S., Ph.D.
- NANCY E. SHERMAN**, 1992, *Associate Professor of Education*. State University of New York, B.A.; Bowling Green State University, M.A.; The Ohio State University, Ph.D.
- VINCE E. SHOWERS**, 1988, *Associate Professor of Quantitative Methods*. Ohio State University, B.S.; Purdue University, M.S.; Ohio State University, Ph.D.
- WILLIAM P. SHULA**, 1999, *Assistant Professor of Education*. University of Dayton, B.S., M.S.; Miami University, Ed.D.
- JOBIE L. SKAGGS**, 1999, *Assistant Professor of Education*. Idaho State University, B.S., M.S., Ph.D.
- MINDY SLOAN**, 2000, *Assistant Professor of Teacher Education*. Northern Illinois University, B.A.; University of Illinois, B.S.; University of Kentucky, M.S., Ph.D.
- ARWIN D. SMALLWOOD**, 1995, *Associate Professor of History*. North Carolina Central University, B.A., M.A.; Ohio State University, Ph.D.
- DAN SMITH**, 1994, *Temporary Assistant Professor of Communication*. Vanderbilt University, B.A.; Indiana University, M.A.
- ERICH STABENAU**, 1996, *Assistant Professor of Biology*. Texas A & M University, B.Sc., M.Sc.; University of Texas, Ph.D.

- RICHARD B. STALLING**, 1969, *Professor of Psychology*. Northwestern University, B.A.; Roosevelt University, M.A.; University of Hawaii, Ph.D.
- KEVIN STEIN**, 1984, *Professor of English*. Ball State University, B.S., M.A.; Indiana University, M.A., Ph.D.
- PAUL R. STEPHENS**, 2000, *Assistant Professor of Business Computer Systems*. Illinois State University, B.S.; Bradley University, M.B.A.; University of Cincinnati, Ph.D.
- ROBERT R. STEPHENS**, 1967, *Associate Professor of Biology*. Oklahoma Baptist University, B.A.; University of Oklahoma, M.A.; Oklahoma State University, Ph.D.
- MARY JANE STERLING**, 2000, *Lecturer in Mathematics*. North Central College, B.A.; University of New Hampshire, M.S.T.
- THOMAS STEWART**, 1959, *Professor of Electrical and Computer Engineering and Technology*. Bradley University, B.S.E.E.; Massachusetts Institute of Technology, S.M.E.E.; Purdue University, Ph.D.
- H. FISHER STOLZ**, 1994, *Associate Professor of Art*. University of Georgia, B.F.A., M.F.A.
- CHARLES R. STONER**, 1980, *Robert A. McCord Professor of Executive Management Development and Professor of Business Administration*. The Florida State University, B.S., M.B.A., D.B.A.
- LINDA STRASMA**, 1988, *Lecturer in Communication*. Western Illinois University, B.A., M.S.
- ANDREW J. STRUBHAR**, 1993, *Associate Professor of Physical Therapy*. Wheaton College, B.S.; Northwestern University Medical School, B.S.P.T.; Bradley University, M.A.; Illinois State University, Ph.D.
- CONLEY I. STUTZ**, 1968, *Interim Dean of the Graduate School, Professor of Physics, Emeritus*. Wayne State College, B.S.; University of New Mexico, M.S.; University of Nebraska, Ph.D.
- JUDITH A. SUTHERLAND**, 1978, *Affiliate Instructor of Medical Technology*. Bradley University, B.S.; Central Michigan University, M.A.
- ALEXEY SVERDLIN**, 1991, *Associate Professor of Manufacturing*. University of Tashkent-USSR, M.S.; Institute of Aviation Materials of USSR, Ph.D.
- KEVIN R. SWAFFORD**, 2001, *Assistant Professor of English*. San Francisco State University, B.A.; New York University, M.A.; University of Rhode Island, Ph.D.
- PAUL K. SWANSON**, 2001, *Temporary Instructor of Accounting*. University of Wisconsin—Green Bay, B.S.; Bradley University, M.B.A., C.P.A.
- GEORGE SZETO**, 1968, *Professor of Mathematics*. The United College of Hong Kong, B.S.; Purdue University, M.S., Ph.D.
- JOHN A. TARASKA**, 1978, *Adjunct Professor of Medical Technology*. Temple University, B.A.; Jefferson Medical College - Philadelphia, M.D.
- SHAH M. TARZI**, 1997, *Lee L. Morgan Chair of International Economics and Associate Professor of International Studies*. University of California-Riverside, M.A., Ph.D.
- MAX A. TAYLOR**, 1969, *Professor of Chemistry*. Colorado College, B.S.; Massachusetts Institute of Technology, Ph.D.
- FARIBORZ TAYYARI**, 1985, *Professor of Industrial Engineering, Iranian Institute of Advanced Accounting*. Tehran, Iran, B.A.; Sul Ross State University, M.B.A.; New Mexico State University, M.S.; Texas Tech University, Ph.D., P.E.
- KEVIN M. TEEVEN**, 1974, *Professor of Business Administration*. Eastern Illinois University, B.S.; University of Illinois College of Law, J.D.
- JAMES TEMPLES**, 1975, *Adjunct Assistant Professor of Political Science*. University of Georgia, B.A.; Ohio State University, M.A., Ph.D.
- ROSALYN ANSTINE TEMPLETON**, 1991, *Associate Professor of Education*. Southern Oregon State College, B.S.; The American University, M.Ed.; University of Oregon, Ph.D.
- DWAYNE E. THARP**, 1997, *Adjunct Professor of Engineering and Technology*. University of Missouri, B.S., Ph.D.
- DONALD THOMAS**, 1966, *Adjunct Professor of Manufacturing*. University of Iowa, B.S.M.E., M.S.M.E.
- MICHAEL THURWANGER**, 1999, *Temporary Assistant Professor of Communication*. United States Naval Academy, B.S.; Ball State University, M.A.
- KARNI SPAIN TIERNAN**, 1988, *Lecturer in Communication*. University of Northern Iowa, B.A.
- MATHEW TIMM**, 1989, *Associate Professor of Mathematics*. Illinois Wesleyan University, B.A.; Illinois State University, M.S.; University of Iowa, Ph.D.
- STEVEN R. TIPPETT**, 1995, *Assistant Professor of Physical Therapy*. St. Louis University, B.S., Illinois State University, M.S., Ph.D.
- BRENT TISSERAT**, 2001, *Adjunct Professor of Biology*. California State Polytechnic University, B.S.; University of California, Riverside, Ph.D.
- JENNY S. TRIPSES**, 1999, *Assistant Professor of Education*. Bradley University, B.S.; Illinois State University, M.S., Ph.D.
- COLEEN S. TROUTMAN**, 1992, *Associate Professor of Accounting*. Kansas State Teachers College, B.S.E.; Wichita State University, M.S.; Oklahoma State University, Ph.D.; C.P.A.
- VLADIMIR L. USKOV**, 2000, *Associate Professor of Computer Science and Information Systems*. Moscow Aviation University, M.S., Ph.D.
- STEVEN VAUGHN**, 2001, *Adjunct Professor of Biology*. University of Massachusetts, B.S.; Texas A&M University, M.S., Ph.D.
- LAURIE VICKROY**, 1990, *Associate Professor of English*. University of Wisconsin-Milwaukee, B.A.; New York University, M.A.; SUNY-Binghamton, Ph.D.
- DAVID C. VROMAN**, 1986, *Associate Professor of Music*. Western Illinois University, B.A.; University of Illinois, M.A., ADV Certificate, Ed.D.
- WILLIAM J. WALKER**, 1976, *Associate Professor of German*. Western Illinois University, B.S.; University of Washington, M.A.; University of Illinois, Ph.D.
- KERRY E. WALTERS**, 1989, *Associate Professor of Music*. University of Oregon, B.S.; Portland State University, M.A.T.; University of Cincinnati, Conservatory, D.M.A.

- GUOFANG WAN**, 1996, *Assistant Professor of Education*. Shanghai International Studies University, M.A.; University of Warwick, M.A.; Pennsylvania State University, Ph.D.
- PAUL W. WANG**, 2001, *Associate Professor of Physics*. National Taiwan Normal University, B.S.; State University of New York at Albany, M.S., Ph.D.
- RICHARD WEBER**, 1997, *Adjunct Professor of Biology*. University of Illinois, B.S.; University of Florida, Ph.D.
- ALLEN L. WEBSTER**, 1990, *Associate Professor of Quantitative Methods*. Fort Hays Kansas State University, B.S., M.S.; Florida State University, Ph.D.
- ROBERT I. WEINSTEIN**, 1980, *Professor of Economics*. University of Missouri, Kansas City, B.B.A., M.B.A.; University of Texas, Austin, Ph.D.
- LAURENCE WEINZIMMER**, 1993, *Associate Professor of Management*. Bradley University, B.A., M.B.A.; University of Wisconsin-Milwaukee, Ph.D.
- DOLORES A. WENZEL**, 1989, *Adjunct Professor of Nursing*. Illinois Wesleyan University, B.S.N.; University of Illinois, M.S.N.
- OWEN WEST**, 1975, *Adjunct Professor of Education*. Illinois Wesleyan University, B.Mus., MME; West Virginia University, Ed.D.
- CHARLES WEST**, 1997, *Assistant Professor of Business Computer Systems*. Illinois State University, B.S.; Bradley University, M.S., Ed.D.
- BARRY H. WESTFALL**, 1987, *Associate Professor of Education*. Southern Illinois University, B.A., M.A.; Northern Illinois University, Ed.D.
- BRUCE W. WHELCHER**, 1969, *Associate Professor of Manufacturing*. University of Wisconsin, Stout, B.S.; University of Illinois, P.B.C.E.T.; Bradley University, M.S.
- FRED Z. WHITE**, 1974, *Adjunct Professor of Education*. Northwestern University, B.S., M.D.; Bradley University, M.A.
- WILLIAM E. WILCOX**, 1999, *Assistant Professor of Accounting*. Iowa State University, B.S.; University of South Dakota, M.S.; University of Lincoln-Nebraska, Ph.D.
- GARY N. WILL**, 2000, *Assistant Professor of Art*. Southport College of Art and Design, N.W.R.A.C.; Doncaster College, T.D.L.B.; Leeds Metropolitan University (England), M.A.
- JOHN A. WILLIAMS**, 1997, *Assistant Professor of History*. University of North Carolina, B.A.; University of Michigan, M.A., Ph.D.
- EUGENE J. WITTRY**, 1966, *Adjunct Professor of Industrial Engineering*. St. Procopius, B.S.; Bradley University, M.E.A.
- RAYMOND WOJCIKEWYCH**, 1977, *Associate Professor of Economics*. Scranton University, B.A.; Pennsylvania State University, M.A., Ph.D.
- EGON E. WOLFF**, 1997, *Adjunct Professor of Engineering and Technology*. Gladback University, Germany, B.S.; Heidelberg University, Germany, M.S.
- ROBERT J. WOLFFE**, 1993, *Associate Professor of Education*. Miami University of Ohio, B.S.; Xavier University, M.Ed.; University of Cincinnati, Ed.D.
- DEMETRICE WORLEY**, 1988, *Associate Professor of English*. Bradley University, B.A.; University of Illinois, M.A.; Illinois State University, Ph.D.
- MARJORIE WORTHINGTON**, 2000, *Assistant Professor of English*. University of Missouri, M.A.; Indiana University, Ph.D.
- DONNA M. WRAY**, 2000, *Affiliate Instructor in Medical Technology*. VA Hines Hospital, M.T. (ASCP); Northern Illinois University, B.S.
- JOHN WYANT**, 1998, *Adjunct Instructor in Criminal Justice*. Miami University—Ohio, B.S., M.Ed.; University of Toledo, J.D.
- LARRY XUE**, 1997, *Assistant Professor of Mathematics*. Shandong University, P.R. China, B.S., M.S.; University of Pittsburgh, Ph.D.
- JOHN K. YOST**, 1998, *Professor of History*. Washington State University, B.A.; Stanford University, M.A.; Harvard University, M.Div.; Duke University, Ph.D.
- MARGARET YOUNG**, 2000, *Temporary Assistant Professor of Communication*. Washington State University, B.A.; University of Idaho, M.A.; Washington State University, M.A.
- BERNARD J. ZANT**, 1970, *Assistant Professor of Sociology*. University of Illinois, B.S., M.A., Ph.D.
- DAVID ZIETLOW**, 1998, *Assistant Professor of Mechanical Engineering*. Bradley University, B.S.M.E., M.S.M.E.; University of Illinois, Ph.D.
- ALI REZA ZOHOORI**, 2000, *Professor of Communication*. Tehran University, B.S.; Oklahoma State University, M.S.; Indiana University, Ph.D.

Emeritus Faculty

MARTIN G. ABEGG, 1947-1992, *President, Emeritus.*

Bradley University, B.S.C.E.; University of Colorado, M.S.C.E.; Rensselaer Polytechnic Institute, Ph.D.; P.E.

DONALD M. ALBANITO, 1956-1986, *Professor of Business Administration, Emeritus.* Indiana State College, B.S.; University of Pittsburgh, M.A.; Indiana University, Ed.D.

GENEVA A. ANDREWS, 1956-1983, *Associate Professor of Education, Emeritus.* Oklahoma State University, B.S., M.S.

LINDA T. ANGLIN, 1978-2000, *Associate Professor of Nursing, Emeritus.* University of Arizona, B.S.N.; University of Illinois, M.S.; Illinois State University, D.A.

CHARLOTTE P. AWL, 1967-2001, *Associate Professor of Nursing, Emeritus.* Presbyterian Hospital School of Nursing, Philadelphia, Diploma; Indiana University, B.S. in Gen.N., M.S. in N.Ed.

JAMES C. BALLOWE, 1963-1999, *Distinguished Professor of English, Emeritus.* Millikin University, B.A.; University of Illinois, M.A., Ph.D.

COLLINS J. BELL, 1964-1988, *Professor of Music and Theatre Arts, Emeritus.* Ohio State University, B.Sc.Ed., M.A.; Denver University, Ph.D.

HAROLD J. BENNER, 1968-1988, *Associate Director of Community Testing Services, Emeritus.* Miami University, B.S.; McCormick Theological Seminary, B.D.; Michigan State University, M.A., Ph.D.

RICHARD G. BJORKLUND, 1957-1991, *Distinguished Professor of Biology, Emeritus.* University of Montana, B.S., M.S.; University of Michigan, Ph.D.

WILLIAM L. BOWERS, 1962-2000, *Professor of History, Emeritus.* University of Northern Iowa, B.A., M.A.; University of Iowa, Ph.D.

J. ROSS BROWN, 1952-1987, *Professor of Mathematics, Emeritus.* Park College, B.A.; University of Kansas, M.A., Ph.D.

LESTER H. BRUNE, 1956-1996, *Professor of History, Emeritus.* Elmhurst College, A.B.; Bradley University, M.A.; University of Rochester, Ph.D.

ELDA P. BUCHANAN, 1972-1998, *Associate Professor of Teacher Education, Emeritus.* Illinois State University, B.S.; Northern Illinois University, M.S., Ed.D.

MILDRED C. CALDWELL, 1955-1983, *Professor of Physical Education, Emeritus.* Russell Sage College, B.S.; University of Missouri, M.S.

ALLEN CANNON, 1945-1985, *Professor of Music, Emeritus.* University of Illinois, B.M., B.S., M.Mus.; Chicago Musical College, D.Mus.Ed.

MARGARET L. CARTER, 1963-1999, *Associate Professor of English, Emeritus.* University of Vermont, B.A.; Bradley University, M.A.; University of Illinois, Ph.D.

WILLIAM A. CLAREY, 1948-1991, *Professor of Business Management and Administration, Emeritus.* Bradley University, B.S., M.A.

E. NEAL CLAUSSEN, 1963-1998, *Professor of Communication, Emeritus.* Illinois State University-Normal, B.S.; Southern Illinois University, M.A., Ph.D.

THOMAS F. CUMMINGS, 1955-1997, *Professor of Chemistry, Emeritus.* Massachusetts Institute of Technology, B.S.; Case Institute of Technology, M.S., Ph.D.

ANN DAVIS, 1962-1985, *Assistant Professor of Music, Emeritus.* Westminster College, B.M.E.; Columbia University, M.A.

JOHN E. DAVIS, 1954-1985, *Professor of Music, Emeritus.* Westminster College, B.M.Ed.; Columbia University, Ed.D.

JOHN A. DEPINTO, JR., 1966-2000, *Professor of Biology, Emeritus.* Youngstown University, B.A.; University of Illinois, Ph.D.

ARTHUR E. DINI, 1948-1989, *Associate Professor of Civil Engineering, Emeritus.* University of Illinois, B.S., M.E.; Bradley University, M.S.M.E., P.E.

BARBARA DREHER, 1950-1989, *Director of Bookstore, Emeritus.* Bradley University, B.A.

WARREN F. DWYER, 1952-1994, *Professor of English, Emeritus.* Harvard College, A.B.; University of Michigan, M.A.; University of Illinois, Ph.D.

GERALD ELSETH, 1966-1998, *Professor of Biology, Emeritus.* Moorhead State College, B.A.; Utah State University, M.S., Ph.D.

HELEN S. EVANS, 1972-1997, *Associate Director of Campus and Community Testing, Emeritus.* Wilkes College, B.A.; Bradley University, M.A.

JOHN W. FENDRICH, 1980-2000, *Associate Professor of Computer Science and Information Systems, Emeritus.* University of Colorado, B.S., M.A.; University of Illinois, A.M., Ph.D.

EDWARD J. FLANAGAN, 1963-1992, *Associate Professor of Economics, Emeritus.* Slippery Rock State College, B.S.; University of Pittsburgh, M.A.; Michigan State University, Ph.D.

JOHN E. FRANCIS, 1990-1998, *Dean of Engineering and Technology, Emeritus.* University of Oklahoma, B.S., M.S., Ph.D.

LOIS M. FRELS, 1976-1988, *Professor of Nursing, Emeritus.* Augustana College, B.S.N.; University of Iowa, M.A.; University of Minnesota, Ph.D.

EDGAR C. GASDORF, 1959-1990, *Associate Professor of Biology, Emeritus.* Purdue University, B.S., M.S., Ph.D.

CLARA GILGAN, 1976-1989, *Instructor of Home Economics, Emeritus.* Ball State University, A.B.; Purdue University, M.S.

A. DONALD GLOVER, 1966-2000, *Professor of Chemistry, Emeritus.* Culver Stockton College, B.A.; Carnegie Institute of Technology, Ph.D.

KALMAN GOLDBERG, 1952-, *Provost, Emeritus.* University of Wisconsin, B.S.; University of Pennsylvania, M.A.; Cornell University, Ph.D.

FRANK M. GRZYNA, JR., 1962-1984, *Distinguished Professor of Industrial Engineering, Emeritus.* New York University, B.I.E., M.I.E.; University of Iowa, Ph.D., P.E.

M.I. GUEST, 1966-1983, *Professor of Construction, Emeritus.* University of Florida, B. Arch.; City University of New York, M.P.A.

- WILLIAM M. HAMMOND**, 1957-1999, *Professor of Electrical and Computer Engineering and Technology, Emeritus*. Purdue University, B.S.E.E.; Bradley University, M.S.E.E.; Purdue University, Ph.D.
- GEORGE R. HARRISON**, 1954-1987, *Professor of Teacher Education, Emeritus*. Kansas State Teachers College, B.S., M.S.; Teachers College, Columbia University, Ed.D.
- RICHARD I. HARTMAN**, 1961-2001, *Professor of Business Administration, Emeritus*. Bradley University, B.S.; Indiana University, M.B.A., D.B.A.
- DEAN C. HOWARD**, 1948-1984, *Professor of Music, Emeritus*. Baldwin Wallace College, B.S.M.; University of Michigan, M.Mus.
- JOHN R. HOWARD**, 1963-1998, *Professor of International Studies, Emeritus*. Bradley University, A.B., M.A.; Blackstone School of Law, L.L.B.; American University, Ph.D.
- ROBERT F. HURT**, 1970-1999, *Professor of Mechanical Engineering, Emeritus*. University of Illinois, B.S., M.S., Ph.D.
- IN KWAN HWANG**, 1966-2001, *Professor of International Studies, Emeritus*. University of California at Berkeley, B.A.; University of Southern California, M.A.; Washington University, Ph.D.
- RUTH JASS**, 1948-1988, *Registrar, Emeritus*. Bradley University, B.S., M.S.
- RONALD P. JETTON**, 1966-1997, *Associate Professor of Electrical and Computer Engineering and Technology, Emeritus*. Illinois College, B.A.; University of Illinois, B.S.E.E., M.S.E.E.; Purdue University, Ph.D., P.E.
- JOHN L. JONES, JR.**, 1963-1977, *Associate Professor of Electrical Engineering/Electrical Engineering Technology, Emeritus*. University of Illinois, B.S.; University of Illinois, M.S.; University of Maryland, M.S.; University of Maryland, Ph.D.
- ELIZABETH PLUMMER KALISH**, 1952-1974, *Reserve Librarian with rank of Instructor, Emeritus*. Bradley University, B.S.
- MYRTLE N. KENT**, 1961-1991, *Assistant Professor of English, Emeritus*. University of Wisconsin, B.S.; Bradley University, M.A.
- EDWARD M. KING**, 1957-1996, *Executive Director, Housing, Residential Life and Student Judicial System, Emeritus*. Bradley University, B.S., M.A.
- KENNETH E. KOLB**, 1965-1993, *Professor of Chemistry, Emeritus*. University of Louisville, B.S.; Ohio State University, Ph.D.
- DONALD E. KOLLER**, 1956-1992, *Associate Professor of Communication, Emeritus*. Bradley University, B.S., M.A.
- JOAN M. KULPA**, 1973-1995, *Associate Professor of Nursing, Emeritus*. St. Mary College, B.S. in Nursing; St. Louis University, M.S.N.; Ball State University, Ed.D.
- BRENDAN A. LIDDELL**, 1964-1992, *Professor of Philosophy, Emeritus*. St. Vincent College, B.A.; University of Michigan, M.A., Ph.D.
- ROBIN C. LINSTROMBERG**, 1958-1978, *Professor of Economics, Emeritus*. Pacific University, B.A., M.A.; University of Oregon, Ph.D.
- ROBERT G. LOWDER**, 1956-1992, *Professor of Psychology, Emeritus*. Bradley University, B.S., M.A.; Purdue University, Ph.D.
- BILLY J. MATHIS**, 1965-2000, *Professor of Biology, Emeritus*. Oklahoma State University, B.S., M.S., Ph.D.
- JOHN McALPIN**, 1982-1998, *Professor of Computer Science and Information Systems, Emeritus*. Columbia University, B.A.; New York University, M.A.; Columbia University, Ph.D.
- KARL J. MOEHL**, 1957-1995, *Professor of Art, Emeritus*. University of Colorado, B.F.A.; State University of Iowa, M.F.A.
- HERBERT L. MONOSON**, 1966-1996, *Professor of Biology, Emeritus*. Western Illinois University, B.S., M.S.; University of Illinois, Ph.D.
- HAROLD MOORE**, 1956-1984, *Professor of Physics, Emeritus*. St. Mary's University, San Antonio, B.S.; Washington University, M.S.; University of Florida, Ph.D.
- MARVIN G. MOORE**, 1943-1974, *Professor of Mathematics, Emeritus*. University of Arkansas, A.B.; University of Illinois, M.A., Ph.D.
- HERBERT A. MORRIS**, 1965-1992, *Associate Professor of Computer Science, Emeritus*. Southeastern Oklahoma State College, B.A.; University of Texas, M.A.
- DOROTHY D. MURRAY**, 1978-1999, *Professional Counselor, Center for Wellness and Counseling, Emeritus*. Chicago Teachers College, B.A.; Bradley University, M.A.
- BICHARA B. MUVDI**, 1964-1993, *Professor of Civil Engineering and Construction, Emeritus*. Syracuse University, B.M.E., M.M.E.; University of Illinois, Ph.D., P.E.
- MOHAMED A. NAJMI**, 1969-2000, *Professor of Sociology, Emeritus*. Osmania University, B.Sc.; SUNY at New Paltz, M.S.; University of Northern Colorado, Ed.D.; McGill University, Montreal, Canada, Ph.D.
- RITA NEWTON**, 1969-2000, *Professor of Industrial Engineering, Emeritus*. SUNY at Buffalo, B.A., M.S., Ph.D.
- HAROLD M. NIX**, 1986-2000, *Professor of Accounting, Emeritus*. Western State College, B.B.A., M.A.; Oklahoma State University, Ph.D., C.P.A., C.M.A.
- KIYOHISA OKAMURA**, 1985-2000, *Professor of Mechanical Engineering, Emeritus*. Kyushu Institute of Technology, Japan, B.S.; University of Tokyo, Japan, M.S.; Purdue University, Ph.D.
- CHARLES K. ORSBORN**, 1947-78, *Director of Athletics, Emeritus*. Bradley University, B.S., M.S.
- ELSIE L. PAUL**, 1962-1973, *Assistant Professor of Education, Emeritus*. University of Maine, B.S. in Ed.; New York University, M.A.
- JOSEPHINE A. PEARCE**, 1955-1983, *Professor of English, Emeritus*. University of Washington, A.B.; Stanford University, M.A.; University of Missouri, Ph.D.
- HAZEL PETERSON**, 1946-1973, *Associate Professor of Music, Emeritus*. Douglas College, Rutgers, Litt.B.; Julliard School of Music, P.G. Diploma in Voice; Teachers College, Columbia University, M.A. in Mus. Ed.
- ROGER A. PETERSON**, 1960-1996, *Associate Professor of Mechanical Engineering, Emeritus*. Bradley University, B.S.M.E.; Purdue University, M.S.M.E.

- DONALD N. RAEUBER**, 1956-1994, *Instructor/Media Specialist, Emeritus*. Bradley University, B.S.
- ALTA RAHN**, 1960-1979, *Professor of Education, Emeritus*. College of Education at Albany, University State of New York, B.S.; Cornell University, M.S.; Bradley University, Ed.D.
- HAROLD B. RATCLIFF**, 1950-1985, *Professor of Mechanical Engineering, Emeritus*. Cornell University, B.S.M.E.; Purdue University, M.S.M.E., P.E.
- CATHERINE H. RICCIARDELLI**, 1967-1994, *Associate Professor of Anthropology, Emeritus*. Northwestern University, B.A.; University of Pennsylvania, M.A., Ph.D.
- JOANNE RICHIE**, 1967-1995, *Director of Payroll, Emeritus*.
- WILLIAM C. (CORKY) ROBERTSON**, 1987-2000, *Athletic Ticket Office Manager, Emeritus*.
- JOHN M. RUBLE**, 1956-1992, *Professor of Accounting, Emeritus*. Indiana University, B.S., M.B.A., C.P.A.
- HERBERT E. SANDSTROM, JR.**, 1952-1979, *Associate Professor of Mathematics, Emeritus*. Michigan College of Mining and Technology, B.S.E.E.; Northwestern University, M.S.
- TADEPALLI V. SASTRY**, 1967-1997, *Professor of Mathematics, Emeritus*. Andhra University, B.S.; Aligarh Muslim University, M.S.; University of Wisconsin, Ph.D.
- H. JOHN SATHOFF**, 1961-1999, *Professor of Physics, Emeritus*. Bradley University, B.S.; Ohio State University, M.S., Ph.D.
- PAUL S. SAWYER**, 1954-1990, *Professor of English, Emeritus*. Brooklyn College, A.B.; State University of Iowa, A.M.; Columbia University, A.M., Ph.D.
- GLORIA M. SCHAFER**, 1960-1989, *Associate Registrar, Emeritus*.
- GLADYS SIMENC**, 1976-1998, *Assistant Professor of Nursing, Emeritus*. St. Mary's Hospital, Rochester, Minnesota, Diploma; Bradley University, B.S.; Northern Illinois University, M.S.
- CLYDE R. SMITH**, 1969-1997, *Associate Professor of Education, Emeritus*. Arkansas State University, B.S.; University of Missouri, M.Ed.; University of Tennessee, Ed.D.
- PAUL B. SNIDER**, 1955-70, 1972-85, *Professor of Communication, Emeritus*. University of Missouri, B.J.; University of Oregon, M.A.; University of Iowa, Ph.D.
- WILLIAM G. STEINER**, 1967-1993, *Professor of Psychology, Emeritus*. Aurora College, B.A.; University of Illinois, M.A., Ph.D.
- WILLIAM J. STONE**, 1955-1984, *Assistant Professor of Physical Education, Emeritus*. Bradley University, B.S., M.A.
- JOSEPH R. STOWELL**, 1956-1986, *Professor of Health and Movement Science, Emeritus*. Bradley University, B.S., M.A.
- CONLEY I. STUTZ**, 1968-2001, *Professor of Physics, Emeritus*. Wayne State College, B.S.; University of New Mexico, M.S.; University of Nebraska, Ph.D.
- NITA K. SUNDERLAND**, 1956-1988, *Professor of Art, Emeritus*. Bradley University, B.F.A., M.A.
- THOMAS H. TAYLOR**, 1949-1986, *Director of Purchasing, Emeritus*. Bradley University, B.S.
- ROBERT P. THOMSON**, 1969-1983, *Professor of Education, Emeritus*. Bemidji State College, B.A., B.S., M.S.; University of Nebraska, Ph.D.
- DOUGLAS Y. THORSON**, 1960-1999, *Professor of Economics, Emeritus*. Gustavus Adolphus College, B.A.; University of Nebraska, M.A.; University of Wisconsin, Ph.D.
- HENRY C. VANDERHEYDEN**, 1951-1988, *Associate Professor of Communication, Emeritus*. Bradley University, B.S., M.A.
- ROBERT E. WALTERS**, 1955-1985, *Professor of Education, Emeritus*. Western Illinois University, B.S., M.S.; Bradley University, Ed.D.
- ARTHUR J. WARDELMAN**, 1963-1987, *Associate Professor of Accounting, Emeritus*. Evansville College, B.S.; Indiana University, M.B.A., C.P.A.
- RONALD E. WADSEN**, 1967-1999, *Professor of Psychology, Emeritus*. Brigham Young University, B.S.; University of Utah, M.A., Ph.D.
- G. KATHERINE WATSON**, 1951-1978, *Professor of Home Economics, Emeritus*. Stout Institute, B.S.; University of Wisconsin, M.A.; University of Illinois, Advanced Certificate in Education.
- PHILIP WEINBERG**, 1956-1989, *Professor of Electrical Engineering, Emeritus*. University of Denver, B.S.E.E.; Stanford University, M.S.E.E., P.E.; Bradley University, L.H.D.
- MAX A. WESSLER**, 1956-1997, *Professor of Mechanical Engineering, Emeritus*. Bradley University, B.S.M.E.; University of Southern California, M.S.M.E.; Purdue University, Ph.D.
- DORIS D. WILSON**, 1961-1983, *Professor of Home Economics, Emeritus*. Southern Illinois University, B.S., M.S.; University of North Carolina, Ph.D.
- CAROLE WINKLER**, 1959-1986, *Associate Professor of Health and Movement Science, Emeritus*. Bradley University, B.S., M.A.
- WILLIAM S. WISE**, 1964-1986, *Director of Physical Plant, Emeritus*. Ohio State University, B.S.
- WILLIAM D.S. WITTE**, 1955-1984, *Professor of Philosophy and Political Science, Emeritus*. Southern Methodist University, B.A., B.S.J., M.A.; Columbia University, Ph.D.
- CHESTER R. ZEBELL**, 1948-1988, *Professor of Education, Emeritus*. Bradley University, B.S., M.A.

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