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.M.F.E.
- Mechanical Engineering: M.S.M.E.

**College of Liberal Arts and Sciences**
- Biology: M.S.
- Chemistry: M.S.
- Computer Science: M.S.
- Computer Information Systems: M.S.
- English: M.A.
- Liberal Studies: M.L.S.

**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, graduate advisor, and the Graduate School prior to registering for any graduate coursework.
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 if applicable: Bradley Testing, 4001 N. War Memorial Drive, Peoria, IL, 61614, (309) 682-0825, or the Graduate School. Testing 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, releve 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...
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 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

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<tr>
<th>Semester</th>
<th>Date</th>
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<tr>
<td>Fall Semester</td>
<td>March 1</td>
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<td>January Interim</td>
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<td>Spring Semester</td>
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<td>3-week May Interim</td>
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<tr>
<td>8-week May Interim</td>
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<td>First Summer Session</td>
<td>March 1</td>
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<td>Second Summer Session</td>
<td>March 1</td>
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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.

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.

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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 Prepatory 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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