

GRADUATE ACADEMIC REGULATIONS

Course Numbering System and Requirements

Courses numbered **500–599** primarily serve as graduate courses taught at the graduate level, and are open to graduate students and qualified undergraduate students. Qualified undergraduate students seeking graduate credit are seniors with at least a 3.00 overall GPA, or students who have obtained permission from the course instructor and the chair of the department offering the course, as well as the consent of the Dean of the respective college. (Refer to the graduate catalog section on Bradley Seniors Taking Courses for Graduate Credit for complete eligibility requirements.) Because these courses are not open to all undergraduates, no undergraduate program of study may require a student to enroll in a course numbered 500–599. Students who wish to use 500-level courses for undergraduate credit must meet the requirements imposed by the department and the college in which the course is offered. These college and departmental requirements are available in the appropriate college and department offices.

Courses numbered **600–699** are reserved for graduate students only. Courses numbered **700–899** are open only to students in doctoral programs.

Cross-Listed Graduate/Undergraduate Courses

For cross-listed graduate/undergraduate courses, the graduate-level course will have additional academic requirements beyond those of the undergraduate course.

Prerequisites

Prerequisites may be met by approved equivalent courses taken at other universities. You should consult your academic advisor if you have a question about prerequisites. Students who enroll in courses for which they do not meet the prescribed prerequisites may be required to withdraw from those courses. Prerequisite courses below 500 level are not eligible for Graduate Education financial assistance.

Grading System

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

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

S	Satisfactory
U	Unsatisfactory

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

IN – Incomplete Work

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

At the time the “IN” is assigned, the instructor and students must sign a contract specifying what must be done to complete the “IN” and the date by which the “IN” must be converted. Copies of the contract must be provided to the student, faculty member, graduate advisor, and Office of the Registrar. An “IN” must be converted not later than four weeks before the end of the next regular semester in which the student is enrolled. Under unusual circumstances, the student may be granted an extension to the end of the semester with the approval of the instructor involved, provided that the request was received prior to the normal deadline for the removal of incompletes. If the instructor does not submit a letter grade by the specified deadline, the student’s grade in the course will be replaced by the grade specified on the IN/IP contract, and may not thereafter be removed.

Contracts are available on the Office of the Registrar website (<https://www.bradley.edu/academics/registrar/policies-forms/>).

IP – Work in Progress

“IP” may be assigned to a student in a graduate course when the instructor agrees that the student requires more than one semester to complete the course. Normally, “IP” grades will only be assigned for thesis courses, other courses involving extensive projects involving research/creative production, or independent study courses. At the time the “IP” is assigned, the instructor and student must sign a contract specifying what must be done to complete the “IP” and the date by which the “IP” must be converted. The “IP,” once assigned, remains on the official academic record upon conversion to a grade. Copies of the contract must be provided to the student, faculty member, graduate advisor, and Office of the Registrar. If the “IP” is not removed by the specified date, it will be replaced by the grade specified on the IN/IP contract. If the instructor fails to submit an IN/IP contract, the course grade will be recorded as a permanent “I” unless the instructor submits a letter by the specified deadline.

Contracts are available on the Office of the Registrar website (<https://www.bradley.edu/academics/registrar/policies-forms/>).

Graduate Student Policy Violation Issues and Grievance Procedures

The policy issues of a graduate student may be academic or non-academic in nature. In the following sections the definitions, policies and grievance procedures to deal with the issues are delineated. The primary source of procedures for dealing with these issues is the Faculty Handbook (<https://www.bradley.edu/academics/university-senate/handbook/>). The Student Handbook (<https://www.bradley.edu/about/admin-offices/student-affairs/student-handbook/>) also has a section

dealing with policy violation issues. It also uses as its primary source the Faculty Handbook. The following is not intended and may not supersede any of the policies of the Faculty Handbook. It does in certain cases provide for input from individuals that are primarily associated with graduate programs and students. Students may also wish to refer to the National Council for State Authorization Reciprocity Agreement's (NC-SARA) website (<https://nc-sara.org/>) for information on grievance procedures.

Academic Issues

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

Definitions

- **Cheating** is officially defined as giving or attempting to give, or obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Each instructor will indicate beforehand work that may be done in collaboration with other students.
- **Plagiarism** is reproducing from published or unpublished print or electronic media, without quotations or citations, another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, presenting someone else's line of thinking in the development of a thesis as though it were your own, and someone else's project work or results thereof as your own.

Policies

- **Cheating.** A "zero" or whatever is the equivalent of the lowest grade possible, shall be assigned for that piece of work to any student cheating on a non-final examination or other class assignment. A "zero" or whatever is the equivalent of the lowest failing grade possible shall be assigned on a final examination to any student cheating on a final examination. An "F" shall also be assigned as the course grade to any student cheating on a comprehensive final examination.
- **Plagiarism.** A "zero" or whatever is the equivalent of the lowest grade possible shall be assigned for that piece of work to any student plagiarizing on a non-final piece of work. In the case of a student plagiarizing on a final research paper or project, an "F" shall also be assigned as the course grade.
- **Repeated Cheating or Plagiarism.** For twice-repeated or aggravated offenses of cheating or plagiarism, additional action, including dismissal from the University, may be taken pursuant to the Student Handbook procedures related to the University Judicial System and the disciplinary sanctions for violation of University regulations.
- **Other Breaches of Academic Integrity.** Other examples of what might constitute a breach of academic integrity include, but are not limited to, the following: bribes, favors or threats with the intent of influencing a grade or any other evaluation of academic performance; taking an examination for another student; and grade tampering.

University Student Grievance Policy

Student Grievance Committee Operating Procedures

A student grievance is either academic or non-academic in nature. A student academic grievance refers to a case in which the student claims unfair, prejudicial, or capricious evaluation or treatment of an academic

nature by a University faculty member; an academic grievance shall not be filed against actions which would impair the exercise by a University faculty member of their academic freedom. A student non-academic grievance refers to a case when a student claims practices which deny or restrict their access to or participation in course offerings; sexual harassment, racial discrimination, or any other act by a University faculty member that is derogatory or discriminatory in nature.

A student grievance begins with informal procedures and may continue with subsequent formal procedures. A student may not pursue the formal procedures of a grievance before first exhausting all informal procedures.

The right of a University faculty member to appeal to the Faculty Grievance Committee is not limited by participation in a student grievance nor shall it be prejudiced by any actions or decisions of the Student Grievance Committee.

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

In an academic grievance, if the University faculty member is no longer employed by Bradley University, the student shall meet with the chair of the former faculty member's department and the word "chair" shall take the place of the words "University faculty member" in what follows.

In a non-academic grievance, if the University faculty member is no longer employed by Bradley University or ceases employment before the case is resolved, the Vice President for Student Affairs shall offer the former faculty member the right to participate in the informal and formal grievance procedures. If the former faculty member agrees in writing to do so, the process shall move forward as it would for any other faculty member. If the former faculty member declines to do so, or removes themselves in writing at any point, the Vice President for Student Affairs shall prepare a written summary of events up to the time the former faculty member removes themselves and give copies to the student and the former faculty member. At that point, the internal University procedures shall come to a halt without having been resolved.

A student who claims academic grievance may consult with the Academic Ombuds.

The grievance process is as follows:

Academic Grievance

1. Informal Procedures

- In an academic grievance the student shall meet with the University faculty member in an attempt to resolve the issue within fifteen days of the beginning of the next semester. (The student may consult with the Academic Ombuds). If the student is a graduate student, the student shall consult their Graduate Program Coordinator/Director to seek a course of action to resolve the issue. The Graduate Program Coordinator/Director shall advise the student on the procedures to be followed. If a conflict of interest exists between the student and the Graduate Program Coordinator/Director, the student may seek the advice of the Department Chairperson of the department offering the program in which they are enrolled.
- Should the issue not be resolved to the student's and the University faculty member's mutual satisfaction, the student may, within five working days of the decision of the University faculty member, appeal to the chairperson/director of the University

faculty member's department/division. The chairperson/director shall provide the student and faculty member with a written decision upholding or rejecting the appeal within five working days of the appeal. If the chairperson/director upholds the appeal and finds any unfair or unjustifiable injury or disadvantage to have occurred, their decision shall specify remedies to rectify the situation.

If a conflict of interest exists with the chairperson/director, the student may appeal directly to the Dean of the University faculty member's college as discussed in 3) below.

- c. Should the issue still not be resolved to the student's and the University faculty member's mutual satisfaction, the student or University faculty member may, within ten working days, appeal the decision of the chairperson/director to the Dean(s) of the College(s) in which the given academic concern resides. This appeal shall specify in writing the alleged grievance. The Dean(s) or Dean(s)' designee(s) shall meet with the relevant parties within five working days of the appeal. The Dean shall deliver a written decision within five working days after the conclusion of this meeting upholding or rejecting the appeal. If the Dean upholds the appeal and finds any unfair or unjustifiable injury or disadvantage to have occurred, their decision shall specify remedies to rectify the situation. In cases involving a conflict of interest with the Dean, the student shall initiate the formal procedures specified below.
- d. If the student is enrolled in Graduate Education, and the issue still is not resolved to the student's and the University faculty member's mutual satisfaction, the student or University faculty member may, within ten working days, appeal to the Director of Graduate Education. This appeal shall specify in writing the alleged grievance. The Director or Director's designee(s) shall meet with the relevant parties within five working days of the appeal. The Director shall deliver within five working days after the conclusion of this meeting a written decision upholding or rejecting the appeal. If the Director upholds the appeal and finds any unfair or unjustifiable injury or disadvantage to have occurred, their decision shall specify remedies to rectify the situation. In cases involving a conflict of interest with the Director, the student shall initiate the formal procedures specified below.

2. Formal Procedures

Should the issue not be resolved to the student's and the University faculty member's mutual satisfaction using the informal procedures, the student or University faculty member may, within five working days of the final written decision or summary described above, initiate the formal phase of the grievance procedure by appealing in writing to the Chairperson of the University Student Grievance Committee. This written appeal shall specify the alleged grievance and the result(s) of the appeals during the informal phase of the grievance procedure.

Legal counsel may be used by the parties, at the parties' cost, as part of the formal procedure. Legal counsel for either party shall act in an advisory capacity only and shall not be permitted to speak on behalf of any party. The Student Grievance Committee shall have access to the University attorney on procedural matters.

- a. The Student Grievance Committee shall meet at the call of the Chairperson upon receipt of a written grievance.
 - i. The Chairperson shall:
 1. Obtain written statements from all parties involved in the appeal.

2. Call for a meeting of the Committee to be held within ten working days of submission of the appeal to review the statements from the parties involved, unless extraordinary circumstances require a delay.
3. The Committee shall decide whether a grievance is in order. If the Committee finds a grievance is not in order, the complaint is dismissed and no further action will be taken by the Committee. If the grievance alleges discrimination, a copy of the minutes of the meeting shall be sent to the Affirmative Action Office.

- ii. If the Committee finds a grievance is in order, the Committee shall
 1. Determine a date, time and place for a formal hearing. Determine the procedures for conducting the formal hearing. All parties concerned will be given at least five working days notice of the time, date and place of the hearing, and of the procedures.
 2. Call on other faculty, staff and students if it would serve the purposes of due process.
 3. Retain records of all written matters dealing with each case.

- b. The Committee shall submit its written findings and decisions for review within forty-five working days after the matter has been formally submitted to the Committee. This time period shall not include either University holidays or times when the faculty are not under contract, such as during the summer. If the Committee finds that unfair or unjustifiable injury or disadvantage has occurred, its decision shall specify remedies to rectify the situation.

The Committee shall submit its findings and decision to the Provost or other appropriate academic officer. Within thirty days of the receipt of the findings and recommendations of the Committee, the Provost or other appropriate University officer shall notify all concerned parties of their agreement or disagreement with the Committee's decision, stating the reasons in writing.

Upon agreement of the parties, the grievance procedure can be concluded at any time before notification by the appropriate academic officer.

Non-Academic Grievance

1. In a non-academic grievance the student shall meet with the Vice President for Student Affairs in an attempt to resolve the issue within fifteen days.
2. The Vice President for Student Affairs will attempt to resolve the matter within ten working days. Should the issue not be resolved, the Vice President for Student Affairs shall prepare a written summary of the events and discussions among the student, University faculty member, and any other individuals, and give a copy of the written summary to the student and University faculty member involved. In cases involving a conflict of interest with the Vice President for Student Affairs, the student shall meet with the Provost and Vice President for Academic Affairs. In cases involving a conflict of interest with the Provost, the student shall initiate the formal procedures specified above.

Transcript of Credits

A transcript of credits is an authentic copy of the student's academic record. No partial transcript will be issued. Transcripts are released only by written request of the student. This order must be placed in person or

by mail to the Registrar's Office, and be accompanied by a \$7.00 fee per copy requested. For other methods of ordering transcripts, please see [bradley.edu/registrar/transcripts](https://www.bradley.edu/registrar/transcripts) (<https://www.bradley.edu/academics/registrar/#transcripts>).

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

Student Course Load

- Bradley requires that a minimum of 30 semester hours be successfully completed for a master's degree and a minimum of 12 hours for a graduate certificate. Specific programs may require additional hours.
- A full-time graduate student takes nine semester hours of coursework during a semester of the regular academic year; students are permitted to take more than nine hours with permission from their Program Coordinator and the Dean of the respective college. A course load of six semester hours in total is considered full time during the summer terms. A minimum of three semester hours is considered half-time enrollment during the summer terms. Recognizing that students often need time to catch up, get ahead, or update their knowledge, Bradley offers special terms for taking courses. In January Interim graduate students can earn up to four semester hours in classes that meet for approximately two weeks.
- Full-time graduate assistants may not enroll in more than nine semester hours nor work more than 20 hours each week without written permission of their Graduate Coordinator and the Director of Graduate Education. Students holding a graduate assistantship must be enrolled full-time.

Graduate Program Concentrations

- A concentration is a curricular subspecialty option associated with a graduate program which provides transcript recognition for students who fulfill a designated, specialized course of study. A concentration recognizes the student as having distinctive skills and training in one highly concentrated area within the program. The concentration course of study shall consist of at least 9 hours of graduate course work, selected from a university approved list. A grade point of at least 3.00 must be earned in courses used toward fulfilling the concentration and only courses taken at Bradley University may be applied.
- Courses used to satisfy the requirements of the concentration may also be applied toward the requirements of the graduate degree. Up to two concentrations can be awarded; however, because concentrations are additional degree designations there can be no course overlap between the concentrations.
- Students must declare their intention to complete a concentration by completing the appropriate section on their Program of Study. A Student's Program of Study leading to a concentration shall be planned by the student in consultation with their graduate academic advisor. To receive a concentration upon graduation, the student must file, with the Office of the Registrar, the Graduate Concentration Completion Form prior to the beginning of their final semester.

Attendance Policy

The academic integrity and excellence of our programs depends on students attending their classes. For all on-campus graduate students at Bradley University, there is an expectation of attendance in class for all scheduled class meetings. On-campus graduate students at Bradley University are expected to physically attend on the first day of classes, if

not before. Students should not assume they can add a class late or be enrolled in a class after the start of the course. All graduate students are expected to participate and engage in classes throughout the semester, through finals week.

Each faculty member has the right to establish requirements for attendance and participation unique to each of their courses. Course requirements (e.g., homework assignments, examinations, oral presentations, laboratory experiments/reports, participation in discussion, etc.) are not waived due to absence from class. Instructors may establish the academic impacts of absences, including the possibility of course failure. When student absence results from their involvement in other institutional business (e.g., presenting at a conference, short course attendance, field trip, off-campus research, etc.), the instructor should be given prior notification and reasonable accommodation for the absence should be negotiated between the instructor and student.

Students should make every reasonable effort to contact their instructors if circumstances require absences and/or lack of engagement in their courses. In cases of absences due to bereavement, emergencies, or serious medical problems, reasons for absences and/or lack of engagement may be presented to the instructor by Student Support Services (<https://www.bradley.edu/campus/student-support-services/>) in consistency with the Health Services class absence notification policy found here (<https://www.bradley.edu/campus/health-wellness/>).

For students with graduate assistantships (GAs), the expectation is that these students must:

- Be on campus at least one week prior to the beginning of the semester in order to get their assigned duties and be prepared to begin their work at the start of the semester
- Continue to perform their assigned duties throughout the semester with no extended absences
- Be available to perform their duties through the end of finals week, or the date specified in the GA offer letter and contract

Graduate Assistants who do not comply with this attendance policy will lose their assistantship (tuition and stipend).

Time Limit for Degree/Certificate Completion

- Candidates for a degree or certificate should complete all requirements within five years following the recording of their first graduate grades, including graduate courses taken as a student-at-large, and courses transferred into their graduate program from Bradley University or any other accredited institution of higher learning.
- Students whose time limit for completion of degree/certificate has expired must submit a request to extend time with the readmission application. The request to extend time for completion of degree must be submitted in writing to the Director of Graduate Education.

Continuous Registration Requirement

Graduate students are required to maintain continuous registration unless approved by the Program Director and respective college dean for a temporary step-out of their program of study. Students may meet the continuous registration requirement by either enrolling, at stated tuition rates, for courses on the program of study approved by their advisor or by registering for 0 (zero) credit hour courses, at a cost of \$100 per course,

to complete a thesis, research, or project that is part of their program of study. Outstanding IN or IP grades from a previous semester do not meet the continuous registration requirement.

- The continuous registration requirement does apply during summer term if one of the following also applies: student is attempting the comprehensive assessment in summer, is graduating in August, or has an IN or IP from a previous semester. If a student is unable to fulfill the continuous registration requirement, the student must request a temporary step-out/leave of absence of their program to be approved by their advisor and respective college dean. Any student who wishes to re-enroll after an absence of two major semesters (fall and spring) must reapply for admission to the program. Bradley offers courses (e.g. GRD 650 Program Completion and GRD 699 Continuous Registration) to assist students in meeting this requirement. Contact the Office of the Registrar for information about registering for these courses.
- The cost of registration in a zero (0) credit hour course is \$100 per course.

Step-Out/Leave of Absence

The leave of absence opportunity is available for graduate students who must leave Bradley University for a period of time not to exceed 12 consecutive months. A leave of absence may be granted for various reasons, such as personal, medical, or financial. The leave of absence must be approved in advance of the semester in which the leave of absence is to begin and can not be granted to a student who is on probation or dismissed from the University. For the complete policy, consult the Registrar's Office or the dean of your college.

Graduate Education Probation and Dismissal Policy

Scholastic Probation

- A minimum cumulative grade point average of 3.00 based on graduate level GPA at Bradley University is required to earn a graduate degree or certificate.
- Students must maintain a 3.00 minimum grade point average each semester (Fall semester, January Interim/Spring semester, May Interim/Summer semester) in order to remain in good standing.
- A student whose cumulative grade point average falls below 3.00 will be placed on probation.
- A student on probation who does not achieve either a cumulative grade point average of 3.00 or a semester grade point average of 3.00 will be dismissed.
- Students on probation are not eligible for Graduate Assistantships or Academic Scholarships.

Scholastic Dismissal

- A student on probation who does not achieve either a cumulative grade point average of 3.00 or a semester grade point average of 3.00 will be dismissed.
- Dismissed students may petition for reinstatement into the program from which they have been dismissed by filing a Petition for Reinstatement to Graduate Study. Dismissed students are allowed to make only one petition for reinstatement to the program from which they have been dismissed.
- Academic good standing (GPA of 3.00 or higher) does not automatically ensure continuation in a graduate program. A student may be dismissed for factors other than grades upon

the recommendation of a committee of department faculty, the student's advisor, the program coordinator/director, the chair of the department/director of graduate program, the dean of the college, and the Director of Graduate Education. Appeals of the decision go through the University Academic Grievance Process.

- Dismissed students lose all financial assistance issued by Bradley University. A Request for Review of Graduate Financial Assistance will have to be submitted to request financial assistance after a student is reinstated.

Petitions for Scholastic Reinstatement

- Any student dismissed for poor scholarship has the right of appeal for reinstatement. Some programs may not permit students to be reinstated until after one full regular semester has intervened. Reinstated students will remain on probation.
- Dismissed students may petition for reinstatement into the program from which they have been dismissed by filing a Petition for Reinstatement to Graduate Study. Dismissed students are allowed to make only one petition for reinstatement to the program from which they have been dismissed.
- The Program coordinator/director, the department chairperson, and the dean of the college must approve the petition for reinstatement.
- Appeals of the decision go through the University Academic Grievance Process.
- If the student is dismissed a second time after reinstatement, no additional petition for reinstatement will be considered.

Dismissal For Non-Academic Reasons

Bradley graduate students must abide by all University regulations, including those established by the college, department, and program. Students who violate University regulations may be subject to disciplinary sanctions including dismissal or suspension as listed in the Bradley Student Handbook (<https://www.bradley.edu/about/admin-offices/student-affairs/student-handbook/>).

Graduate Program Concentrations

- A concentration is a curricular subspecialty option associated with a graduate program which provides transcript recognition for students who fulfill a designated, specialized course of study. A concentration recognizes the student as having distinctive skills and training in one highly concentrated area within the program. The concentration course of study shall consist of at least 9 hours of graduate course work, selected from a university-approved list. A grade point of at least 3.00 must be earned in courses used toward fulfilling the concentration and only courses taken at Bradley University may be applied.
- Courses used to satisfy the requirements of the concentration may also be applied toward the requirements of the graduate degree. Up to two concentrations can be awarded; however, because concentrations are additional degree designations there can be no course overlap between the concentrations.
- Students must declare their intention to complete a concentration by completing the appropriate section on their Program of Study. A Student's Program of Study leading to a concentration shall be planned by the student in consultation with his/her graduate academic advisor. To receive a concentration upon graduation, the student must file, with the Office of the Registrar, the Graduate Concentration Completion Form prior to the beginning of their final semester.

Cross-Listed Graduate/Undergraduate Courses

- For cross-listed graduate/undergraduate courses, the graduate-level course will have additional academic requirements beyond those of the undergraduate course.

Repeated Courses

- Upon approval of the program coordinator, a graduate student may repeat a maximum of two courses in which they received grades of C or below. The second grade received for the course replaces the first grade received. However, semester hours for the course shall count only once toward the degree requirement.
- Financial assistance funded by Bradley cannot be used towards repeated courses.

Audited Courses

- Any Bradley student (undergraduate, graduate, full-time or part-time, including non-degree-seeking students) in good academic standing registered for a given academic term, may request permission to enroll as an "auditor." Permission to audit a course must be approved by both the instructor and the chairperson of the department offering the course. Enrollment is contingent on having available space in the class. Except in special circumstances to be determined by the instructor and the chairperson of the department offering the course. Enrollment is contingent on having available space in the class. Except in special circumstances to be determined by the instructor and department chairperson, courses involving laboratory or studio work cannot be audited. Regular class attendance by persons not on the class roster is not permitted.
- Forms for audit registration are available in the Registrar's Office or online. Audit registrations are accepted by the Registrar's Office only after the first day of classes of each academic term.
- The extent to which an auditor participates in a course and the requirements for satisfactory performance must be specified by the instructor when approval is granted. Instructors are not obligated to grade any course work performed by the auditor. Courses taken for audit do not earn academic credit, do not apply toward any academic degree, and do not count toward a student's full-time or part-time load for purposes of financial aid, loan deferments, or visa status. Courses taken for audit are recorded on the student's permanent academic record as completed satisfactorily ("X"), completed unsatisfactorily ("UX"), or withdrawn ("W").
- After the last day for adding classes with special permission, anyone who is registered as an auditor may not change the audit registration to a "for credit" status, i.e. a regular registration; likewise, a student registered for credit may not change to audit status. Deadlines associated with courses taken for credit and courses taken for audit are identical.
- All individuals will be charged a non-refundable fee for audited courses. The current fee is published at Student Financial Services (Tuition and Fees) (<https://www.bradley.edu/admissions/tuition/>). Persons who have audited a course may petition to earn credit by proficiency examination; however, the charge for a proficiency examination for credit is based on the standard tuition structure determined by the Controller's Office with a credit granted for charges associated with auditing.

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 six 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 program coordinator recommends its acceptance to the respective college dean. In rare instances, and upon written approval of the Director of Graduate Education, more than six semester hours may be transferred; but Bradley will not accept more than 12 semester hours of transfer credit. 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 and a Request to Transfer Graduate Credit form at admission. Students who wish to transfer course credits after admission should submit the request to the Director of Graduate Education.
- Students enrolled in Distance Education programs may only transfer nine semester hours.
- No graduate course completed elsewhere can be transferred if five years pass between completion of the course and completion of the Bradley University graduate program.
 - In rare instances, courses beyond the five-year limit may be considered for transfer upon the recommendation of the graduate coordinator and approval by the respective college dean. Please see the Time Limit for Degree/Certificate Completion policy in this Catalog (above). Courses taken between the spring and fall semesters will be considered as being taken during "summer." This includes Bradley courses taken during May three-week, May eight-week, Summer I, and Summer II sessions. "Summer" will count as one semester in the determination of the age of the course.
- Course credit earned for a completed bachelor's or graduate degree will not be applied to a later graduate program or certificate.

Age of Courses Eligible to Meet Prerequisite Requirements

Courses that serve as prerequisites for a degree or certificate program and that do not count directly toward graduate degree or certificate completion may be accepted to meet a prerequisite requirement provided they have been completed no longer than five years prior to the time the student begins their graduate program at Bradley University.

Change Of Program

Students who are currently enrolled may apply for a Change of Program. A student wishing to change their program must complete a Change of Program form and submit it to the Director of Graduate Education a minimum of two weeks prior to the semester in which they wish to start the new program. Additional materials or test scores may be required at the discretion of the Director of Graduate Education and the new department for the Change of Program to be approved. Admission to a degree program does not guarantee a Change of Program will be approved.

Progression Toward Degree

- Graduate Program of Study**
 - Within the first semester of a degree seeking student's graduate coursework, a completed Program of Study form must be

approved by and filed with the Program Coordinator. The Program of Study form must identify all program requirements including requirements beyond those listed in the Graduate Catalog.

Revisions to the Program of Study are initiated by submission by the student of a Change of Program of Study form. This must be approved by and filed with the Program Coordinator.

- b. The Office of the Registrar and the Program Coordinator will use the Program of Study form or degree audit to determine the student's qualifications for and progress toward completion of their graduate degree or certificate.

2. Comprehensive Assessment

- a. Each department offering a graduate program requires a comprehensive assessment of the student's total experience as it relates to fulfilling the objectives of the program of study. The department offering the program shall determine the form and content of the assessment. The type of comprehensive assessment should be specified in the student's Program of Study. The student is responsible for making arrangements with the program coordinator for completing the assessment. At least two weeks before the date on which the degree is to be conferred, the coordinator must report the quality of the assessment to the Office of the Registrar as Pass, Pass with Distinction, or Fail. The results of the assessment, as reported by the coordinator, will be posted on the student's transcript.
- b. Students who receive a Fail on the assessment will be given only one additional opportunity for reassessment. The time frame in which the reassessment will take place is determined by the program, but must be within the time limit prescribed for finishing the degree.
- c. Students are required to be registered during the term in which they attempt to fulfill the comprehensive assessment requirement. Students who attempt the comprehensive assessment during the summer must be registered for one of the summer terms.
- d. Comprehensive Assessment results are due two (2) weeks before the end of the semester in fall and spring and two (2) weeks before the end of the Summer 2 session. If results are not received by the Office of the Registrar by the deadline the student will not be approved for graduation.

3. Thesis/Dissertation

- a. Departments of the University govern the thesis/dissertation option. Those students selecting this option must obtain information about thesis/dissertation requirements from their graduate coordinator. The general format and procedures for thesis filing are available online at [bradley.edu/academics/graduate](https://www.bradley.edu/academics/graduate) (https://www.bradley.edu/academics/all-programs/?program_type=graduate). (<https://www.bradley.edu/grad/>)
- b. The thesis/dissertation must be submitted two (2) weeks before the end of the semester in Fall and Spring and two (2) weeks before the end of the Summer 2 session before a student can be approved for graduation. If a student misses the deadline, they will have to apply for graduation in the next available graduation cycle and register for a zero (0) hour course.

4. Application for Graduation

- a. Students must apply for graduation online using My Bradley. The application must be submitted when the candidate is registering for their final semester of study. Students finishing during a summer session should apply at the beginning of the term in which they plan to complete their requirements. Students who do not apply by the published deadlines will be considered for the

following graduation cycle. They will have to register for a zero (0) hour in the next available semester.

- b. Applicants failing to complete all requirements for graduation in the semester for which they applied must reapply before they are considered for the next graduation cycle.
- c. Students are required to be registered during the term in which they plan to graduate. Students who plan to graduate in August must be registered for one of the summer terms. Students can register for a zero (0) credit hour of research or thesis or register for either GRD 650 Program Completion or GRD 699 Continuous Registration. Contact the Office of the Registrar for information on registering for GRD 650 Program Completion or GRD 699 Continuous Registration.
- 5. A student must be in academic good standing (GPA of 3.00 or higher) to graduate.
- 6. **Attendance at Commencement**
 - a. A commencement convocation is held at the completion of the fall and spring semesters. Graduating students are encouraged to attend.

University Policy on Awarding of Posthumous Degrees

- Upon the request of the deceased student's family, a posthumous baccalaureate degree may be considered by the Academic Regulations and Degree Requirements Committee, if at the time of death, the student was enrolled in a degree program, was in good academic standing, and had entered their senior year.
- Upon the request of the deceased student's family, a posthumous graduate degree may be considered by the Academic Regulations and Degree Requirements Committee, if at the time of death, the student was enrolled in a degree program, was in good academic standing, and had completed two thirds of the credit hours required for graduation.
- The Academic Regulations and Degree Requirements Committee will consider the family's request, verify eligibility for a posthumous degree, and forward its recommendation on granting the degree to the Provost and Senior Vice President for Academic Affairs for approval.
- Upon the Provost's approval of granting the degree, the appropriate commencement program and the student's academic record will note that the degree was awarded posthumously. The diploma will be presented to the deceased student's family by the President of the University.
- Death that results from unlawful activity on the part of the deceased student may result in disqualification for a posthumous degree.