

Undergraduate Academic Advising Handbook

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Academic Advising
Philosophy and Academic
Disclaimer

Role of Academic Advising at Bradley University

Definition and Strategy for Academic Advising

Advising Goals

1. Assist students in self-understanding and self-acceptance (their values, abilities, interests, and limitations).
 - a. Resources within the Academic Exploration Program
<http://www.bradley.edu/academic/departments/aep/resources/>
2. Assist students in their consideration of life goals by relating interests, skills abilities, and values to career, the work environment, and the purpose of higher education.
 - a.

Advising Tips

1. Create a receptive, confidential relationship with the advisee. When students believe that the advisor is truly providing guidance that will benefit them, the students will be more accepting, appreciative, and often act upon the recommendations offered by the advisor.
2. Advising is listening! If students can talk with someone in whom they have FRQILGHQFH ZKR ZRQ¶W ODXJK DW WKHLU FRPPHC paternalistic or condescending, students may, within the discussion itself, discover various possibilities and perceive their situation from various perspectives. A good listener, being attentive and encouraging, may provide the student with a form of assistance that is truly helpful.
3. Be empathetic. Remember some of your own difficulties, frustrations, and complexities of college life and make an effort to reduce them for your advisee.
4. Establish the advantages and limitations of advising with each student. Explain how regular advising sessions can benefit the student. Be sure to ask the student if they have any questions.
5. Both the advisor and advisee have certain responsibilities. Discuss your expectations of the student as an advisee. A written list of those expectations would serve as a reminder to the student to prepare for his/her next meeting.
6. Clarify with your advisee that he/she understands your intended message. Ask the student to then describe back to you what he/she will do.
7. End-of-lecture summary has its counterpart in advising. During the advising session, and particularly at the end, summarize what transpired and the options that the student has. This is an opportunity for the student to respond to your advice.
8. Open-ended questions are a useful means of entering into a discussion. Students, particularly freshmen, may be intimidated by your faculty rank, and be hesitant to elabom facultm.2(ult7 Tmm[fa]-vns(he)4(2)-100(19(int)-.2(ultw-oł 0 0 1 t Tm.25 Tm[pa)4(rt)ic)3

Bradley University
Academic Records

Electronic Academic Records

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information system, *AcInquire*. The URL is: <http://acinqwire.bradley.edu>

Departmental/College Academic Records

Each department/college varies on the form of records maintained by the unit. Some departments maintain a hard copy of every student record. Information regarding transfer approval of coursework, petitions, and change of major/minor approvals are collected in a folder for that student in his/her folder. This information can be valuable if a student changes advisors or if department/college awards are being selected. To obtain the hard copy of a record, contact the department/college administrative support staff member or the college record administrative support staff member. Please refer to the list below:

Advising Process for Early Class Registration

Advising is a continuous process by which faculty nurture and guide students through

Definition of Student Standing

Full-time student status is a minimum of 12 credit hours. If students register for fewer than 12 credit hours, they are considered part-time students. Students will be classified based on the number of credit hours completed according to the following scale:

<u>CLASS</u>	<u>COMPLETED HOURS</u>
Freshman	1-23 hours
Sophomore	24-49 hours
Junior	50-89 hours
Senior	90+ hours

Excess Hours

If a student desires to register and waitlist for more than a total of 18 ½ hours in a given semester, he/she must obtain special permission. To obtain special permission, the student must complete a Special Permission Form. The signatures of both the academic advisor and College Dean are needed. Then the student must take the form to the Registrar before he/she can register and waitlist for more than 18 ½ hours combined. Please remind students that they will be billed for every hour (even half hour) over 16 hours.

There are a few courses that most students can take over 16 hours and not be billed, such as EHS 120, all one hour honor seminars and CFA 100. To verify other free one hour courses please contact the Registrar. The list of those courses is available in the schedule of classes each semester, or online at: <http://www.bradley.edu/classes/> listed under Billing and Payment.

Satisfactory Progress Requirements

By Financial Assistance

Academic Progress: Students must make measurable progress toward completion of their academic programs. 6 W X G H Q W V Z K R- V H I Q F U R' O O D R V J 3 P R O J I F U H G must complete at least twelve credit hours in that semester or must have a minimum number of hours which, when averaged, total at least 12 per semester. The policy gives reasonable latitude to s

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General Education
Requirements

General Education Requirements

All Bradley University students must complete all general education requirements to earn their degree. If students do not meet these requirements due to extenuating circumstances, they may petition the Academic Review Board (ARB) with the permission of their

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Advising Senior Students

Advising Senior Students

Special care needs to be taken when advising students who have earned 90 or more credit hours (senior status). Graduation requirements for those students are critical. The DARS identifies those completing those requirements. A few requirements that advisors should discuss with these students are:

1. Earned credit hours ±Students MUST have earned no less than 124 hours to graduate. This requirement is highly enforced and waivers are never granted.
2. Residency requirement ±24 of the last 30 hours of coursework toward graduation must be done at Bradley University. If a student wants to earn hours from another institution during their last year, they should be cautioned that only six hours can be taken.
3. To receive Honors for graduation, a student must have completed 60 hours at Bradley University. The honors recognized at the commencement ceremony are (Summa cum laude, Magna cum laude, Cum laude). The computation of the GPA for honors designation on the transcript and diploma will be based on all work completed at Bradley University at the time of graduation. The honors are:
 - a. Summa cum laude - 3.8 or higher
 - b. Magna cum laude ±3.6-3.79
 - c. Cum laude ±3.4-3.59
4. Students must complete 40 credit hours at the junior/senior level (300-400 classes).
5. GPA ±students must have an overall GPA of 2.0 to graduate from Bradley University. There may be college and/or departmental GPA requirements that the advisor should review with the student.
6. Application for Graduation ±every student who plans to graduate must complete applications are accepted through the end of the third full week of the semester via Webster. After that Webster will not allow you to apply online for the current semester. This form is available in the Registrar's Office, Swords Hall Room 11. This form is available on the Registrar's Office website at <http://www.bradley.edu/offices/academic/registrar/forms/>. If a student has filed, but was unable to complete requirements for graduation, he/she must reapply and is kept informed of the requirements.

7. Commencement ±There are two commencements at Bradley University: May and December. The May commencement is held in the Civic Center. Students who have applied to graduate will receive a packet of information about graduation and order forms for cap and gown the first week in March. The December commencement is held in the Renaissance Coliseum. Students who have applied to graduate will receive their packet the first week in October. Although degrees are conferred in August, there is no summer commencement. For more information, contact Nial Johnson, Jobst Hall 237, at x2333 or visit <http://www.bradley.edu/commencement/>.

8. Walk ±If a student is within two courses for graduation, a student may participate in commencement if they show proof or registration in the final required courses. A walk form is available in H D F K F R D O D Q J H V I Z I I L F H

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Transfer Work,
Repeated and Incomplete
Courses, and
Placement Exams

Transfer Work

Students may at any time enroll in course work at another institution. For that work to transfer to Bradley University, the student must obtain transfer pre-approval using the 37UDQVIHU :RUN \$SSURYDO)RUP´ IURP KLV KHU GHSDU enrolling in any courses at another institution. If the course to be taken is to fulfill a general education requirement, the Office of the Associate Dean of Liberal Arts & Sciences must approve the course. A list of courses that are transferable to Bradley University from many community colleges in the state of Illinois can be accessed at: <http://www.bradley.edu/academics/gened/gened-2.html>

If the student wishes to take a course at a four-year institution, the student should bring a copy of the course description to his/her academic major department chair to determine if it is an appropriate course. Final approval will be needed from the Associate Dean of Liberal Arts & Sciences.

All advisors should check with their academic advisor and/or Department Chair for additional stipulations to transferring courses.

Students must be careful not to transfer more than six hours in their last 30 hours toward degree completion at Bradley University. Additionally, only 66 hours may be transferred for credit from a 2-year college.

Placement Exams

Math Placement Scoring

All new freshmen that attend summer orientation take the math placement assessment unless they have received the appropriate Advanced Placement (AP), International Baccalaureate (IB) or Dual Credit from another institution. Otherwise students must arrange a date and time with the administrative support staff member in the Mathematics & Political Science Department by calling x2502. Placement test scores are determined by WKH V Math ACT Score V Placement Test score. Math placement test scores can be found on AcIQ T X L U H X Q GA Home Page. Below of examination scores, appropriate placements and related notes can be obtained from the Department Chair of Mathematics, Dr. Mat Timm at x2499 or Mr. David Trillizio, Director of Orientation and Advisement at x2420.

Please note that only some of the math courses listed here can fulfill General Education credit. MTH 109 does not fulfill the General Education requirement but the student may need this work to prepare for more intensive math courses. MTH 118 without the successful completion of MTH 119 will also not count for General Education credit.

Introductory-Level Mathematics Course Descriptions

For a list of all introductory 100 level mathematics courses, including course descriptions, refer to:

<http://www.bradley.edu/academic/undergradcat/20152016/las-mth.dot>

Dr. Mat Timm

Bradley Hall 452

mtimm@fsmail.bradley.edu

x2499

Please note that only courses labeled **MA** may be used for General Education credit. All remaining classes may be used toward elective credits and all MTH courses, minus MTH F D Q E H D S S O L H G B A n o z o s c n c r e q u i r e m e n t . H Q W ¶ V

World Languages and Cultures Placement/Credit Policy

All students have the option of taking the Foreign Language placement assessment at

You may also **satisfy** the language requirement by receiving a 3 or higher on the AP language and culture test, a 3 or higher on the AP Spanish literature and culture test, passing the CLEP exam, or passing the International Baccalaureate foreign language exam.

It is never to your advantage to start in 101 if you are more advanced. 101 is designed for students who have never taken the language before. Generally, students who place under their actual level become bored, skip classes, do not complete assignments, and do worse than if they had enrolled at their correct level originally.

For questions on receiving World Language credit at Bradley University from another two or four-year school or through AP, IB, or CLEP credit, contact:

<http://www.bradley.edu/academic/departments/wlc/placement>

Dr. Alexander Hertich, Chairperson, World Languages and Cultures
Bradley Hall 315
ahertich@fsmail.bradley.edu
x3495

Advanced Placement Test

The Advanced Placement exam is offered in many high schools for college credit for juniors and seniors. The Office of Undergraduate Admission office posts the AP work from the test results. For more information, contact:

www.bradley.edu/admissions

Ms. Julie Johnson
Office of Undergraduate Admissions
jkjohnson@fsmail.bradley.edu
x3143

International Baccalaureate Program

The International Baccalaureate program is similar to the Advanced Placement program in the high schools. For more information, contact:

www.bradley.edu/admissions

Ms. Julie Johnson
Office of Undergraduate Admissions
jkjohnson@fsmail.bradley.edu
x3143

Bradley University

Changes to Academic
Major/Minor

Bradley University
Petitions to ARB

Petition to the Academic Review Board

<http://www.bradley.edu/apr/>

The Academic Review Board at Bradley University is authorized to act on three types of cases:

- 1. Waivers of graduation requirements**
- 2. Reinstatement following academic dismissal**
- 3. Academic Forgiveness Policy**

Waivers of Graduation Requirements

Under special circumstances, a student may request that a requirement for graduation from Bradley University be waived. This request is made by filing a petition with the Academic Review Board. The petition should be filed with the Academic Review Board at least 30 days before the student's graduation date. The Academic Review Board will review the petition and make a decision on whether to grant the waiver. If the waiver is granted, the student will be allowed to graduate with the required credit hours.

Reinstatement Following Academic Dismissal

Students who have been academically dismissed from Bradley University must petition the Academic Review Board for Reinstatement to the University. A student requesting reinstatement must submit a completed petition and a letter presenting all pertinent facts and all supporting evidence. This letter must address two specific issues:

1. Reasons for the inadequate grade point average
2. Rationale for future academic success

Academic Forgiveness Policy

%UDGOH\ 8QLYHUVLW\¶V DFDGHPLF IRUJLYHQHVV SROL cumulative honor point deficiency. To qualify for the Academic Forgiveness Policy, students must not have been enrolled in a Bradley degree program for at least five years. If the petition is approved, grades for all Bradley courses taken before the hiatus for five or more years will be removed from the overall GPA calculation. Students will retain credit for those courses with grades of "C" or better, whether the credit was taken in residence at Bradley or from another institution.

7KH IRUJLYHQ JUDGHV VKDOO QRW FRXQW LQ GHWHU average for academic probation or dismissal or for graduation; however, they shall remain on the transcript with an appropriate notation, and shall be used in determining graduation honors and major and minor GPA requirements.

Forgiveness can only occur once and is irreversible once granted.

Role of the Advisor: The petition for forgiveness requires the written approval of the VWXGHQW¶V DGYLVRU)DFXOW\ ZKR PHHW ZLWK SURVS option should keep it in mind.

Questions?

The Academic Review Board Office is 50 MAR (x2405) and all necessary forms are available in that office. Any questions involving the Academic Review Board can X00NzAiz

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Withdrawals and Absence

Withdrawal from a Course

Students may at any time up until the drop deadline (stated in the semester calendar in the

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Forms

All the forms that academic advisors will need in assisting students can be obtained
WKURXJK WKH 'HDQ V 2IILFH R UH R P WK H 5 L V W U D U
can be accessed online. For confidentiality reasons, the following forms are available to
faculty and staff only through AcInquire or DocSoup:

Forms available on AcInquire

FERPA Related Forms

Documenting Unauthorized Disclosure in Emergency
Letters of Recommendation And FERPA Compliance
Reference Request (FERPA Release)
Request for Access to Computerized Student Records
Statement on the Privacy & Request for Access to Computerized Student
Records

Important Forms

Audit a Class Request
Change Of Major Or Minor
Clep Test Application Form
Credit By Exam Form
IN/IP Contract Form
Label/List Request Form
Late Add Request
Leave of Absence Petition
Course Repeat
Permission to Discuss Education Record Information
Petition to carry excess hours
Release form for verification
Replacement Diploma
Transcript Request

Bradley University
University Programs

Academic Exploration Program

Students who are undecided concerning their major enroll at Bradley University and enter the Academic Exploration Program (AEP). Bradley University is a national leader in assisting undecided students in making choices. All Bradley University students can enroll in the Student Planning Seminars ² AEP 100. Students have the opportunity to take advantage of our job-shadowing program, Footsteps, and a plethora of resourcBTP

Honors Program

The Honors Program is designed to help talented students establish a learning environment that will encourage them to develop versatility and independence of thought.

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Resources

Academic Accommodations

Career Services/Job Search

The Smith Career Center assists students in exploring and defining career options, developing job search strategies, obtaining career-related work experience, and identifying and connecting with prospective employers. Each student is assigned to a Career Advisor who will work one-on-one with the student regarding internship/job search strategies, resume writing, interviewing, etc. Students have access to web-based job listings and are able to post their resume online to be viewed by employers. The Center also provides an overnight resume review service for current students and alumni. Visit the website for more services offered. For more information, contact:

<http://www.bradley.edu/scc/>

Mr. Jon Neidy, Executive Director

Smith Career Center

careers@bradley.edu

x2510

Center for Learning Assistance

The Center for Learning Assistance (CLA) provides assistance for students with their college experience. The people who use the CLA are a diverse group: students who have high GPAs and want to keep them, and students who have lower GPAs and want to improve them. Many of our students are self-referred to the CLA or are referred by faculty, resident advisors, or friends. For more information, contact:

<http://www.bradley.edu/offices/student/cla/>

Dr. Debbie Fischer, Director

Center for Learning Assistance

Library 312

djfisch@fsmail.bradley.edu

x3654

Counseling

Professional counselors and supportive staff are trained to work with Bradley students in their growth and total development - social, emotional, intellectual, physical, spiritual, and occupational - as well as the environment in which they live. Personal growth and development issues of adjustment to college, relationship concerns, alcohol and substance abuse, anxiety and stress management, communication skills, eating disorders, assertiveness, and lifestyle choices are some of the issues addressed by the counselors. Students can see a counselor the same day if it is an emergency, otherwise visits by appointment are preferred. Visits are confidential and free for Bradley students. For more information, contact:

<http://bradley.edu/campuslife/healthservices/counseling/>

Ms. Deborah Montgomery-Coon, Director

Markin 52

dkmontgomery@fsmail.bradley.edu

x2700

Disciplinary Action

The student judicial system implements the Student Standard of Conduct found in the Student Handbook. If a faculty member has an immediate disciplinary problem with a student, the Campus Police should be contacted. Students have the opportunity to have WKHLU ³FDVH´ KHDUG E\ HLWKHU WKH 8QLYHUVLW\ -XG Board. For more information, contact:

<http://www.bradley.edu/campuslife/studenthandbook/policies/>

Mr. Ryan Bair, Director, Residential Living and Leadership

rbair@fsmail.bradley.edu

x2697

Diversity and Inclusion

Located on the second floor of the Garrett Cultural Center, the Office of Diversity and ,QFOXVLRQ 2', ZDV HVWDEOLVKHG WR HQKDQFH XQC provide education to the University community, thereby developing a campus climate

Grievances & Student Handbook

Student grievance procedures are described in the Undergraduate Catalog at <http://www.bradley.edu/academic/undergradcat/20152016/overview-argrievance.dot>.

For detailed information about Standards of Conduct, Student Services and Organizations, Student Government and Activities, please refer to the Student Handbook online at <http://www.bradley.edu/campuslife/studenthandbook/>. For more information, contact:

Mr. Nathan Thomas, Vice President of Student Affairs
Sisson Hall 100
nthomas@fsmail.bradley.edu
x3140

Health Center

The Student Health Center is an outpatient clinic that provides service to enrolled Bradley students who experience health problems. Students are assisted through advisement, treatment, consultations with health providers, and referral for extended treatment if necessary. While there is no charge for most on-site treatment, services provided through referral to outside agencies are charged by that care provider and are the student's financial responsibility. For more information, contact:

<http://bradley.edu/campuslife/healthservices/>

Orientation for New Students

Bradley University offers 12 two and a half day summer orientation sessions for new freshmen students and their parents, family members and guests. Student orientation is mandatory while parent orientation is optional, but highly recommended, and a majority of our new families choose to attend. While at orientation students will receive academic advisement, register for classes, and become integrated into the Bradley community through interaction with our Student Aides, professional staff, and faculty. Five transfer orientations sessions are offered throughout the year. For more information, contact:

<http://www.bradley.edu/orientation/>

Mr. David Trillizio, Director, Orientation & Advisement

Heitz 100

dpt@fsmail.bradley.edu

x2420

Registrar's Office

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many student services, such as transcripts, address change, registration through Webster, schedule changes, degree verifications, and enrollment verifications through Webster, degree audit, grades, holds, and University schedule. For more information, contact:

<http://www.bradley.edu/registrar/>

Mr. Andy Kindler, Registrar

11 Swords Hall/MCID 5>> BDC BT1 0 0 1 108.v79.35 Tm{()d1 108.02 382.63 Tm0 g{1091 r7377.184

Bradley University

General Information about
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Organizational Structure

Bradley University has had eleven Presidents since 1897. The first was Dr. William Rainey Harper who was concurrently President of the University of Chicago when Ms.

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Today, Gary Roberts serves as the eleventh President of the University. In h

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Outstanding Advisor Award

