# Undergraduate Academic Advising Handbook

## Bradley University Undergraduate Academic Advising Handbook

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#### Role of Academic Advising at Bradley University

#### **Definition and Strategy for Academic Advising**

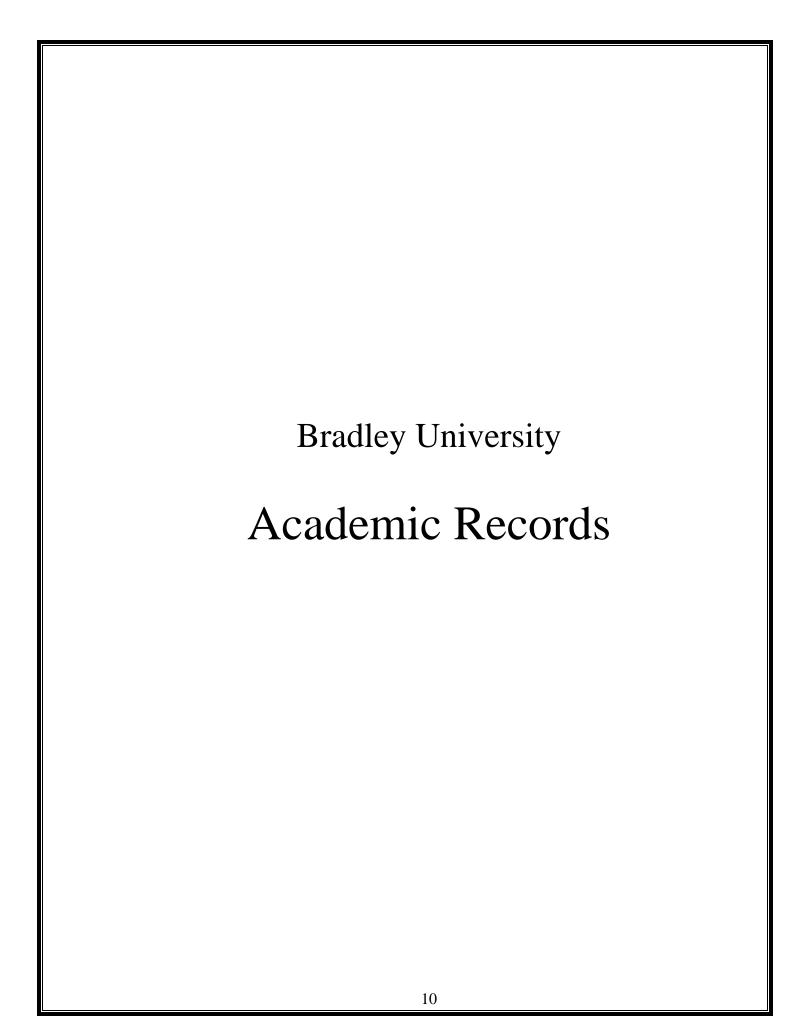
#### **Advising Goals**

- 1. Assist students in self-understanding and self-acceptance (their values, abilities, interests, and limitations).
  - a. Resources within the Academic Exploration Program <a href="http://www.bradley.edu/academic/departments/aep/resources/">http://www.bradley.edu/academic/departments/aep/resources/</a>
- 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 ZKR ZRQ¶W ODXJK DW WKHLU FRPPHO FRQILGHQFH 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. 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-o\ddot 0 0 1 t Tm.25 Tm[pa)4(rtic)3



#### **Electronic Academic Records**

 $VWXGHQW\PVHQWLUHDFDGHPLFUHdfill Grude fit DQEH information system, $$AcInquire$. The URL is: $$ $http://acinquire.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 VWXGHQW¶VIROGHU \$QDFDGHPLFDGYLVRUVKRXOG 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 VWXGHQW¶VUHFRUG WKHDGYMKHDGWKHDKHTAILWEKSRDYOG GaffVHHWK 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 WKH\ PD\ MHRSDUGL]H WKHLU ILQD**Q**FL KRXUV insurance. Students will be classified based on the number of credit hours completed according to the following scale:

> **CLASS** COMPLETED HOURS ) UHVKPDQ « « « « « -23«hours 6 R S K R P R U H. « « « -55 hours Junior « « « « « « « « « 6-89 hours KRXUV RU PRUH 6HQLRU««««««

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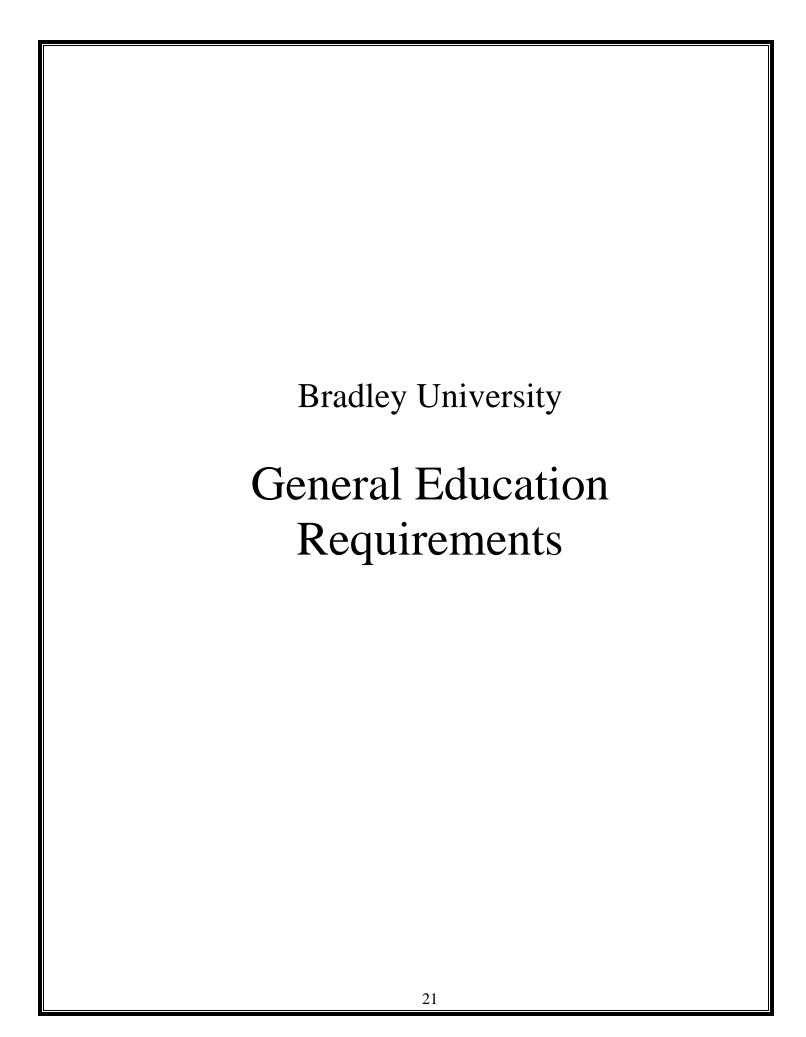
#### **Excess Hours**

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 VWXGHQW FDQ YLVLW DQ\ DFDGHPLF GHSDUWPHQV +RXUV´IRUP E\ YLVLWLQJ WKH lidskHigJbnWoWFobhDsJJ¶Dve KRFHSI 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 c R Q W D F W W K H & R Q W U R O O H U ¶ V3 120. I 12hE Hist 6f W X G H Q V those courses is available in the schedule of classes each semester, or online at: http://www.bradley.edu/classes/ listed under Billing and Payment.

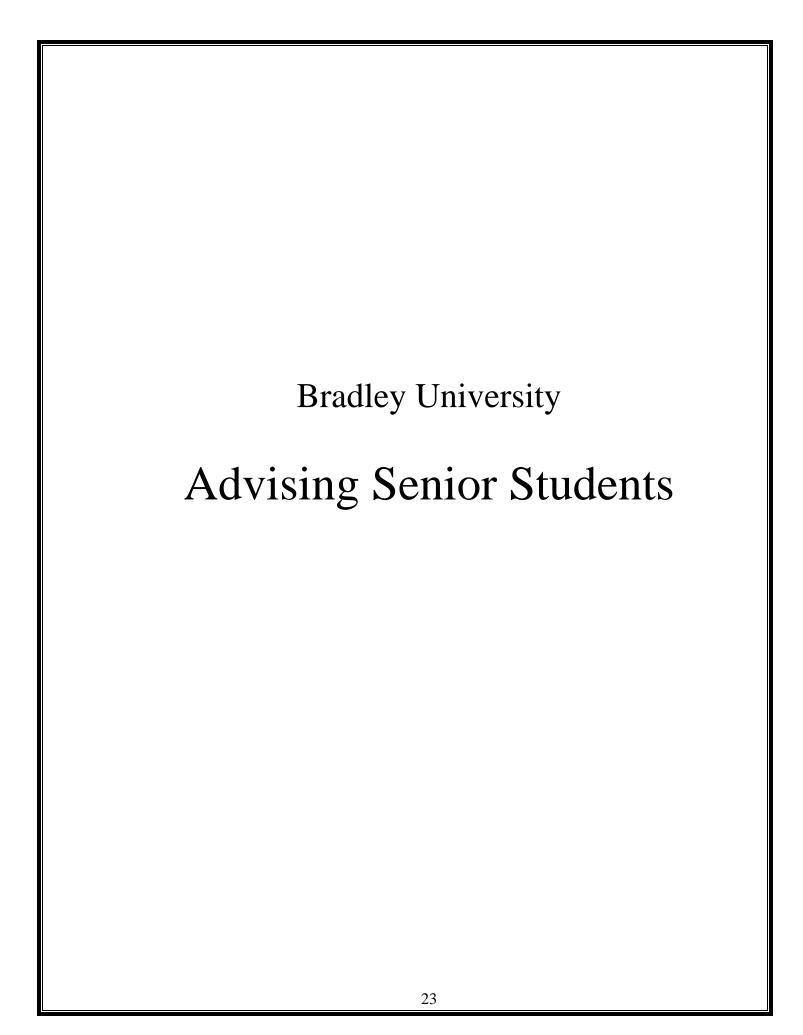
### Satisfactory Progress Requirements By Financial Assistance

Academic Progress: Students must make measurable progress toward completion of their academic programs. 6 W X G H Q W V Z K R- WHIQPUHROO DRWU 3 PX QU G 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



#### **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



#### **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 DOO JUDGXDWLRQ UHTXLUHPHQWV DQG LQGI completing those requirements. A few requirements that advisors should discuss with these students are:

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- 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 GHWHUPLQHG E\WKHVWXGHQW¶VQH[WWR typical four year program). 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 ±very student who plans to graduate must complete DQG VXEPLW WKH DSSOLFDWLRQ IRU or bh DnG XDW LRO 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 JUDGXDWLRQ GDWH DQG \RX PXVW WXUQ LQ DS Office, Swords Hall Room 11. This form FDQ EH REWDLQHG IURF Office website at <a href="http://www.bradley.edu/offices/academic/registrar/forms/">http://www.bradley.edu/offices/academic/registrar/forms/</a>. If a student has filed, but was unable to complete requirements for graduation, <a href="het/she">he/she</a> must reapply 7 KLV LV D FULWLFDO FRPPXQLFDWLRQ WR is kept informed of the VWXGHQW¶V LQWHQWLRQ DQG SURJUHV

- 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 <a href="http://www.bradley.edu/commencement/">http://www.bradley.edu/commencement/</a>.
- 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 HDFK FROHDHQJHY¶ ¥11 LFH

**Bradley University** 

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 <sup>3</sup>7UDQVIHU:RUN \$SSURYDO)RUP'IURP KLV KHU 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

GHSDU

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 WhathCART Dawl V Placement Test score. Math placement test scores can be found on AcIQTXLUH XQGAHddmill Well Hard Wild Win 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 FDQ EH DSSOLHGBANAROZ OF SCENCE PROVINCE MEDICAL WEST.

#### **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

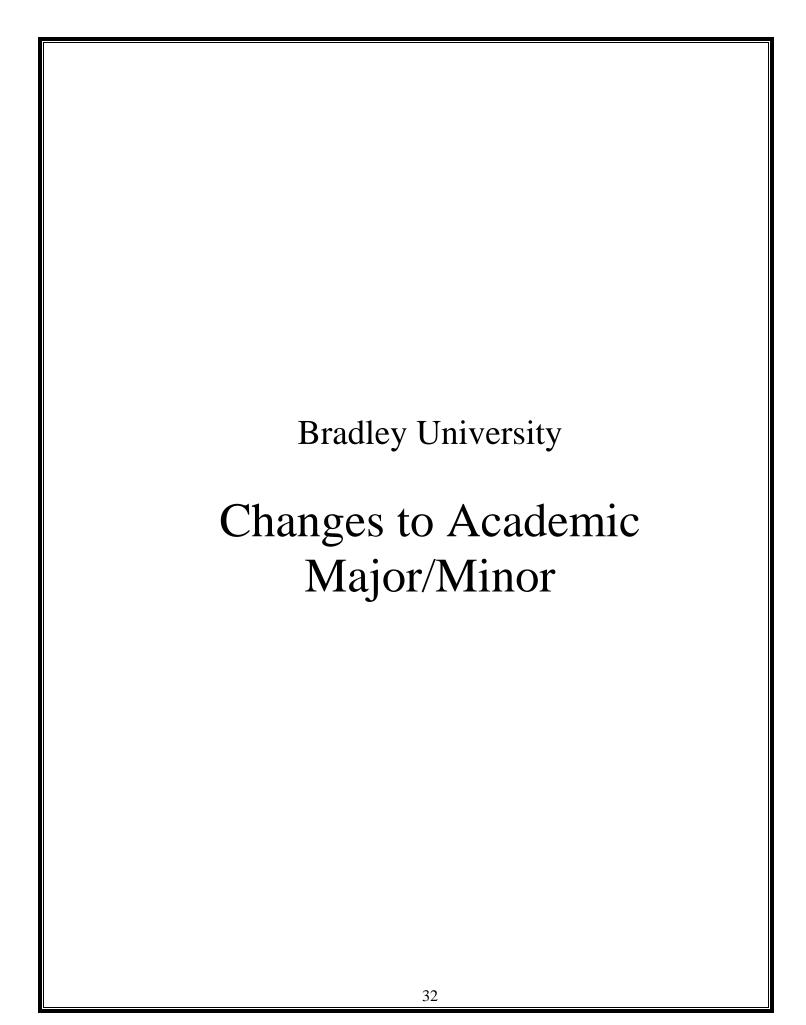
Ms. Julie Johnson Office of Undergraduate Admissions jkjohnson@fsmail.bradley.edu x3143

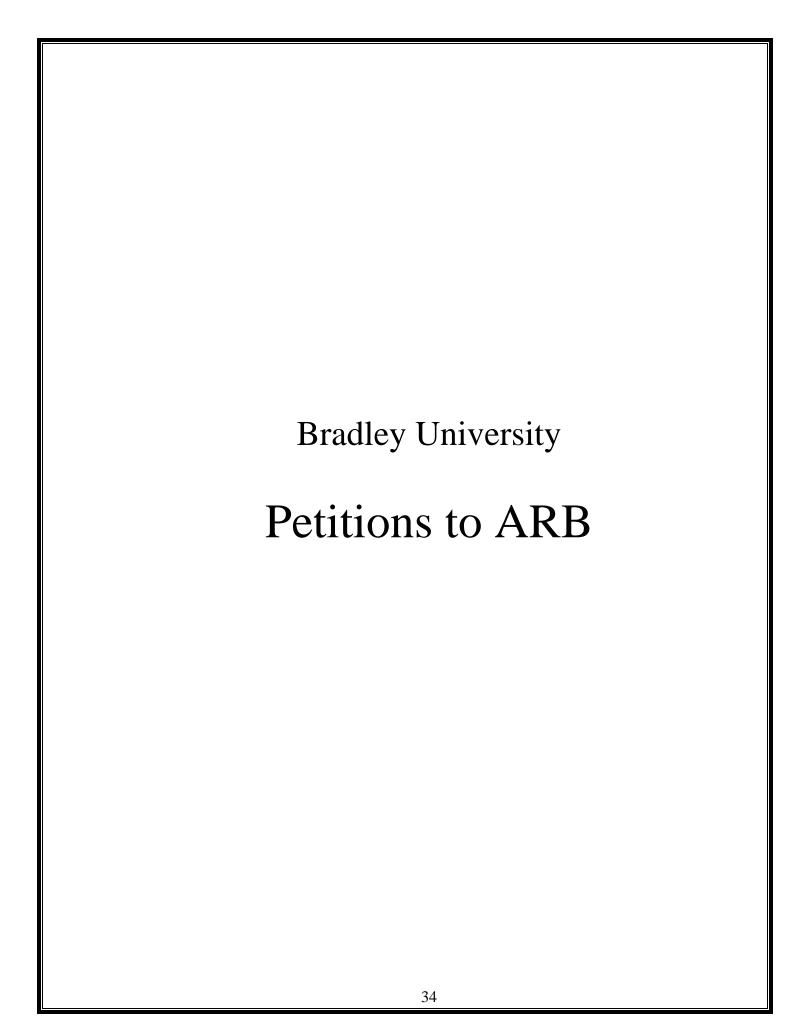
#### **International Baccalaureate Program**

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





#### **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 ic ic mi0G q2.3plc Fic tistudent ai(y)20()-9(is a)-5() istakeFit0 468.31 Tm[

#### **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**

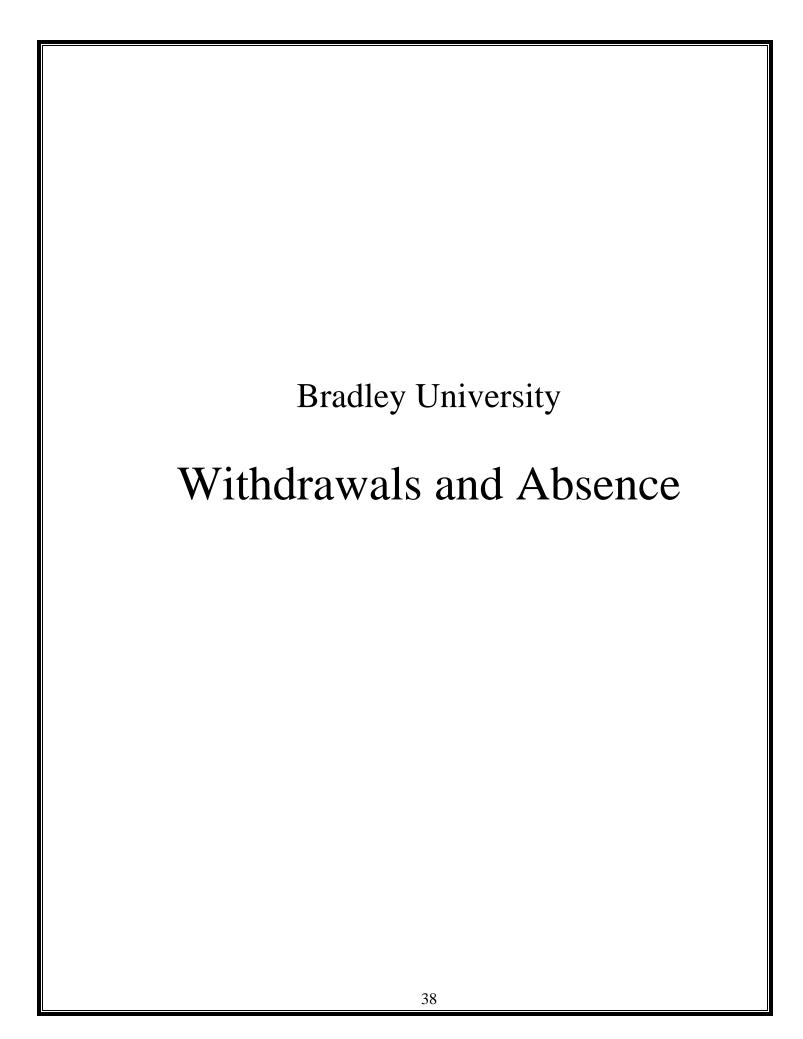
% UDGOH\ 8QLYHUVLW\¶V DFDGHPLF IRUJLYHQHVV SROL cumulative honor point deficiency. To qualify for the Academic Forgiveness Policy, students must not have been enrolled in a Bradley degree program for at least five years. If the petition is approved, grades for all Bradley courses taken before the hiatus 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.

7 KH 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¶VDGYLVRU )DFXOW\ZKRPHHWZLWKSURVS option should keep it in mind.

#### **Questions?**



# Withdrawal from a Course

Stud	ents may	at any	time u	p until	the dro	p deadlin	e (stated	in the	e semester	calend	lar i	n t	he
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Bradley University

Forms

All the forms that academic advisors will need in assisting students can be obtained WKURXJK WKH 'HDQ¶V 211LFH RUThere Repsew Arak Forms that LVWUDU 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

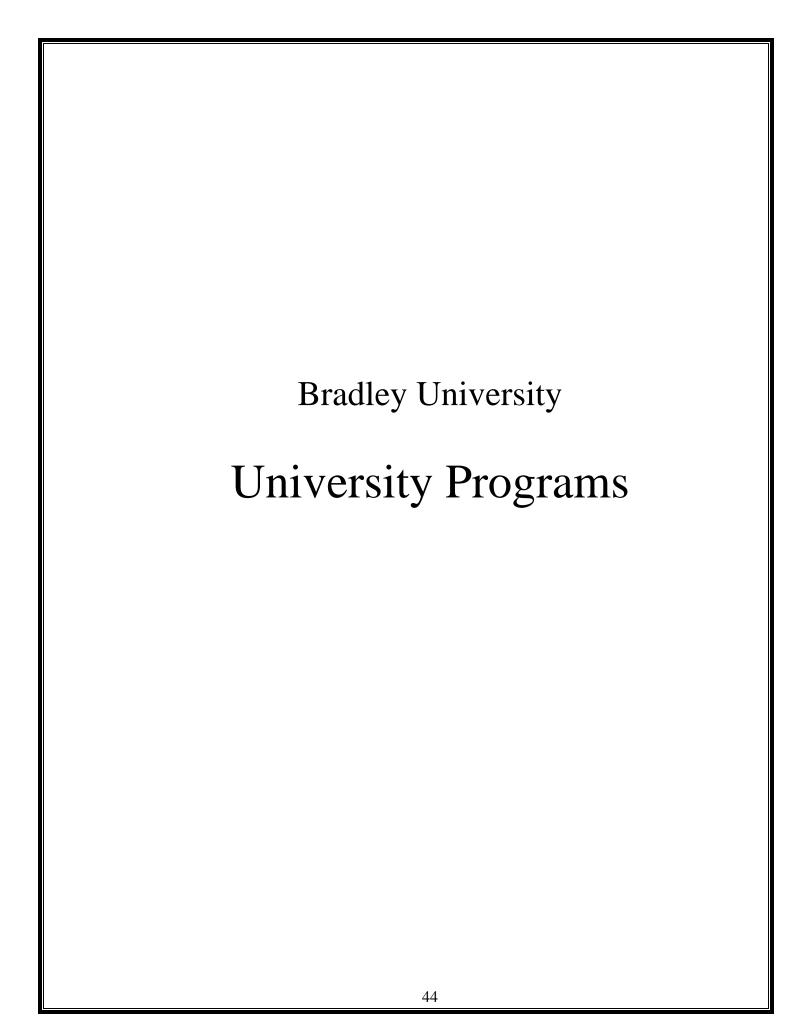
Permission to Discuss Education Record Information

Petition to carry excess hours

Release form for verification

Replacement Diploma

Transcript Request

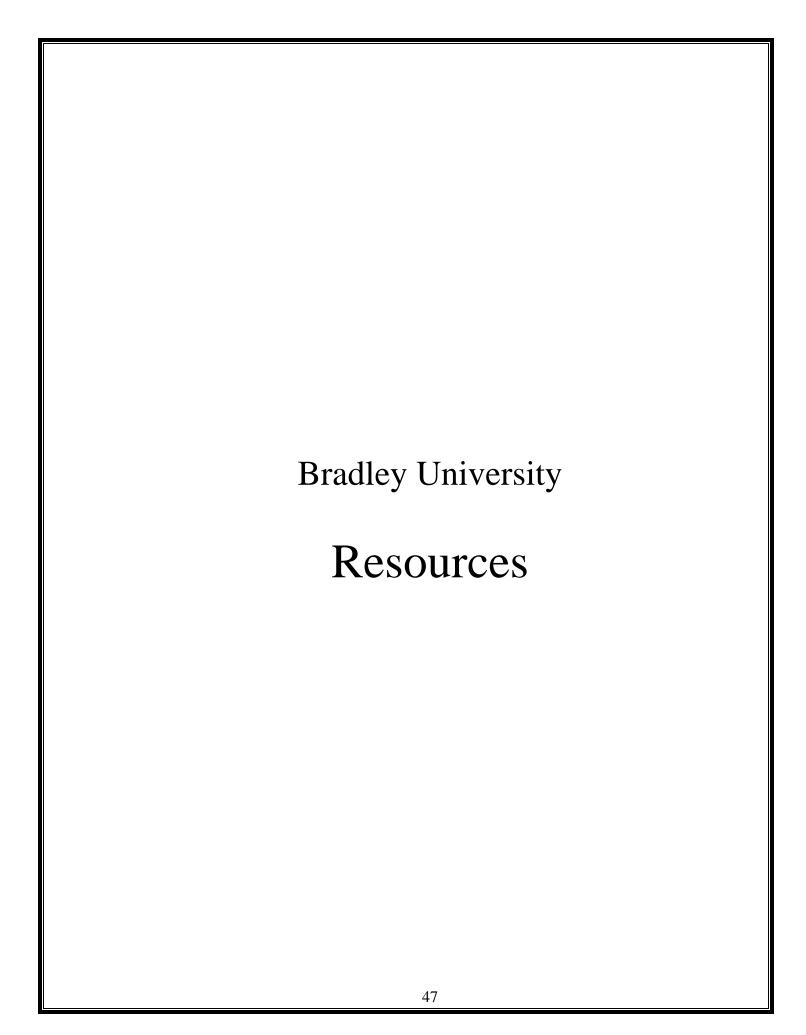


# **Academic Exploration Program**

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 <sup>2</sup> 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.



# **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 <sup>3</sup>FDVH′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 , Q F O X V L R Q 2', Z D V H V W D E O L V K H G W R H Q K D Q F H X Q C provide education to the University community, thereby developing a campus climate

### **Grievances & Student Handbook**

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

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

Mr. Nathan Thomas, Vice President of Student Affairs Sisson Hall 100 <a href="mailto:nthomas@fsmail.bradley.edu">nthomas@fsmail.bradley.edu</a> 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/

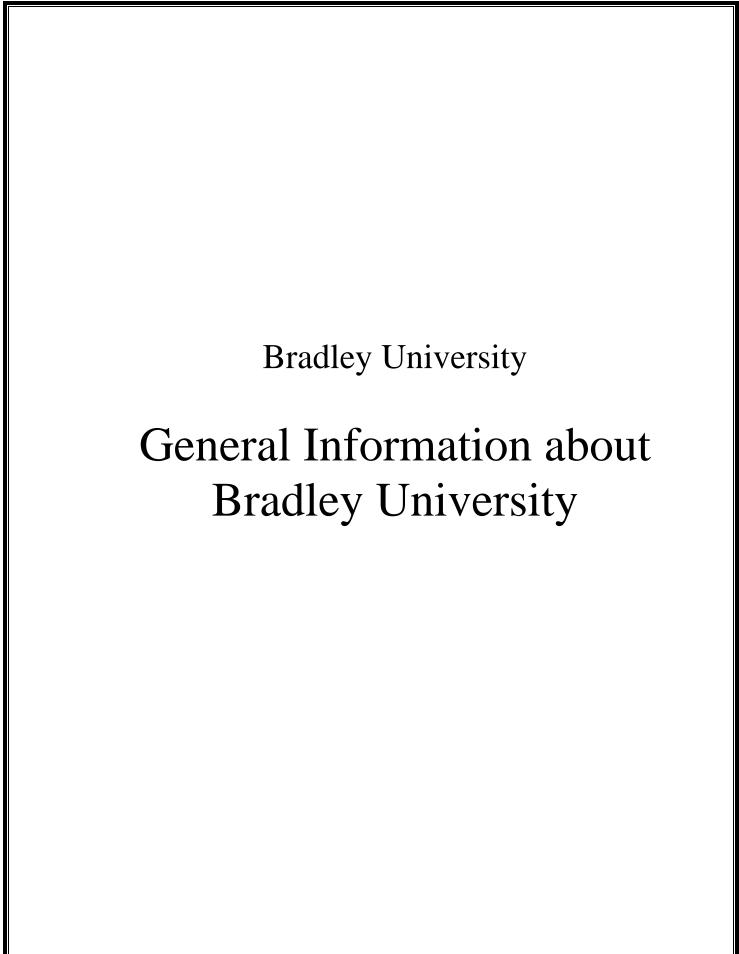
Mr. David Trillizio, Director, Orientation & Advisement Heitz 100 dpt@fsmail.bradley.edu x2420

 $\frac{\textbf{Registrar's Office}}{\textbf{7KH 5HJLVWUDU¶V 2IILFH KRXVHV WKH RIILFLDO VWXGH}}$ 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/



# **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. % UDGOH\UHTXHVWHG WKDW KnH VHUYH DV % UDGOH\¶V

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

