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2012-2013

THE FRANK J. ROONEY SCHOOL OF ADULT AND CONTINUING EDUCATION

STUDENT RESPONSIBILITY STATEMENT

Please note that it is always the student's responsibility to read and understand the policies and procedures of Barry University and the School of Adult and Continuing Education (ACE). It is the obligation of all students to ensure that they have met and fulfilled all of the requirements for the transfer of credits, degree completion, and graduation. Students should acquaint themselves with the dates and deadlines of Barry University and ACE, which include but are not limited to: registration, add/drop, withdrawal, portfolio submission, and, graduation application.

Advisors support, advise, and encourage students along their academic paths, but the final responsibility for: enrolling in all required courses, transferring in correct credits, fulfilling pre-requisites, and submitting all paperwork and documentation for graduation lies with the student. Students must carefully read the ACE Student Bulletin and should ask their advisor for clarification on anything in the Bulletin that they do not understand.

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ACCREDITATION

Barry University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501, Web Site: www.sacsoc.org) to award bachelor's, master's, specialist, and doctoral degrees. The **graduate programs in Theology** in the College of Arts and Sciences are accredited by the Association of Theological Schools in the United States and Canada (ATS).

In the College of Health Sciences, the nursing program was initially accredited by the National League for Nursing (NLN) in December, 1962. Presently, the **undergraduate and master's programs in Nursing** are accredited by the Commission on Collegiate Nursing Education. The undergraduate nursing program is approved by the Florida Board of Nursing since 1953. The **Occupational Therapy Program** is accredited by the Accreditation Council for Occupational Therapy Education. The **Cardiovascular Perfusion Program** is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The **Anesthesiology Program** is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. The **Bachelor of Science in Clinical Biology with a Histotechnology specialization and the Post-Baccalaureate Certificate in Histotechnology Program** are approved by the Florida Department of Health, Board of Clinical Laboratory Personnel and accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Adrian Dominican School of Education (ADSOE) offers the following undergraduate programs in teacher preparation that are approved by the Florida Department of Education (DOE); **Elementary Education/ES OL/Reading and Exceptional Student Education/ES OL/Reading.** Additionally, ADSOE offers a Five-year seamless Bachelor to Master (BS to MS) degree program in education. This BS to MS education degree is pending State approval for Infancy through Early Childhood, Early and Middle Childhood and Special Education and also includes the ESOL and Reading endorsements. Due to Florida's reciprocal certification agreement, graduates of these programs may meet eligibility requirements for teacher certification in most states. The School of Education's **graduate Educational Leadership, Reading, School Counseling, and School Psychology programs** are also approved by the (DOE). The School of Education's **Counseling programs** in Marital, Couple, Family Counseling and Therapy, Mental Health Counseling, and School Counseling are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The **Montessori Education** Early Childhood and Elementary programs are accredited by the Montessori Accreditation Council for Teacher Education (MACTE). The **School Psychology program** is approved by the Department of Education (DOE) of the State of Florida and by the National Association of School Psychologists (NASP).

The **Ellen Whiteside McDonnell School of Social Work's** B.S.W. and M.S.W. programs are fully accredited by the Council on Social Work Education.

The **Doctor of Podiatric Medicine Program in the School of Podiatric Medicine** is accredited by the Council on Podiatric Medical Education. The **Physician Assistant Program** is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC–PA).

The **School of Human Performance and Leisure Sciences' Athletic Training Program** is accredited by the Commission on the Accreditation of Athletic Training Education (CAATE).

All programs offered by the **D. Inez Andreas School of Business** are accredited by AACSB International – The Association to Advance Collegiate Schools of Business.

Barry University's **School of Law** is fully accredited by the American Bar Association (ABA).

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NOTICES

Barry University does not discriminate on the basis of race, religion, sex, national or ethnic origin, or physical limitation. This includes policies and procedures related to membership on the Board of Trustees, the educational program, employment and personnel practices, admissions, scholarships/grants/loans, and participation in athletic and other student activities. This institution is authorized to enroll non-immigrant alien students.

While this Bulletin is a description of the academic programs and regulations offered through the School of Adult and Continuing Education as of the date of publication, it is for information only and its provisions do not constitute an offer for a contract which may be accepted by students through enrollment at the University. The University reserves the right to change any provisions, requirements, or fees at any time during the student's period of study. The University further reserves the right to dismiss a student from the University for cause at any time. It also reserves the right to impose probation, suspension or expulsion on any student whose conduct or achievement is unsatisfactory. When a student is dismissed or suspended for cause, there will be no refund of tuition or fees paid. Neither will there be any refunds in the event the operations of the University are temporarily suspended as a result of any act of God, strike, riot, disruption, or any other reason beyond its control.

Students should conduct their academic affairs with honesty and integrity. If students are suspected of cheating, plagiarism, falsification of University records or otherwise misrepresenting themselves and/or their work, they will be subject to procedural due process.

More detailed information on the above is contained in the General Information Chapter of the Catalog and in the Student Handbook. Barry University students are responsible for the contents of the University Catalog, Student Handbook and this Student Bulletin. The information in this Bulletin supersedes all previous regulations, including tuition and fees previously published.

School of Adult and Continuing Education
11300 N.E. 2nd Avenue
Miami, Florida 33161-6695

Phone: 305-899-3300

1-800-945-BARY

www.barry.edu/ace

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THE MISSION OF BARRY UNIVERSITY

Barry University is a Catholic institution of higher education founded in 1940 by the Adrian Dominican Sisters. Grounded in the liberal arts tradition, Barry University is a scholarly community committed to the highest academic standards in undergraduate, graduate and professional education.

In the Catholic intellectual tradition, integration of study, reflection and action inform the intellectual life. Faithful to this tradition, a Barry education and university experience foster individual and communal transformation where learning leads to knowledge and truth, reflection leads to informed action, and a commitment to social justice leads to collaborative service.

Barry University provides opportunities for affirming our Catholic identity, Dominican heritage, and collegiate traditions. Catholic beliefs and values are enriched by ecumenical and interfaith dialog.

Through worship and ritual, we celebrate our religious identity while remaining a University community where all are welcome.

CORE COMMITMENTS

Catholic intellectual and religious traditions guide us in the fulfillment of our mission. The mission and values of the Adrian Dominican Sisters serve as the inspiration for our core commitments.

Knowledge and Truth

Barry promotes and supports the intellectual life, emphasizing life-long learning, growth and development. The University pursues scholarly and critical analysis of fundamental questions of the human experience. In the pursuit of truth, the University advances development of solutions that promote the common good and a more humane and just society.

Inclusive Community

Barry is a global, inclusive community characterized by interdependence, dignity and equality, compassion and respect for self and others. Embracing a global world view, the University nurtures and values cultural, social and intellectual diversity, and welcomes faculty, staff, and students of all faith traditions.

Social Justice

Barry expects all members of our community to accept social responsibility to foster peace and nonviolence, to strive for equality, to recognize the sacredness of Earth, and to engage in meaningful efforts toward social change. The University promotes social justice through teaching, research and service.

Collaborative Service

Barry is committed to serving local and global communities through collaborative and mutually productive partnerships. The University accepts responsibility to engage with communities to pursue systemic, self-sustaining solutions to human, social, economic and environmental problems.

LEARNING ENVIRONMENT

Barry University, through its two academic colleges and seven schools, is a comprehensive university with its main campus located in Miami Shores, Florida with other sites throughout Florida. The University attracts a diverse student body, including traditional and non-traditional students from a variety of geographic, ethnic, religious and The University seeks to recruit and retain a diverse faculty who enrich it with their own traditions and heritage, who are dedicated to teaching and advising, to searching for and disseminating truth through scholarship, research, and creative activities and to serving both

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the University and the larger community in a multicultural environment. The University commits itself to excellence in teaching at all levels, and values its undergraduate, graduate and professional programs supporting their search for knowledge through research and study. The University seeks to maintain a diverse and student-centered staff whose activities enhance the quality of University life. Through its students, faculty and staff Barry University provides a learning environment that challenges all to accept intellectual, spiritual, ethical, physical, and social responsibilities.

HISTORY

Originally conceptualized by the Most Reverend Patrick Barry, Bishop of St. Augustine, and Reverend Mother Mary Gerald Barry, Prioress General of the Dominican Sisters of Adrian, Michigan, plans for Barry College received active support from Reverend William Barry, pastor of St. Patrick's Church of Miami Beach, and John Thompson, Mayor of Miami Shores, Florida. In June 1940, a forty-acre tract of tropical vegetation located in residential Miami Shores was transformed into the campus of Barry College. By action of the Board of Trustees, the college became Barry University on November 13, 1981. Today's University community is comprised of approximately 9,000 students, served by over 2,100 administrators, faculty members, and support staff representing diverse religious, cultural, and ethnic backgrounds. Barry is coeducational and fully accredited.

Since Barry first opened its doors in 1940, the faculty and administration have combined efforts to develop high quality academic programs so that needs of both the students and the local community would be served. Examples of this development include the inauguration and accreditation of such programs as Nursing, Teacher Education, Medical Technology, and Social Work. Needs of the local community led Barry to begin graduate programs for men and women in 1954, a Continuing Education Program in 1974, a School of Business in 1976, a Division of Biological and Biomedical Sciences in 1983, and School of Podiatric Medicine in 1985, and a School of Law in 1999.

Located near the bustling downtown district of Orlando, the School of Law has assembled a faculty and student body committed to excellence in legal education. While retaining the intellectual challenge presented by traditional law school courses, the school has developed an extraordinary skills and clinical program. Students develop not only a thorough grounding in legal principles, but are provided the opportunity to develop advocacy, counseling, and mediation skills. With deep respect for all religious values, the School of Law provides an opportunity to develop the values that will provide lifelong commitment to ethics and service to the broader community. As a mission driven institution, the School of Law is committed to educating individuals to be excellent lawyers and valuable and contributing members of society.

Barry University has had six Adrian Dominican Sisters serve as president since its inception: Mother Mary Gerald Barry, 1940-1961; Mother M.Genevieve Weber, 1962-1963; Sister M. Dorothy Browne, 1963-1974; Sister M. Trinita Flood, 1974-1981; and Sister Jeanne O'Laughlin, 1981-2004; Sister Linda Bevilacqua, July 2004 to the present.

Continued development and expansion of the Barry community are promoted to keep pace with the growth and excellence of the educational programs and to meet the needs of the ever-increasing student population. The physical plant includes 54 buildings, with indoor and outdoor athletic facilities, spread over 80 of the University's 122-acre campus and adjacent areas. The tropical beauty of the campus, its excellent educational facilities, and the ideal South Florida climate combine to create an atmosphere conducive to learning and to continued personal development.

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UNIVERSITY LIFE

The measure of a special university is more than the size of its student body, its faculty, its campus, or its longevity. Although Barry University is relatively small and young, it is emerging as a truly special institution of higher education.

Barry's mission transcends the statistics by which many universities measure themselves. As a Catholic institution, it goes beyond the traditional emphasis on academic excellence to embody a human quality, with personal attention to a student's social, moral, physical, emotional, and religious growth.

Above all, the purposely intimate scale of the campus and the student body, the careful selection of faculty and staff, and the Judeo-Christian religious dimension combine to create a caring environment.

STUDENT RIGHT TO KNOW ACT

Barry University is in compliance with Student Right To Know and Campus Security Act (PL 101-542). Specific information regarding this act may be obtained in the Office of Public Safety.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Barry University is in compliance with Family Educational Rights and Privacy Act of 1974 (PL 90-247). Complete information regarding this act may be found in the Student Handbook and a summary of the University's compliance appears in the schedule of classes published each term and/or semester.

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SCHOOL OF ADULT & CONTINUING EDUCATION

SITES BY COUNTY

www.barry.edu/ace

MAIN OFFICE:
Frank J. Rooney Adult Education Bldg.
11415 NE 2nd Avenue
Miami Shores, FL 33161
Phone: (305) 899-3300
Toll Free: (800)-945-BARY
FAX: (305) 899-3346

MAILING ADDRESS:
Barry University
School of Adult and Continuing Education
11300 NE 2nd Avenue
Miami Shores, FL 33161
Main Campus Ph: (305) 899-3000

Contact individual sites for office hours or to make an appointment with an advisor.

BREVARD COUNTY
Cape Canaveral Site
Canaveral Port Authority
Maritime Center
445 Challenger Road, Suite 109
Cape Canaveral, FL 32920
Phone: (321) 783-0162
Fax: (321) 783-5973

Melbourne Site
Gateway Business Center
1333 Gateway Drive
Melbourne, FL 32901
Phone: (321) 409-5553
Fax: (321) 409-5754

BROWARD COUNTY
Davie Site
Rolling Hills Office Center
8001 SW 36th Street, Suite 1
Davie, FL 33328
Phone: (954) 472-1160
Fax: (954) 472-2686

Pembroke Pines Site
15900 Pines Boulevard, Suite 200
Pembroke Pines, FL 33027
Phone: (954) 443-0561
Fax: (954) 443-9975

COLLIER COUNTY
Contact the Fort Myers Site
Phone: (239) 278-3041
Fax: (239) 278-3346

DUVAL COUNTY
Jacksonville Site
Potter's House Christian Fellowship
5310 Lenox Avenue, Unit 10
Jacksonville, FL 32205
Phone: (904) 394-0875
FAX: (904) 394-0876

HILLSBOROUGH COUNTY
Tampa Site
Thompson Center Waters
5501 West Waters Ave, Suite 401
Tampa, FL 33634
Phone: (813) 806-8980
FAX: (813) 806-8981

LEE COUNTY
Fort Myers Site
12381 S. Cleveland Avenue, Suite 502
Fort Myers, FL 33907
Phone: (239) 278-3041
Fax: (239) 278-3346

LEON COUNTY
Tallahassee Site
Woodcrest Office Plaza
325 John Knox Road, Building A
Tallahassee, FL 32303
Phone: (850) 385-2279
Fax: (850) 385-7576

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MIAMI DADE COUNTY
Miami Shores, Main Campus
11415 NE 2nd Avenue
Miami Shores, FL 33161-6629
Phone: (305) 899-3300
Toll Free: (800)-945-BARY
Fax: (305) 899-3346

Cutler Bay Site
Clock Tower Shopping Center
18958 South Dixie Highway
Cutler Bay, FL 33157
Phone: (305) 969-5833
Fax: (305) 969-5971

Kendall Site
8900 SW 107th Avenue, Suite 205
Miami, FL 33176
Phone: (305) 275-2761
Fax: (305) 275-8492

Doral (West Dade) Site
8390 NW 53rd Street
Suite 314
Doral, FL 33166
Phone: (305) 591-7240
Fax: (305) 591-8799

ORANGE COUNTY
Orlando (East), Alafaya Site
2000 N Alafaya Trail, Suite 600
Orlando, FL 32826
Phone: (321) 235-8450
Fax: (321) 235-8460

Orlando (South), Sand Lake Site
Florida Mall Business Centre
1650 Sand Lake Road, Ste. 390
Orlando, FL 32809-9108
Phone: (407) 438-4150
Fax: (407) 438-9774

PALM BEACH COUNTY
Palm Beach Site
Gardens Professional Center
9123 N. Military Trail, Suite 206
Palm Beach Gardens, FL 33410
Phone: (561) 622-9300
Fax: (561) 622-0158

PASCO COUNTY
Barry University at Pasco Hernando Community College
University Center
10230 Ridge Road, Bldg S, Room 109
New Port Richey, FL 34654
Phone: (727) 816-3126
Fax: (727) 394-6059

PINELLAS COUNTY
Barry University at St. Petersburg College
University Partnership Center at
St. Petersburg College
9200 113th Street N
Seminole, FL 33772
Phone: (727) 394-6057
Fax: (727) 394-6059

POLK COUNTY
Contact the Tampa Site
Phone: (813) 806-8980
Fax: (813) 806-8981

SEMINOLE COUNTY
Barry University at Seminole State College of Florida
100 Weldon Boulevard, Room V102D
Sanford, FL 32773
Phone: (407) 708-4722, Ext. 3609
Fax: (407) 708-2198

ST. LUCIE COUNTY
Treasure Coast Site
337 SE Port St. Lucie Blvd.
Port St. Lucie, FL 34984
Phone: (772) 871-8000
Fax: (772) 871-8001

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ACE UNDERGRADUATE ADMISSIONS

The admissions policies of the School of Adult and Continuing Education are designed to meet the needs of adult students. Most applicants who have a high school diploma from a regionally accredited school or equivalent (GED) can be provisionally admitted and may register for up to 12 undergraduate credits without submitting official transcripts or test scores.

Students who intend to earn a degree through the School of Adult and Continuing Education must submit all required credentials before the completion of their first 12 credit hours at Barry.

Application for admission to Barry University's School of Adult and Continuing Education is a process separate from the registration process and must be completed prior to course registration.

ADMISSION REQUIREMENTS

The School of Adult and Continuing Education has traditionally served adult learners. To qualify for portfolio credits a minimum of 5 years of full-time professional work experience, and/or community service is required. The portfolio is mandatory or optional depending upon the degree selected.

Criteria for Full Acceptance

- Interview with an academic advisor;
- Submit a completed application form or apply online for admission at www.barry.edu/apply and submit appropriate application fee in U.S. funds;
- Request an official transcript from each college attended. If applicable, request an official transcript from CLEP and/or DANTES;
- If no college credit or fewer than 12 credits have been earned, request an official high school transcript from a regionally accredited high school or official GED transcript;
- Applicants holding an associate degree or its equivalent must present a minimum of 3 years full-time professional work and/or community service experience past high school;
- Applicants not holding an associate degree or its equivalent must present a minimum of 5 years of full-time professional work and/or community service experience past high school.
- **Permanent Resident Status:** When an applicant has permanent resident status, the Alien Registration Receipt Card ("green card") must be presented as a supplement to the application for admission.

Criteria for Provisional Acceptance

Provisional acceptance is extended to those whose transcripts reflect less than a 2.00 cumulative grade point average at the time of application. A student enrolling under this option is limited to twelve credits in which a minimum cumulative grade point average of 2.00 must be achieved at Barry University. Upon successful completion of 12 credits with a cumulative grade point average of at least 2.00 at Barry, full acceptance will be granted.

New students should read requirements for Baccalaureate Programs in the Graduation and Commencement Information section of this Bulletin.

SECOND BACHELOR'S DEGREES

Students who have earned a bachelor's degree from Barry University or another regionally accredited institution may qualify for a second bachelor's degree from Barry University under the following conditions:

- A formal application must be submitted to the Division of Enrollment Management, Office of Records Management.
- The student must fulfill all admissions, prerequisite and course requirements in the second degree program; the majority of the major must be completed at Barry University.
- If nine (9) credits of Theology and Philosophy are not included in the first

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degree, they must be completed for the second degree. Other distribution requirements are considered complete.

- If CAT 102 is not included in the first degree, students must complete the computer proficiency requirement through successful completion (a grade or C or better) of CAT 102 or they may test-out of CAT 102.
- If the degree program requires submission of a portfolio, the English Writing Placement must be taken and the student must complete at least ENG 302 unless receiving an exemption.
- At least thirty (30) semester hours in residence of upper-level credit over and above the requirements for the first bachelor's must be completed at Barry. These courses must be completed with a letter grade.
- The student must achieve a cumulative grade point average of 2.00 or higher, with 2.00 or higher in the second major. Each course in the major, must be completed with a C or better grade. The applicant is advised to review the catalog section dedicated to the major of interest to determine the grade requirements for that major.

NON-DEGREE STUDENTS/ GUEST STUDENTS

The University recognizes that some applicants may wish to take courses at Barry for the purpose of personal enrichment, or to secure credits to transfer to a college where they are already enrolled in a degree program (guest students). Undergraduate students must present proof of high school diploma, or equivalent, as an admission credential. Guest students are required to present a letter from the dean of the college in which they are enrolled stating that they are in good standing in all respects.

Undergraduate students admitted to non-degree status are limited to 30 credits in this category. Non-degree-seeking students who wish to change their status to degree seeking must meet all the requirements for degree-seeking applicants and submit a degree-seeking application.

GENERAL INFORMATION

Students who expect to qualify for a baccalaureate degree must complete thirty (30) continuous credits of coursework at Barry and fulfill all requirements of the program they elect to follow.

Once enrolled, students wishing to take additional courses at another college or university for the purpose of transferring the credits back to Barry University must obtain prior written approval from the associate dean. Also it should be noted that no more than six (6) credits may be transferred, and, once a student has attained junior status (60 credits), no transfer credits are acceptable from a community or junior college.

CONTINUOUS ENROLLMENT/ READMISSION

A student who does not enroll for more than two years will be classified as inactive and will be required to apply for readmission by submitting a new application and paying a new application fee. In such cases, the Student Bulletin and University Policies in effect at the time of readmission will apply.

TRANSFER CREDIT POLICIES

Undergraduate transfer credit evaluation of all post-secondary coursework taken prior to admission to the University is prepared by Transcript Evaluators in the Division of Enrollment Management.

Evaluation of transfer credit is done shortly after an applicant's acceptance to the University's traditional undergraduate programs, at time of acceptance for students into the School of Adult and Continuing Education.

Transfer credits from regionally accredited colleges or universities are transferable to Barry in semester hour equivalents.

Following are the seven regional accrediting bodies from which domestic transfer credit must originate: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools/Commission on Colleges,

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Western Association of Schools and Colleges/ Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities.

Applicants with international credentials may refer to the International Applicants section of this Bulletin. Credits completed at a foreign institution will be considered for transfer if the institution is recognized by that country's Ministry of Education (or equivalent).

Transfer credit is awarded for grades of "C" or better. Credit is not allowed for developmental, preparatory or vocational course work. Grades and grade point averages will not be transferred, nor will they appear on the Barry transcript.

Grades of "P", "CR" or "S" are eligible for transfer, if the Office of Transcript Evaluation has a statement from the institution where the credit was earned that such grades reflect work of at least "C" quality.

A maximum of 64 credits will be accepted by the University in transfer from regionally accredited community/junior colleges. Only six of these credits may transfer with upper-level status.

A maximum of six graduate level credits will be accepted in transfer toward an undergraduate degree at Barry. Such course work will require the written approval of the dean. This approval does not presume automatic admissions into a graduate program. These credits may be applied towards fulfillment of undergraduate degree requirements if they satisfy a specific requirement. However, these credits cannot be used towards both undergraduate and graduate degree requirements.

Applicants who have successfully completed the higher level International Baccalaureate (IB) examination with grades of 4 or better may be granted transfer credit on a course-by-course basis. Credit can be awarded, under certain conditions, for the Baccalaureate from France, the German Abitur examinations, G.C.E. A-level and CAPE examinations.

Credit will be awarded for CLEP and AP test scores in compliance with Barry's policy on these testing programs. A statement of this policy may be obtained from the Office of Transcript Evaluation. A maximum of 30 credits will be accepted from test sources. The credits must be earned before a student has attained junior status (60 credits) and are considered as part of the 64 maximum transfer credits accepted from community colleges.

Credit will be accepted from military service schools, USAFI and DANTES in accordance with the recommendations of the American Council on Education.

Credit for formal courses and educational programs sponsored by non-collegiate organizations and evaluated by the American Council of Education's Program on Non-collegiate Sponsored Instruction and the University of the State of New York's National Program on Non-collegiate Sponsored Instruction will be accepted in transfer with the permission of the dean. See the Assessment of Prior Learning Fact Book for licensure credit Information.

Credit for experiences such as Internship, Field Placement, Co-op Work Experience, and Practicum earned through a regionally accredited institution may be accepted in transfer, with permission of the dean of the school into which the credits are transferring, when the credits have been transcripted with a course number, title, number of credits and a grade.

Credit for prior college-level learning attained outside a formal institution setting but assessed by a regionally accredited institution during the student's matriculation there (such as Life Experience, Prior Learning Assessment, Experiential Learning Assessment, Portfolio Assessment and Departmental Examination) are not normally accepted in transfer. Exceptions may be made with permission of the dean of the school into which the credits are transferring, when such credits have been transcripted with a course number, title, number of credits and grade.

A maximum of 90 credits will be accepted in transfer to Barry University from all transfer sources. For graduation, the last 30 credits of the degree, as well as the majority of the major course work, must be completed at Barry. Distribution and upper level requirements must also be met.

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Acceptance of credits in one school at Barry University does not guarantee acceptance by another school should the student change degree programs.

The dean of the school of the student's program and the dean of the school offering the course(s) are responsible for course equivalents and distribution of credits to meet graduation requirements.

When a student applies for readmission, transfer credits will be re-evaluated according to the policies of the catalog year in which the applicant is reapplying.

Any concealment by a transfer applicant of previous college registration or previous academic or disciplinary record in college will immediately cancel and nullify the admission process at Barry University.

Transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another college of the student's choice.

Applicants who waive credits earned at a previous institution for purposes of acceptance will be unable to transfer the credits at a later date. Waived transcripts must later be obtained if pursuing a graduate degree at Barry University.

SERVICE MEMBER'S OPPORTUNITY COLLEGE (SOC)

The Barry University School of Adult and Continuing Education has been identified by the American Association of Community and Junior Colleges as a Service members Opportunity College (SOC) providing educational assistance to active duty servicemen. A SOC institution offers the following benefits for service members.

1. Use of admissions procedures which insure access to higher education for academically qualified military personnel;
2. Evaluation of learning gained through military experiences and, academic credit awarded where applicable to the service members' program of study;
3. Evaluation of non-traditional learning and awarding of academic credit for such learning where applicable to the service member's program of study;
4. Evaluation of requests for inter-institutional transfer of credits and acceptance of such credits whenever they are appropriate to the service member's program and are consistent with the college's curriculum;
5. Flexibility to service members in satisfying residence requirements by making adjustments for military students who transfer when there are other assurances of program balances;
6. Designation of personnel with appropriate academic qualifications and experience to administer and supervise SOC-related activities and to develop policies and procedures appropriate to the scope of their voluntary-education programs;
7. Educational services for veterans.

CREDIT FOR PREVIOUS TRAINING FOR VETERANS

Students eligible to receive educational benefits from the U.S. Department of Veterans Affairs with previous post-secondary training/experience must request official transcript(s) be sent to Barry University. All transcripts must be received by the end of the first semester or the student's educational benefits will be terminated until all transcript(s) are received. Should credits be accepted, the student's training time and total tuition costs* will be reduced proportionately. The VA and the student will receive a written notice of credits allowed.

* This reduction refers to total costs involved in obtaining the degree. Costs are reduced since credits at another institution are applied toward this degree. This does not imply a credit reduction allowance for veterans or eligible dependents.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

General Information

The College Level Examination Program, an activity of the College Entrance Examination Board, makes available examinations through which a student may earn credit toward the bachelor's degree outside the regular classroom situation.

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The granting of credit is contingent upon the following conditions and limitations:

1. Each score is acceptable to Barry University according to current University criteria.
2. A maximum of 30 credits will be accepted through CLEP, and CLEP credit must be earned prior to achieving junior status (60 credits).
3. The student may not receive credit for a subject examination which covers the same subject area in which the student has already earned college credit.
4. Credit will not be awarded in case of duplication nor will equivalencies be changed to remedy such duplication.
5. Maximum CLEP credits in any one discipline may not exceed six.
6. A fee of $100.00 per credit must be paid to cover administrative costs when the CLEP test is taken after the student is enrolled at Barry University. CLEP credits completed prior to attendance at Barry are considered transfer credit without a charge.

Some departments are unwilling to accept CLEP credits as part of a major or minor, and all departments within the University reserve the privilege to review in these cases. If CLEP credit interferes with a major or minor and the department is unwilling to accept the credit to satisfy a course requirement, the CLEP credit will be accepted as an elective or as a distribution requirement. For newly accepted degree-seeking students, the award of CLEP credit is made by the Office of Admissions; for enrolled students, the award of credit is processed through the Office of the Registrar. All CLEP credit is accepted on a credit/no credit basis.

INTERNATIONAL STUDENTS

As an international university, Barry has always welcomed international students, faculty and visitors.

ELIGIBILITY FOR ADMISSION

International students may be admitted to Barry University if they meet the University's admission requirements. For the purpose of admission to Barry University, an international applicant is one who has received secondary school and/or university-level education outside of the United States (regardless of citizenship or immigration status) and/or an applicant who requires a student visa. For immigration purposes, an international applicant is one whose country of birth, citizenship and permanent residency are not the United States.

The basic admission requirement for international students is determined by the University and varies with the applicant.

An international student may not register for any courses until full acceptance to the University has been granted.

GENERAL APPLICATION PROCEDURES

Application Procedures

1. Please follow application procedures for freshmen or transfer applicants, depending on your entry status, as stated earlier in this catalog.
2. Educational documents must be supplied as follows:
   a. Official transcripts should be sent to Barry University directly from all institutions attended.
   b. Certified and notarized records from foreign institutions may be submitted by applicants, but the University may insist that such transcripts be sent directly to Barry University from the issuing institutions.
   c. Once credentials are submitted to the Office of Admissions, they become the property of Barry University and will not be surrendered.
3. Transcript Evaluation Policy: International credentials from an educational system other than the United States must be evaluated by a foreign credential evaluator who is a member of the National Association of Credential Evaluation Services (NACES). The Office of Admissions maintains a listing of approved evaluation agencies. The admission decision and transfer evaluation require official transcripts, English translation and professional evaluation. The cost of the professional evaluation is the responsibility of the applicant.

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4. English Translations: Documents in a language other than English must be accompanied by certified English translations including course syllabi. Translations supplement but do not replace original documents. Both should be sent.
5. English Proficiency: International applicants who do not give evidence of being a native English speaker, including those applying for transfer from U.S. institutions, are required to submit either a score of 500 on the paper-based Test of English as a Foreign Language (TOEFL), 173 on the computer-based TOEFL or 81 on the Internet-based TOEFL. An applicant who scores less than 500 (173 computer based or 61 Internet-based) will be required to improve his/her English proficiency. For TOEFL application refer to www.toefl.org or write to: The TOEFL Program, Box 899, Princeton, NJ 08540, U.S.A.

Consideration may be given to waiving the TOEFL requirement for international applicants who meet one of the following situations:

- The international freshman applicant presents a composite SAT or ACT test score (English version) which, at minimum meets the admission standard and also reflects a verbal score that demonstrates English proficiency.
- The international transfer applicant has attended an accredited college/university in the U.S.A., has completed at least 24 hours of transferable college credits, and is in good standing at the last institution attended.
- Satisfactory proof of English proficiency on the College-Level Academic Skills Test (CLAST) reflecting a passing score in the English portion.

An international applicant under consideration for a waiver of the TOEFL must also satisfy all other requirements for admission to the University. Intensive English instruction is offered at Barry University through the ELS Language Centers. Applicants who complete master's level 112 at the ELS Language Centers are not required to sit for the TOEFL examination.

Applicants who wish to study in the ELS Language Centers prior to applying for an academic program should contact mia@els.edu or write to:

Director, ELS Language Centers
Barry University
11300 N.E. Second Avenue
Miami Shores, Florida 33161

Enrollment Requirements

Certification of Eligibility (Form I-20 A) — The United States Bureau of Citizenship and Immigration Services, SEVIS Certificate of Eligibility (Non-Immigrant "F-1" Student Status) will be provided to admitted applicants upon completion of all admission requirements and receipt of required financial statements. The financial statements should include:

1. A Financial Verification form indicating financial support or government sponsorship guaranteeing payment of tuition and fees, books, room and board, medical insurance, and personal expenses for one academic year (two semesters) and that, barring unforeseen circumstances, adequate funding will be available from the same or equally dependable sources for subsequent years.
2. A bank letter stating that the applicant or his/her sponsor has the funds available to pay the total cost associated with attending Barry University. The required amount is determined by the program. The financial verification form and the bank letter must be dated no more than six months prior to starting classes at Barry University.

   An enrollment deposit is also required to reserve a space in the entering class.

   The University does not award need-based financial assistance to international applicants. Payment of tuition and fees is required at the beginning of each term. All checks should be made payable to Barry University.

   International applicants should be familiar with the regulations of their governments about sending money to the United States and should make arrangements to have the necessary funds available at the

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designated times of enrollment. Documentary evidence of means of financial support must be attached to the SEVIS Certificate of Eligibility when applying for the student visa at the United States Embassy or Consular office.

International students on F-1 visa status must fulfill the following conditions:

- Pursue a course of study as a full-time, degree seeking student.
- May not transfer schools or work off-campus without Bureau of Citizenship and Immigration Services permission.

Arrival-Departure/School Transfer — Non-immigrant visa students are required to attend Barry University as indicated on the I-20 Eligibility form by Barry University and later approved and stamped by immigration officials at the U.S. port of entry. They are expected to complete at least one semester at this institution prior to requesting transfer to any other educational institution.

Medical Requirements — It is assumed that an applicant is in good health and able to maintain a serious program of study. Before coming to the University, accepted candidates are strongly encouraged to submit a physician's report in English for approval by Barry's Student Health Services Office. Proof of adequate health insurance is required (with coverage of at least U.S. $50,000.00). Proof of insurance benefits must be provided in English to Barry's Student Health Services Office. If proof is not available, a student will be issued health insurance by the University, and billed accordingly.

Admitted applicants must also demonstrate that they have had all vaccinations including diphtheria and tetanus within the last ten years, measles, mumps, and rubella (two doses). All students without U.S. permanent residency or citizenship are required to comply with University policy.

Note: An admitted applicant may not register for classes without having met these medical requirements through Barry University's Student Health Services Office.

Financial Information

Barry University does not offer need-based financial assistance to international applicants (applicants without United States citizenship or permanent residency). All international applicants entering Barry on F-1 visa status must show proof of adequate funding to meet their expenses. (This includes personal, travel, vacation, as well as all University-related expenses).

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FINANCIAL INFORMATION

TUITION

Tuition is $445.00 per undergraduate credit hour.
Tuition is $685.00 per graduate credit hour, off the Miami Shores campus.

FEES

Application Fee, payable once, non-refundable $30.00
Academic Program Fee for NSE Prefix Courses $300.00/500.00
Academic Program Fee for CAT,CS,IT Prefix courses.....50.00
Online/web-blended course fee.....125.00
CLEP Fee per credit.....100.00
ACE Challenge Exam Fee IT190/200/CAT102 (Non-refundable).....75.00
Transcript, each.....10.00
Corporate Deferred Payment Plan (per semester).....50.00
Non-reverseable Late Payment Fee 250.00
Returned Check Fee.....100.00
Portfolio Tuition Fee.....1,850.00
Graduation Fee.....150.00

TUITION PAYMENT

Payment information can be found at the bottom of the registration statement. Students may ask their advisor for a copy.

TERMS AND CONDITIONS OF YOUR REGISTRATION

By registering, students acknowledge and agree to the following:

- **Student Financial Responsibility:** Registration constitutes a financial agreement between you and the University. Tuition, fees and other charges you incur, including but not limited to housing, meal plans and bookstore charges ("Charges") shall be added to your student account. Any Charges that are not covered by financial aid shall be the responsibility of the student and shall be paid within the term in which the Charges incurred. Students assume responsibility for all costs incurred as a result of enrollment at Barry University. It is the student's responsibility to be aware of their account balance and financial aid information and maintain current valid postal address information at all times to ensure receipt of all University correspondence in a timely manner. Barry University recognizes the university e-mail system as the primary electronic communication between the student and the University. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. The University reserves the right to recover all costs related to the collection of delinquent accounts, including attorney's fees. The University reserves the right to cancel registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.
- **Conditions for Non-Reversible Fee:** A non-reversible $250.00 fee shall be charged to your student account if a balance remains after the last payment due date of the term. Each student must be aware of all payment due dates for each term they are registered.

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- **Course Drop or Withdrawal:** Students who drop courses from the University may be eligible for a credit of tuition charges according to the University's withdrawal policy outlined on the class schedule website available at www.barry.edu/classschedule under Withdrawal Information from the Office of the Registrar. ACE Students should refer to this section of the Student Bulletin.

DROPPED COURSES

Students who wish to change their registration status before the semester begins or during the first week of class must complete an Add/Drop Form with their academic advisor's signature. Refund policy is stated below.

TUITION REFUND POLICY

Prior to the start of the session	100%
Through the first week of the session	80%
After the first week of classes	**No Credit**

WITHDRAWALS

Students who wish to change their registration status after the first week of class must complete a Withdrawal Form or notify, in writing, their academic advisor/director. Students are also expected to contact the faculty member teaching the course from which they intend to withdraw. There is no refund after withdrawing from a course. An unauthorized withdrawal will result in a final grade of "F". Students must withdraw before the final four (4) weeks of class. The effective date of the withdrawal will be the date of formal notification to the School of Adult and Continuing Education.

Total Withdrawal and Return of Title IV Funds

When a student receiving Title IV student financial aid withdraws from all courses, the aid must be adjusted in accordance with rules established by the U.S. Department of Education. These calculations may result in the student owing the University a balance.

If you withdraw from a term, a portion of the total federal aid you received, excluding Federal Work Study earnings, may need to be repaid. immediately. The amount of federal aid that you must repay is determined via the Federal Formula for Return of Title IV funds. This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan programs.

Order of Return of Title IV Funds

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Perkins Loans
4. Federal Parent PLUS Loans
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Other Title IV assistance (not including FWS)

You may be required to make a repayment when cash has been disbursed from financial aid funds, in excess of the amount of aid that you earned (based on the date of your total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which you qualified by the percentage of time during the term that you were enrolled.

- If less aid was disbursed than was earned, you may receive a late disbursement for the difference.
- If more aid was disbursed than was earned, the amount of Title IV aid that you must return (i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

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The responsibility for returning unearned Title IV aid is shared between the University and you. It is allocated according to the portion of disbursed aid that could have been used to cover University charges, and the portion that could have been disbursed directly to you once those charges were covered. Barry University will distribute the unearned aid back to the Title IV programs, as specified by law. You will be billed for the amount that you owe to the Title IV programs, as well as any amount due to the University, as a result of Title IV that were returned that would have been used to cover University charges.

Refund Policy for State of Florida Funds

A refund will be due to the State of Florida when a student is not enrolled full time at the end of the institution's established add/drop period, or 30 days from the start of the semester, whichever comes first. The State requires a full refund of monies. This policy includes the Florida Resident Access Grant and the Florida Student Assistance Grant.

DELINQUENT ACCOUNTS

If a student's account becomes delinquent, the account may be referred to a collection agency or to an attorney, or both. In such an event, the student shall be liable for the balance due plus any fees of the collection agency, attorney's fees, court costs and all other charges associated with the collection of the debt together with interest at the maximum allowed by law.

GRADES, TRANSCRIPTS, AND DIPLOMAS

No student may receive a grade, diploma or transcript of credits until his/her financial account has been settled. This also includes delinquent amounts of loans.

GRADUATING STUDENTS

Graduating students with outstanding financial obligations of $1,000 or greater will not receive a cap and gown and will not be permitted to participate in the commencement ceremony.

STUDENT DISMISSAL

A student dismissed for academic or disciplinary reasons at any time shall not be entitled to any claim or refund.

METHODS OF PAYMENT

1. PAY ONLINE

Payment of your tuition cost can be conveniently made online by going to WebAdvisor and clicking on "Make a Payment". This link will give you the option to pay your semester's charges through any of the following payment methods:

- American Express
- Visa
- MasterCard
- Personal Checks (post-dated checks are not accepted)

If you need help with WebAdvisor, contact Administrative Information Systems (AIS) at (305) 899-3150 or 1-800-756-6000 ext 3150.

2. PAY IN PERSON

Payments can be made in person to any of the Barry University site throughout the state of Florida at the Cashier/Business office (located at 11415 NE 2nd Avenue, Miami Shores, FL 33161). Our hours of operation are:

Monday to Friday 8:30am to 7:00pm

3. PAY BY FAX

Credit card authorization forms (on which you will be required to fill in your credit card number, expiration date, security code, as well as the dollar amount you wish to have charged) can be faxed to CBO (305) 899-4790, for payment of your tuition and fees. If, however, you are unable to access this document on-line and/or would prefer a copy to be faxed to you, please call the Cashiers/Business Office at 305-899-3322. Be aware, that this form is only used for a one-time payment to your student account and will not be kept on file. Because of the sensitive nature of the information it contains, once the form is received and your payment has been processed, these documents will be shredded to protect your confidential credit account information.

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4. PAY BY MAIL

Checks or money orders payments can be mailed to the Cashier/Business Office (CBO) at the address below:

Cashier/Business Office
11415 NE 2nd Avenue
Miami Shores, FL 33161

Make all checks or money orders payable to **Barry University.** To ensure that your payment is posted to the correct account, please enclose your Barry University student ID number on any payment you submit to us. Post-dated checks are not accepted.

5. FINANCIAL AID AWARDS

Your tuition and fees may be completely or partially covered by your Financial Aid award. You are responsible for any remaining balance. You can check the status of your Financial Aid award through WebAdvisor for Students or by calling Financial Aid (305)899-3355.

6. EMPLOYER REIMBURSEMENT

In order to defer the payment of your tuition to the end of the semester you must submit to CBO, at the time of registration, an official letter from your employer on company letterhead. This document is required each semester and must state your eligibility for reimbursement and the conditions under which your company will pay your tuition and fees. The letter must include your company's policy regarding the percentage of your semester's costs they are willing to pay, the grade required for reimbursement, as well as the calendar period it covers. Additionally, you must complete a deferred payment plan form with the Business/Cashier office (CBO) accepting responsibility for the entire amount of tuition and fees at the time of registration, due six weeks after the end of the coursework (i.e., six weeks after the conclusion of session A, six weeks after the conclusion of session B and six weeks after the conclusion of the summer term). For late payment, a fee of $250.00 non-reversible fee will be assessed. Please call CBO at 305-899-3322 for further information regarding corporate payment plans.

Barry University – Cashier/Business Office
11415 NE 2nd Avenue
Miami Shores, FL 33161
Phone Number: 305-899-3322
Toll-free Phone Number:
1-800-756-6000, ext. 3322
Fax Number: 305-899-4790
E-mail Address: acecbo@mail.barry.edu

REFUND REQUESTS AND CREDIT BALANCES

ACE full-time students whose financial aid awards exceed their tuition and fee charges, generating a credit balance in their accounts, will receive a check or direct deposit for the excess funds after the drop/add period. Students may sign up for direct deposit through WebAdvisor at http://webadvisor.barry.edu.

If any of the credit balance is the result of federal or state financial aid grants (Federal Pell Grant, Florida Resident Access Grant or Florida Student Assistance Grant) please note:

- Any refund of these grants to the student cannot be processed until after all applicable add/drop periods have ended.
- Students who are enrolled in both sessions, Session A and Session B, may have access to their credit balances only after the end of the add/drop period of Session B.
- If, after the add/drop period of Session B, the student is still registered as a full-time student (12 credits or more) and continues to meet all other eligibility requirements, a refund will be generated.

Students may use their refund for off-campus living expenses, indirect expenses, or any other education expenses for the term including Portfolio submission, CLEP credits and licensure credits upon signing the

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Federal Student Aid Authorization which can be found in WebAdvsior under "Financial Information." **Once the excess funds are awarded it is the student's responsibility to retain the funds needed to pay for additional tuition and fees.** Students who have received student loans, have a credit balance, and do not need the excess funds for educational related expenses should consider returning some of the credit balance to the lender to reduce their debt.

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FINANCIAL AID

The purpose of the Adult and Continuing Education Financial Aid office at Barry University is to provide service to students who need financial assistance in order to enroll, or to continue at the University, in the form of financial aid and financial planning for their education. The commitment of Barry University to providing financial assistance to its students is personal and on-going. The ACE Financial Aid office fulfills this commitment by following established procedures and practices which ensure the equitable and consistent treatment of all financial aid applicants.

The programs are administered in accordance with nationally established philosophies of financial aid for post-secondary education. The basis of these philosophies is the belief that the family is the primary resource for meeting educational expenses and financial aid is available for bridging the gap between those resources and college costs. The total cost of attending college will include not only tuition and fees, room and board, books and supplies, but personal and travel expenses as well.

The Free Application for Federal Student Aid (FAFSA) is the document used by Barry University to collect confidential information from students and families for the purpose of determining a student's need for financial aid. This information is processed by one of the federally approved Multiple Data Entry Processors and the results are sent to Barry at the request of the student.

DETERMINING ELIGIBILITY FOR FINANCIAL AID

A student is eligible for financial aid when all of the following criteria are met:

- Enrollment, or acceptance for enrollment, in a degree-seeking program of study;
- U.S. citizenship, or qualification as an eligible non-citizen;
- Achievement of satisfactory academic progress; and completion of the necessary financial aid applications by the appropriate deadlines.

Students who have completed all of the coursework for their degree or certificate, but have not yet received their degree or certificate, cannot receive further aid for their program. They would have to be enrolled in another degree-seeking program to continue receiving financial aid.

In order to qualify as an eligible non-citizen, students must be permanent residents with a Permanent Resident Card (Form I-1551, since 1997) or Resident Alien Card (Form I-551 before 1997), with a valid expiration date. Foreign passports stamped "Processed for I-551" with a valid expiration date are also acceptable. Students may also present a Form I-94 "Arrival-Departure Record" which must be stamped "Processed for I-551" with a valid expiration date, or "Temporary Form I-551" with appropriate information filled in. No financial aid is available to International students. International students may apply for credit-based private loans. Information on private loans is available at the ACE Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS

Effective Fall 2011 satisfactory academic progress will be reviewed at the end of every semester.

Barry University, in compliance with recently changed federal regulations, has established the following standards of academic progress (SAP) that must be met to receive federal financial aid. To maintain financial aid eligibility, a student must be making satisfactory progress towards a degree. Satisfactory progress is determined in both a qualitative and a pace measurement.

Qualitative component: (cumulative grade point average)

All Barry University students must meet and maintain the cumulative grade point average (GPA) required by the university for continued eligibility to enroll and graduate.

Undergraduate students must maintain a minimum cumulative grade point average of 2.0.

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Graduate students must maintain a minimum cumulative grade point average of 3.0.

Pace component: (maximum time frame and completion ratio)

Students must complete their education program within a maximum time frame (measured by attempted credit hours) and must earn (receive a passing grade) a minimum percentage of all attempted credit hours. The time frame for undergraduate students cannot exceed 150% of the published length of the academic program. The published length of the academic program is the minimum number of credit hours required to earn a degree.

Graduate students must complete their degree program ***within seven years from the time they are admitted to their respective graduate degree program.*** All periods of enrollment must be considered. Once the maximum time frame has been reached, the student will no longer be eligible for financial aid.

Understanding Satisfactory Progress

Attempted Credit Hours

Attempted credit hours are credit hours enrolled after the end of the add/drop period. Credit hours dropped during the add/drop period are not included in calculating the attempted hours.

Incomplete Grades, Missing Grades, Withdrawals

Incomplete grades, missing grades, failing grades and withdrawals after the add/drop period are considered as not earned credit hours in calculating the number of credit hours completed.

Transfer Credit Hours

Transfer credit hours do not count toward making up shortages in earned credit hours for the completion ratio.

Satisfactory Academic Progress Review

The ACE Financial Aid Office will review satisfactory academic progress for financial aid recipients at the end of each semester.

This policy is applicable to all undergraduate and graduate students receiving federal financial aid.

If a student is not making satisfactory academic progress at the end of a semester, the student will be notified in writing and placed on financial aid warning for one semester. Federal aid will be disbursed for the following semester, but at the end of that semester, the ACE Financial Aid Office will review the student academic record and termination actions will be taken if satisfactory academic progress has not been met. If federal student aid is terminated, notification will be sent concerning the appeal process.

Warning Status

The first time that a student does not meet the required completion or cumulative grade point average, the student will be placed on financial aid warning. The student will retain federal financial aid eligibility.

Termination Status

The student will not be eligible to receive any federal or institutional financial aid, even if the student is permitted to continue enrollment at Barry University.

Regaining Eligibility After Financial Aid Termination

Please note that a warning status is not subject to appeal. Students who have become ineligible to receive financial aid may appeal the termination status if there is an extenuating circumstance which prevented the student from maintaining the standards of academic progress.

Appeal Procedure

If federal student aid is terminated, a student may appeal this decision. The student must complete the Barry University Satisfactory Academic Progress Appeal form with all required documentation.

Submit in writing an explanation of why he/she was unable to meet or maintain the academic progress requirements that describes the illness or emergency explaining its impact on the student's performance.

Submit all documentation that substantiates the student's circumstances, such as

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a letter from a doctor or copies of medical bills if a student cites medical reasons for not meeting the requirements (i.e. copy of a doctor's statement, hospital bill, bills related to the emergency, police report, divorce documents, obituary/death certificate, etc.).

All appeals should be submitted to the Appeal Committee in the financial aid office, no later than 30 calendar days from notice of student financial aid termination. Decisions are based on the information provided by the student and a review of the student academic record. All decisions made by the appeal committee are final.

APPLYING FOR FINANCIAL AID

After applying for admission, students should complete the necessary documents on the Internet and have them sent directly to Barry University's Financial Aid Office. Student should complete the following items:

- the Free Application for Federal Student Aid (FAFSA),
- the Federal Stafford Loan Master Promissory Note (MPN) and
- the Student Loan Entrance Counseling Session (ENT). In addition, students should complete the Florida Residency Affidavit if they want to apply for state aid.

The (FAFSA) can be completed on the Internet by connecting to http://www.fafsa.gov. If you choose not to use a PIN while completing the FAFSA on the Internet, please remember to print out the signature page and mail it to the address specified. Students should request that the results from the FAFSA be forwarded to the Barry University Office of Financial Aid. Our school code is 001466. If you have already completed the FAFSA and received a Student Aid Report (SAR: the results from your FAFSA) which does not have Barry University listed on it, you may add our school by going online at http://www.fafsa.gov or calling the U.S. Department of Education at 1-800-4FED-AID (1-800-433-3243) to have your SAR sent to us electronically. You will need our school code of 001466 when adding Barry University to your SAR. **Do not choose school code E00993, as it belongs to the law school in Orlando, and we do not have access to FAFSA information with the code of E00993.**

Students whose SAR is selected for verification may be required to submit additional documents (i.e., IRS tax return transcript, W-2 statements, etc.) and complete a verification worksheet. The worksheet can be obtained on the Internet by connecting to www.barry.edu/faforms. All necessary documents will be used to verify information submitted on the FAFSA. Students will be notified if IRS tax return transcript and W-2 statements are required from them and/or spouse to complete the verification process. Students must apply each academic year for financial assistance.

The Florida Residency Affidavit can be obtained at www.barry.edu/faforms. When submitting a form to us, please make sure the form is filled out **completely** and to include the appropriate supporting documentation (acceptable documents listed on page 1).

The MPN and ENT can be completed on the Internet by connecting to www.studentloans.gov. Students who go to the website will notice Barry University is listed twice — as Barry University and Barry University-Orlando. They should pick the one which just states Barry University; the other code is for our law school in Orlando, and we do not have access to student loan applications under Barry University-Orlando. Once the correct school is chosen, and students have logged into the website, it will take them around 30 minutes to complete both the MPN and the ENT.

TYPES OF FINANCIAL AID

There are three types of financial aid available through the School of Adult and Continuing Education. They are GIFT-AID, LOAN-AID, and WORK-AID.

GIFT-AID is comprised of scholarships and grants from a variety of sources and is money that does not have to be repaid. Scholarships are awarded on the basis of academic promise while grants are awarded based on financial need. Students must be pursuing a first baccalaureate degree to be considered for federal and state grants.

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LOAN-AID comes directly from the U.S. Department of Education. Unlike scholarships and grants, loans must be repaid. Repayment of student loans usually begins after the student leaves school.

WORK-AID allows the student to work on campus to help defray the cost of education, while at the same time gaining valuable work experience.

THE FEDERAL PELL GRANT

The Federal Pell Grant serves as the foundation to which other sources of aid are added. The awards range, depending on the need of the student, from $575 to $5,550.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Under this program, students borrow money from the federal government to pay for their university costs. The U.S. Department of Education makes the loans, through the university, directly to the students. There are two types of Federal Direct Loans: Stafford (Subsidized and Unsubsidized student loans) and Parent Loan for Undergraduate Students (PLUS).

THE DIRECT SUBSIDIZED STAFFORD LOAN is based on financial need using a federal formula. The government pays the interest for the student while he or she is enrolled in school at least half time and during grace and deferment periods. Repayment begins six months after graduation or when enrollment drops below half time. Repayment may extend up to 10 years. The interest rate is fixed at 3.4%.

NOTE: Students who currently have federal student loans in a default status will not be eligible for any form of financial aid, including FRAG and/or FSAG, until the defaulted loans are resolved.

THE DIRECT UNSUBSIDIZED STAFFORD LOAN is not based on need and is available to students regardless of family income. However, because the loan is not subsidized by the government, the student is responsible for all interest which accrues during in-school, grace and deferment periods. Repayment begins six months after graduation or when enrollment drops below half-time. Repayment may extend up to 10 years. The interest rate remains fixed at 6.8%.

For both types of loans, there is an origination fee and a federal default fee, not to exceed 1.0% combined.

For dependent students, the annual loan limits for combined subsidized and unsubsidized loans are $5,500 for freshmen, $6,500 for sophomores and $7,500 for juniors & seniors. For independent undergraduate students, those amounts may be exceeded by an additional $4,000 for freshmen and sophomores, and $5,000 for juniors and seniors. The maximum aggregate debt (lifetime limit) that an undergraduate student can accumulate is $57,500.

Under the **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS),** parents of dependent students may borrow up to the difference between the cost of education minus other financial aid. Eligibility is determined by the school, but it is not based on financial need. The borrower must have a good credit history. The interest rate is fixed at 7.9%. There is an origination fee and a federal default fee, not to exceed 4% combined. Repayment begins 60 days after the funds are fully disbursed. However, parents may be eligible for a deferment/forbearance if they (or the student on whose behalf they borrowed the PLUS loan for) are enrolled at least half-time, or if they are experiencing economic hardships. The parents should follow up with the Direct Loan Servicing Center at www.myedaccount.com or by calling 1-800-848-0979 or 1-315-738-6634 to see if a deferment/forbearance would be applicable to them. Parents have up to 10 years to repay this loan.

For graduate students, the **FEDERAL DIRECT PLUS LOAN** is available. Graduate students may borrow up to the difference between the cost of education minus other financial aid. Eligibility is determined by the school, but it is not based on financial need. The borrower must have a good credit history. The interest rate is fixed at 7.9%. There is an origination fee and a federal default fee, not to exceed 4% combined. There is no

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grace period for Direct PLUS Loans—the repayment period for a PLUS Loan begins on the day after the final loan disbursement is made. However, if you're a graduate or professional student PLUS borrower, you can defer repayment while you're enrolled in school at least half time and (for Direct PLUS Loans first disbursed on or after July 1, 2008) for an additional 6 months after you graduate or drop below half-time enrollment.

Remember, if you choose to defer payment on a Direct PLUS Loan, any interest that accumulates during the deferment period will be added to the unpaid principal amount of your loan. This is called "capitalization," and it increases your debt because you'll have to pay interest on this higher principal balance.

THE FEDERAL PERKINS LOAN PROGRAM

This low-interest (5%) federally-subsidized loan, made by Barry University, is awarded to students based on exceptional financial need. A student must complete and sign a promissory note with the school. Repayment begins 9 months after leaving school. These loans are generally awarded in amounts ranging from $1,000 up to $4,000 annually and are subject to funding availability.

THE PRIVATE LOAN PROGRAMS are for students who find the federal loans insufficient to meet their educational expenses. These loans are offered by private lending institutions and vary in interest rates and terms. While they are not **need-based**, students must be **credit-worthy** to borrow. Many of these loans are specifically tailored to undergraduate students. The ACE Financial Aid Office maintains information on these loan programs.

THE FEDERAL WORK-STUDY PROGRAM (FWS)

This federally funded, need-based program enables students to work part-time on Barry University's campuses to help defray educational expenses. A minimum of 7% of Federal Work-Study funds will be used in community services jobs, giving students an opportunity to work on behalf of individuals in our community needing assistance. Through the assistance of the FWS coordinator, students are assigned to available jobs based on their skills and abilities, and are paid on a monthly basis. Funding for this program is limited.

FLORIDA RESIDENT ACCESS GRANT (FRAG)

This non-need based grant provides tuition assistance to full time undergraduate students who are Florida residents. An applicant must be a U.S. citizen or eligible non-citizen and living in Florida for twelve (12) consecutive months prior to the first day of classes of the academic semester for which assistance is requested. The award is approximately $2,150 per academic year, subject to state appropriations. The FAFSA must be submitted to the Financial Aid Office at Barry University no later than the first day of the semester for which the grant is requested. In addition to the FAFSA, you must also complete the Florida Residency Affidavit prior to the start of the Fall and Spring semester. Students may obtain a Florida Residency Affidavit by going to www.barry.edu/faforms. FRAG is available in the Fall and Spring semesters only.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

This need-based grant provides approximately $400 per academic year to full-time undergraduate residents. FSAG funding is extremely limited and may be available to students demonstrating the greatest amount of unmet financial need (based on the results of the FAFSA). To be considered a Florida resident, you must reside in Florida for twelve (12) consecutive months prior to the first day of classes of the academic semester for which assistance is requested. A new FAFSA application must be submitted each year. In addition to the FAFSA, you must also complete the Florida Residency Affidavit prior to the start of the Fall or Spring semesters. It is available in the Fall and Spring semesters only.

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For both the **FRAG** and **FSAG**, students must register for courses in both the A and B sessions in order to be eligible for the maximum financial aid award. In order to possibly be eligible for the maximum financial aid award, students must be registered for at least 12 credits (which is full-time status) at the beginning of an A session (for both the Fall and Spring semesters) and have successfully completed their financial aid paperwork.

RENEWAL REQUIREMENTS FOR FRAG AND FSAG

Students awarded FRAG and/or FSAG the previous academic year must complete 24 credits (from the previous Summer, Fall and Spring semesters) with a cumulative GPA of at least 2.00 in order to be considered for renewal. FSAG recipients must also continue to demonstrate financial need.

NOTE: Students who currently have student loans in a default status will not be eligible for any form of financial aid, including FRAG and/or FSAG, until the defaulted loans are resolved.

For all financial aid programs, failure to maintain full-time enrollment status (12 credits) during the full duration of the semester (A and B) may result in the loss of financial aid. In all cases, the student is responsible for full payment of tuition and fees incurred at the time of registration.

FINANCIAL AID AND MINI-SESSIONS

For students trying to obtain financial aid during a mini-session, please keep in mind the length of a mini-session (5 weeks) is not enough to be deemed eligible for financial aid. A mini-session course must be combined with at least 1 course during our traditional Fall, Spring or Summer semesters in order to be deemed eligible for financial aid. For further information, please contact the ACE Financial Aid Office.

VETERANS' AND ELIGIBLE DEPENDENTS' EDUCATIONAL ASSISTANCE

The Federal Government has programs which provide financial assistance for veterans and eligible dependents of certain veterans. You can obtain further information from your Veterans' Administration representative at Barry University. If you are eligible for veterans' educational benefits, you will be provided with the necessary forms and have your enrollment status certified. Questions regarding veterans' educational benefits may be directed to the Office of the Registrar (305-899-3860), or to the Veterans' Administration Regional Office at 1-888-442-4551 (Atlanta, GA) or 1-800-827-1000 (Saint Petersburg, FL).

VA YELLOW RIBBON PROGRAM

Barry University recently signed on to participate in the United States Department of Veterans Affairs' Yellow Ribbon GI Education Enhancement Program, making a Barry education possible for men and women who joined the military after September 11, 2001. A provision of the Post-9/11 Veterans Educational Assistance Act of 2008, this program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with the Veterans Affairs (VA) to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50 percent of those expenses and the VA will match the same amount as the institution.

FINANCIAL AID INFORMATION

CALL 305-899-3355
OR TOLL-FREE 1-800-945-2279

e-mail: ace-finaid@mail.barry.edu

Web: www.barry.edu/ace

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FINANCIAL AID PROGRAMS			
Type of Aid	**Eligibility**	**Award Amounts**	**Application Information**
Federal Pell Grant	▪ Undergraduate Student ▪ Attempting 1st bachelor's degree ▪ U.S. citizen or permanent resident ▪ Enrolled or accepted for enrollment ▪ Degree-seeking ▪ Demonstrated financial need (per FAFSA) ▪ Satisfactory Academic Progress (SAP)	▪ $575 - $5,550 per academic year, dependent upon financial need	▪ Submit the Free Application for Federal Student (FAFSA) ▪ The FAFSA can be submitted on-line at www.fafsa.gov. If you choose not to use a PIN while completing the FAFSA on the internet, please remember to print out the signature page and mail it to the address specified. Students should request that the results from the FAFSA be forwarded to the Barry University Office of Financial Aid. ▪ If you have already completed the FAFSA and received a Student Aid Report (SAR) that does not have Barry University listed on it, please call the U.S Department of Education at 1-800-4FED-AID (1- 800-433-3243) to have your SAR sent to us electronically. **Our Title IV school code is 001466.** ▪ Also, students may now complete the FAFSA via phone with the U.S. Department of Education. For more information, please contact them at 800-433-3243.
Florida Resident Access Grant (FRAG)	▪ Undergraduate Student ▪ Attempting 1st bachelor's degree ▪ U.S. Citizen or permanent resident ▪ Enrolled full-time (12 credits or more) during Fall and/or Spring semesters ▪ Degree-seeking ▪ Florida resident for one year or more ▪ Attend private Florida college or university ▪ Satisfactory Academic Progress (SAP)	▪ Approximately $2,150 per academic year ▪ Subject to funding by the State of Florida	▪ Submit the Free Application for Federal Student Aid (FAFSA) ▪ Complete a Florida Residency Affidavit. You may obtain the form at: www.barry.edu/faforms
Florida Student Assistance Grant (FSAG)	▪ Undergraduate Student ▪ Attempting 1st bachelor's degree ▪ U.S. citizen or permanent resident ▪ Enrolled full-time (12 credits or more) during Fall and/or Spring semesters ▪ Degree-seeking ▪ Demonstrate financial need (per FAFSA) ▪ Florida resident for one year or more ▪ Attend public or private Florida college or university ▪ Satisfactory Academic Progress (SAP)	▪ Approximately $400 per academic year ▪ Subject to funding by the State of Florida	▪ Submit the Free Application for Federal Student Aid (FAFSA) ▪ Complete a Florida Residency Affidavit. You may obtain the form at: www.barry.edu/faforms

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FINANCIAL AID PROGRAMS

Type of Aid	Eligibility	Award Amounts	Application Information
Direct Stafford Student Loan (Subsidized)	▪ Degree-seeking ▪ Enrolled at least half-time (6 credits) ▪ U.S. citizen or permanent resident ▪ Enrolled or accepted for enrollment ▪ Dependent or independent student ▪ Satisfactory Academic Progress (SAP)	▪ Up to $3,500 per academic year for freshmen; $4,500 for sophomores; $5,500 for juniors and seniors	▪ Submit the Direct Stafford Loan Master Promissory Note (MPN) ▪ Complete the Student Loan Entrance Interview Session (ENT) ▪ The MPN and ENT can be completed online at www.studentloans.gov. ▪ Submit the Free Application for Federal Student Aid (FAFSA)
Direct Stafford Student Loan (Unsubsidized)	▪ Same as above for Subsidized ▪ Meet criteria for independent student	▪ Up to $6,000 per academic year for freshmen and sophomores; $7,000 for juniors and seniors	▪ Same as above for Subsidized
Federal Parent Loan for Undergraduate Students (PLUS)	▪ Degree-seeking ▪ Enrolled at least half-time (6 credits) ▪ Borrower (parent) must consent to and pass a credit check ▪ U.S. citizen or permanent resident ▪ Enrolled or accepted for enrollment ▪ Satisfactory Academic Progress (SAP)	▪ Up to the difference between the cost of education minus other financial aid	▪ Submit the Federal Direct PLUS Loan Master Promissory Note (MPN) ▪ Complete the Student Loan Entrance Interview Session (ENT) ▪ The MPN and ENT can be completed online at www.studentloans.gov. ▪ Complete a Direct PLUS Loan Request Form at www.barry.edu/faforms. ▪ Submit the Free Application for Federal Student Aid (FAFSA)
Direct Graduate PLUS Loan	▪ Degree-seeking ▪ Enrolled at least half-time (4 credits) ▪ Borrower must consent to and pass a credit check ▪ U.S. citizen or permanent resident ▪ Enrolled or accepted for enrollment ▪ Satisfactory Academic Progress (SAP)	▪ Up to the difference between the cost of education minus other financial aid	▪ Submit the Direct Graduate PLUS Loan Master Promissory Note (MPN) ▪ Complete the Student Loan Entrance Interview Session (ENT) ▪ The MPN and ENT can be completed online at www.studentloans.gov. ▪ Complete a Direct Graduate PLUS Loan Request Form at www.barry.edu/faforms. ▪ Submit the Free Application for Federal Student Aid (FAFSA)

Award amounts and eligibility requirements are subject to change.

The student's financial aid file must be complete and the applicant must be admitted as a Barry University student before financial assistance may be processed and funds disbursed. However, a student may begin classes before processing of admission and financial aid is finalized.

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DIVISION OF INFORMATION TECHNOLOGY

IT SUPPORT DESK

Darrell D. Duvall, Director, IT Support Desk

The IT Support Desk provides a wide range of services for students on and off campus. They provide support to students connecting to BarryNet, which is the university's wired and wireless network. They also provide support to all students experiencing problems accessing on-line resources such as the library's electronic databases and their Barry email account. In addition to this, they assist students with username and password issues.

The IT Support Desk is located in Garner Hall, room 241, and can be contacted by calling (305) 899-3604, by visiting the support website at http://help.barry.edu, or by sending e-mail to helpdesk@mail.barry.edu. The hours of operation are available on the support website and by calling.

Barry University has an arrangement with Dell Computer Corporation where educational pricing is extended to students, faculty, and staff interested in purchasing PC's, peripherals, and software. In addition to this, Microsoft Office Professional is available to students for purchase at a significantly discounted price. Visit http://help.barry.edu for further information.

ACADEMIC COMPUTING SERVICES

Hernan Londono, Associate CIO & Director of Academic Computing Services

Academic Computing Services is responsible for providing academic users with the highest level of service and support in the use of current academic computing services.

Main Campus Computer Labs

The Main Computer Lab, located in Garner 247, provides access to various application packages, various operating systems, electronic mail, and the Internet. The lab is equipped with over 80 Windows-based computers, scanners and laser printers, both black and white. Its hours of operation are available by calling (305) 899-3893.

Printing Services

Laser printing is available in the main lab for a fee of $0.05 per page. Color printing costs $1.00 per page for plain paper printouts and $1.50 for color overhead transparencies. The cost of making thermal black transparencies is $0.50 each.

OFF-CAMPUS COMPUTER FACILITIES

The following locations are equipped with computer facilities. These labs are available for student use in the daytime during the site's regular operating hours. Please check with each site for any special evening or weekend hours.

MIAMI-DADE	
Kendall	(305) 275-2761
Cutler Bay	(305) 969-5833
Doral	(305) 591-7240
BROWARD COUNTY	
Pembroke Pines	(954) 443-0561
Fort Lauderdale	(954) 467-4683
Davie	(954) 472-1160
PALM BEACH COUNTY/TREASURE COAST	
Palm Beach Gardens	(561) 622-9300
Port Saint Lucie	(772) 871-8000
BREVARD COUNTY	
Cape Canaveral	(321) 783-0162
Melbourne	(321) 409-5553
ORLANDO AREA	
Florida Mall Business Center (Sand Lake)	(407) 438-4150
East Orlando Center (Alafaya)	(321) 235-8450
FORT MYERS	(239) 278-3041
TAMPA	(813) 806-8980
TALLAHASSEE	(850) 385-2279

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In addition, every ACE teaching site is equipped with one or more workstations that can provide access to library and other on-line services. These workstations are available for use while classes are in session during the weekends and evenings.

AUDIOVISUAL DEPARTMENT

The Audiovisual Department provides, maintains, and supports audiovisual equipment throughout the main campus. Mobile computers and projection systems are only a few of the equipment that faculty and staff can check out. Students need to coordinate with their professors if they need equipment for presentations. Faculty and staff can reserve equipment online at http://bucwis.barry.edu/doit2/instructional/audiovisual/default.htm. Twenty-four hour advance notice is required to reserve equipment. For additional information, please call (305) 899-3764.

DAVID BRINKLEY TV STUDIO

The David Brinkley Studio provides resources for Communication students to work and learn on state of the art equipment, and facilitates faculty involvement in distance education by producing courses for video broadcast. Students work on many projects, including the filming of professional commercials, the video-taping of community and campus events, and the broadcasting of television courses. The studio is also available for commercial productions when not engaged in educational endeavors. For additional information, contact the studio manager at (305) 899-3462.

LIBRARY SERVICES

Thomas Messner, M.L.I.S., Director of Library Services

The Monsignor William Barry Memorial Library provides material and services in support of the educational objectives of the University. Students have access to a collection of 910,528 items; over 250 electronic databases many with full text availability; and over 2,000 journal titles.

Public Services

Beverly Brown, Head of Public Services

Public Services are responsible for circulation, reserves, periodicals, interlibrary loan and study room usage. Library hours (during fall and spring semesters)

Sunday: 10:00 a.m. – 10:00 p.m.
Monday – Thursday: 7:30 a.m. – 12:00 a.m.
Friday: 7:30 a.m. – 10:00 p.m.
Saturday: 8:00 a.m. – 10:00 p.m.

Special hours are kept over holidays, semester breaks, finals, and summer sessions. Hours are posted at the library and on the library's Web page. For more information call (305) 899-3760.

A valid library card (University photo ID) must be used to borrow materials. Undergraduate students may check out materials for 3 weeks. Two renewals are allowed as long as there is not a hold request for an item. Interlibrary policy and reserves policies may be found at the circulation desk and on the library Web page.

Reference Services

The Library provides reference services to support education, research and general information. Library instruction is offered on using print and electronic resources in several ways:

- in the reference area
- via telephone
- via electronic mail
- by appointment
- through bibliographic instruction classes scheduled by the faculty
- the Library also participates in a statewide, real-time, reference chat service

The reference collection is developed to provide print and non-print resources that will support the education, research and general information needs of the students, faculty and staff.

Reference services are provided during the library's hours of operation.

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Technical Services

Marietta DeWinter, M.L.S., Assistant Director of Technical Services

Technical Services is responsible for acquiring and processing material selected for the library by librarians, faculty, and input from students. The material selected follows the collection development policy, which is available on the library's Web page, to support the quality education of the University.

ENTERPRISE COMPUTING SERVICES

Justin Moses, Director, Server & Messaging Systems

Kerri-Quaan Stewart, Director, Applications Development & Database Administration

Network and Information Systems is responsible for the administration of a number of computer servers running on Microsoft Windows platform. These computers are the primary servers for "BARRYNET," the campus-wide Ethernet network. They collectively provide network file and print services, electronic mail services, online library applications, special applications for instructional purposes, and the hosting of Barry's Internet, Intranet, and instructional web servers. The Internet domain for the University is "barry.edu." World wide access via the Internet is available at http://www.barry.edu.

BarryNet Accounts

All registered students are provided with a BarryNet account. The account provides access to all university computing resources, which include e-mail services, web resources, and network applications. Information on finding your username and setting a password can be found at http://help.barry.edu.

E-mail System

E-mail is an official method for communication at Barry University. The University may send communications to students via e-mail. Students are responsible for the consequences of not reading, in a timely fashion, University-related communications sent to their official Barry University student e-mail account. Students are expected to check their Barry University official e-mail on a frequent and consistent basis in order to remain informed of University-related communications. E-mail can be accessed by visiting http://webmail.barry.edu.

Remote Access Services

Intranet sites, such as the Library and student web, can be accessed off-campus by visiting http://access.barry.edu.

NETWORK OPERATIONS CENTER

The Network Operations Center designs, installs, and maintains the information transport system which includes both inter-building and intra-building media paths. This department designs, implements, and manages networking systems that power the capabilities of the network in general. It molds the network to fit the needs of the users in terms of functionality, capacity and performance.

Wireless

Internet access is currently available throughout much of the Miami Shores campus via wireless. All of the residence halls offer wireless access, and nine provide Ethernet connectivity in addition to the wireless. The Information on wireless locations is available by visiting http://help.barry.edu.

WEB SERVICES AND REMOTE ACCESS SERVICES

Intranet sites, such as the Library, Student Web and WebAdvisor, can be accessed off-campus by visiting http://access.barry.edu.

The Student Web Site (http://student.barry.edu) is a channel of communication used to provide pertinent information of communication to its students. The site contains news and event highlights, sports related activities, student activities, and an extensive we directory of resources and utilities. The site also provides quick links to student centric content and resources such as e-mail, live streaming audio of WBRY (the campus radio station), Library services, WebAdvisor and Blackboard.

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The School of Adult and Continuing Education's Internet site (http://www.barry.edu/ace) provides the current class schedule and booklist, as well as information for prospective students such as program information and a faculty listing.

COMPUTER AND NETWORK USAGE POLICY

Purpose and Scope

The computing facilities at Barry University are provided for the use of registered students, faculty and staff. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. The University views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

The following conditions apply to the technology facilities and services at Barry University, managed by the Division of Information Technology. Violations of any of the conditions are considered unethical and possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate faculty, supervisors, department chairmen, Division of Information Technology staff or Vice Presidents.

Policies

- **COMPUTER USERS AGREE TO USE FACILITIES AND ACCOUNTS FOR UNIVERSITY RELATED ACTIVITIES ONLY.** Accounts are considered the property of Barry University. All access to networked computer systems must be approved by the Division of Information Technology. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of this rule. Loopholes in computer security systems or knowledge of a special password should not be used to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given. Any attempt to overcome the security systems of any Barry University machine is strictly prohibited. The Division of Information Technology reserves the right to disable and/or terminate an account if any misuse is determined. Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-university related activities. Game playing is not allowed on the system during the academic semester if the machine is otherwise needed for legitimate academic use.
- Programs and files are considered confidential unless they have explicitly been made available to other individuals. Systems personnel may access files when necessary for the maintenance of central computer systems. When performing maintenance, every effort is made to insure the privacy of a user's files. However, if violations are discovered, they will be reported immediately to the appropriate Vice President.
- Electronic Communications facilities, such as electronic mail and other messaging systems are for university related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
- **COMPUTER USERS AGREE TO RESPECT THE INTEGRITY OF THE SYSTEM.** No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any university computer system.
- Users shall not intentionally develop or use programs for the purpose of harassing other users of the facility, breaking into the system, or damaging system components.
- **COMPUTER USERS AGREE TO THE PROPRIETARY RIGHTS OF SOFTWARE.** Computer software protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by the contract with the owner of the

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copyright. In addition all Barry University computer users are required to abide by the guidelines of the university's ***Computer Software Policy.***

- Other organization operating computing and network facilities that are reachable via the Barry University Network (BarryNet) may have their own policies governing the use of those resources. When accessing remote resources through Barry University facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations.
- Users must first consult with the Division of Information Technology prior to engaging in the following activities: establishing electronic data interchange (EDI) arrangements electronic commerce activities, installing online database services, etc.
- Files downloaded from the internet must be scanned with virus detection software before installation or execution. All appropriate precautions must be taken to detect viruses and to prevent the infection of university computers.

Examples of Misuse

Examples of misuse include, but are not limited to, the activities in the following list.

- Using the Campus Network to gain unauthorized access to any computer system.
- Knowingly or carelessly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses and worms as well as programs like Napster that utilize a disproportionate amount of available network bandwidth.
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypt secure data. This also includes programs contained within an account, or under the ownership of an account that are designed or associated with security cracking.
- Deliberately wasting/overloading computing resources. This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available on-line that could significantly impact other users printing resources.
- Sending unsolicited electronic mail messages to more than 15 individual recipients. If legitimate messages need to be sent to large groups of people such as classes, clubs or other administrative groups then distribution lists must be properly requested and/or utilized.
- Moving large files across networks during peak usage periods or prime hours such that it degrades resource performance. Prime hours will be considered to be Monday through Friday from 8 a.m. to 5 p.m.
- Storing large files on the systems which could compromise system integrity or preclude other users right of access to disk storage. Systems Administration staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.
- Masking the identity of an account or machine. This includes, but is not limited to, sending mail anonymously.
- Using your account for any activity that is commercial in nature, i.e. paid for by non-University funds. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale.
- Posting on electronic bulletin boards materials that violate existing laws or the University's codes of conduct.
- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

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- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.
- Installing unauthorized devices to the campus network without prior approval. This includes the installation of network server computers (machines configured to provide file/print sharing services, DHCP services, DNS services, WINS services, web page services, etc.) network appliances, network workstations, miscellaneous internet protocol devices, etc.

Activities will not be considered misuse when authorized in writing by appropriate University officials for academic or administrative purposes.

A complete listing of current Barry University technology policies can be found online on the Division's intranet site (http://bucwis.barry.edu/doit)

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STUDENT AFFAIRS

ACE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs of Barry University's School of Adult and Continuing Education seeks to support adult student persistence, satisfaction and success in attaining their educational goals. The office does this by providing professional, academic Advisors who are dedicated to making a student's experience successful by informing, supporting and empowering students through the Barry experience. It is through this partnership that students experience the full benefits that Barry University has to offer.

Advisors assist by:

- helping prospective students in defining educational goals, selecting a program of study and applying to the University
- working with students in selecting appropriate coursework each semester and in interpreting institutional requirements
- evaluating academic progress on a regular basis relative to the student's goals and Barry University requirements
- referring students to appropriate institutional resources and services beyond the scope of the advisor
- assisting students in preparing a portfolio for prior learning assessment

Academic Advisors are available in all locations. ACE endeavors to achieve quality academic advisement for each student and incorporates student participation and responsibility in this endeavor. While Barry University provides academic advising, the responsibility for planning individual programs rests with the student. Students are expected to become familiar with the requirements of the University and ACE by familiarizing themselves with the provisions in the ACE Student Bulletin, the Adult Student Resource Guide and the University's Student Handbook.

The ACE Division of Student Affairs Office also assists students and advisors through advocacy. If an issue is unresolved with the Advisor, students may request an appointment with the Site Director or Regional Dean. Should students feel that no fair solution has been presented, students may then ask the Site Director or Regional Dean to bring the issue before the Associate Dean for Student Affairs. Advisors, Site Directors and Regional Deans must follow the policies and guidelines established by the University.

BARRY UNIVERSITY DIVISION OF STUDENT AFFAIRS

Recognizing the Catholic and Dominican heritage of Barry University, the Division of Student Affairs offers a developmental and student centered approach to *transformative Catholic education* through the provision of extra- and co-curricular programs and services. Divisional staff members incorporate the University Mission into all Student Affairs' operations, emphasizing Barry's Core Commitments of *Knowledge and Truth, Social Justice, Inclusive Community and Collaborative Service,* as well as values, maturity, respect for oneself and respect for others.

The Division of Student Affairs comprises: Campus Ministry, Career Services, Counseling and Psychological Services, Commencement, Dean of Students, De Porres Center for Community Service, Disability Services, Housing and Residence Life, Student Activities, International & Multicultural Programs, Student Advocacy Center and the Student Health Center.

Students are involved in all aspects of the Student Affairs Division through the Student Government Association, departmental advisory committees, and involvement with each staff member of the division.

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VICE PRESIDENT FOR STUDENT AFFAIRS

Landon Student Union, Suite 300
Phone: 305-899-3085
Email: www.barry.edu/student-services

As senior administrator in charge of the Student Affairs Division, the vice president, along with the associate vice presidents and Dean of Students promote the welfare of all students: resident, commuter, native, international, young adult, nontraditional, and the physically challenged. The Student Affairs Division is prepared to assist you with any personal, financial, or academic difficulties.

THE DEAN OF STUDENTS

Landon Student Union, Suite 101
Phone: 305-899-4926
E-mail: deanofstudents@mail.barry.edu

The Office of the Dean of Students supports for the intellectual and personal development of all students through providing a combination of advocacy, programming, and services that enhance the university community, including the University disciplinary process.

The Student Advocacy Center, which is part of the Office of the Dean of Students, was formed to assist students find their place at Barry. Staff members help students become better informed so that they can focus on their classes, make important decisions about their futures and pursue their educational goals successfully. The Center refers students to appropriate departments and people, familiarizes them with university policies and guidelines, and offers guidance as students investigate problem-solving and decision-making.

Student Conduct Code

The university, through the Division of Student Affairs established the Student Code of Conduct and it is contained in the Student Handbook. This Code is designed to assist in building an integrated, vibrant community that fosters the personal development of every Barry University student. As a member of the Barry community it is your responsibility to be familiar with the Code of Conduct and the university policies and procedures included in the Student Handbook.

The university's Student Code of Conduct includes examples of misconduct for which students and/or student organizations are subject to disciplinary action by the university. The list does not contain major university policies (found in other sections of the Student Handbook) and should not be considered inclusive.

Student Handbook

The university's Student Handbook, which includes the Student Code of Conduct, can be found online at www.barry.edu/handbook.

Student Life

Enrollment in Barry University presumes an obligation on the part of the student to act at all times in a manner compatible with the university's purpose, processes and functions. Students are expected to uphold standards of personal and academic integrity and behavior, and further to respect the rights and privileges of all members of the Barry University community.

Judicial Policies

The university, through the Vice President for Student Services, has the duty and corollary disciplinary power to protect its educational purpose through setting standards of scholarship and student conduct and through regulation the use of its facilities. Judicial processes and procedures are substantially secondary to the use of example, guidance, counseling, mediation, and admonition in the development of responsible student conduct. However, when these preferred means fail to resolve problems of student conduct, procedural safeguards allow for proper action while protecting the student from unfair impositions of serious penalties.

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STUDENT LIFE

ALUMNI ASSOCIATION

305-899-3175
Web: www.barry.edu/alumni

Students are now able to take advantage of the same benefits our graduates have through FAB (Future Alumni of Barry). FAB connects our students to our alumni through mentoring programs, our online community, and invitations to alumni events. Become an Alumni Ambassador and assist the University in hosting dignitaries and VIP's, improve your networking skills and learn the keys to being successful in the workplace!

The Association fosters scholarship programs and promotes the engagement of alumni through chapters that are emerging in the University's home state of Florida and around the country. The chapters offer worthwhile activities and projects that foster networking among Barry alumni and provide a continued stake in the life of the University for all participants.

The Alumni Relations Office, located in the Vivian A. Decker Alumni House, 103 N.E. 115 Street, Miami Shores (across from the main campus) assists and supports the efforts of the Association and its clubs. The Association keeps alumni connected through E-News, the on-line Alumni directory and the Alumni website www.barryalumni.com.

We encourage alumni to take part in Membership Plus and receive additional benefits offered by the Alumni Association! Annual events include the bi-annual Distinguished Alumni Awards Dinner, Barry Special Christmas, Young Alumni programs, networking events and more!

For information about the Alumni Association, please call the Alumni Relations Office at 877-899-ALUM or visit our website at www.barryalumni.com.

CAMPUS BOOKSTORE

305-899-3970
Web: www.barry.edu/bookstore

Barry Bookstore, operated by Follett Higher Education Group, is open for the services and needs of Barry students. The bookstore, located on the first floor of the R. Kirk Landon Student Union, supports your academic needs with textbooks—new, used and rental, reference materials, supplies, and academic software. Barry Bookstore also carries bestsellers, gift cards, DVDs, CDs, snacks, electronics, and a wide variety of Barry Merchandise. Purchases may be made using cash, credit/debit card with a VISA or Mastercard logo, and/or University debit card. Items may also be purchased on line at www.barry.bkstr.com. Hours are printed in the semester schedule.

CAMPUS MINISTRY

305-899-3650
E-mail: campusministry@mail.barry.edu
Web: www.barry.edu/campusMinistry

Campus Ministry and Cor Jesu (Heart of Jesus) Chapel are truly at the "heart" of the campus and student life. Chapel staff members welcome every student to call the Chapel and chapel offices home. All students, faculty, and staff, whatever their denomination or faith tradition, are invited to drop in anytime to join informal gatherings for prayer, reflection, and fellowship. All are welcome to participate in numerous programs and events such as:

- New Student Investiture
- Mass of the Holy Spirit
- International Day of Peace
- Founder's Week Mass
- Dr. Martin Luther King, Jr. Service Day
- Earth Day
- Baccalaureate Mass

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Campus Ministry's open invitation to all members of the campus community reflects Barry's core commitments as well as the unique mission of the Department:

Rooted in our Catholic identity, Dominican Heritage, and Adrian Dominican foundation, the staff of the Department of Campus Ministry welcomes and accompanies students, faculty, and staff of all faith traditions in fostering individual and communal transformation through opportunities for prayer and retreat, worship and sacramental celebrations, community service, and reflection. These initiatives embody a commitment to gospel values, a global world view, a reverence for all life, collaborative partnerships, and social justice.

Campus Ministry Mission Statement

DePORRES CENTER FOR COMMUNITY SERVICE

Heeding the Christian call to serve the poor, the Department of Campus Ministry's De Porres Center for Community Service provides opportunities for involvement in serving the local and global communities. The Center is named after the 16th century saint of the Dominican Order. St. Martin de Porres who lived and ministered in Lima, Peru, devoting his life to prayer and serving the poor. It is in the spirit of St. Martin that the Center develops and promotes volunteer opportunities on a weekly and monthly basis. It also organizes several community service events throughout the year, such as the Dr. Martin Luther King Jr. Service day, the Volunteer Fair and the Respect Life Fair. Regular local service opportunities include working with after-school tutoring and activities programs, the elderly and homebound, the homeless and economically marginalized, developmentally disabled children and adults, environmental restorations, and many more.

CAREER SERVICES

Landon Student Union, Suite 105
Phone: 305-899-4010
E-mail: careerservices@mail.barry.edu
Web: www.barry.edu/careerservices

The Career Counselors provide counseling and development services to students, alumni, faculty and staff, in accordance with the University's mission imperative of a caring environment. The goal of Career Services is to encourage each student to take personal responsibility to utilize the services to develop his or her career planning skills from freshman through senior year and beyond. Career counseling is available on an appointment basis. In order to serve all students, evening appointments are available by request.

It is the policy of Career Services to provide services to employers whose mission is consistent with the mission of the University.

Career Services strives to provide the following services in an atmosphere of respect and confidentiality:

1. Career development and planning to assist students and alumni.
2. Innovative, informative career programs including activities, presentations, and seminars.
3. Interaction with area employers to promote career development within the surrounding community. Career Services offers communication and interaction with employers nationwide to increase recruiting opportunities.
4. Collaboration with faculty and staff to provide services for students in a comprehensive manner.
5. A commitment to extend Career Services' resources beyond a traditional Monday – Friday format by utilizing Internet technology. Career Services is committed to serve all of Barry University's satellite campuses in this manner.

The following services are available to all Barry University students, faculty, staff and alumni:

- Career Expos and Interview Days
- Career Interest Inventories

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- Career Library Resources
- Full-time and Part-time Job Listing via e-BUC$
- Individual Career Counseling
- On-campus Recruiting
- Resume Writing, Interview Skills Assistance

It is the policy of Career Services to provide services to employers whose mission is consistent with the mission of the University.

COMMUTER AFFAIRS

Landon Student Union, Suite 206
Phone: 305-899-3961
E-mail: commuteraffairs@mail.barry.edu
Web: www.barry.edu/commuters

Commuter students currently comprise two-thirds of the Barry University student body. The purpose of services specifically designed for the commuter population is to meet the practical, social, academic, informational, and advocacy needs of all commuter students, including undergraduate, graduate, ACE, and off-campus site commuters. It also functions as a resource to commuter students about the university and local community.

Commuter Affairs provides a variety of programs and services which are intended to enhance the commuter experience by broadening students' knowledge of resources, events, services, and opportunities that will assist them during their college experience. Services include transit information, discounted metro passes and metro decals, locker rentals, carpooling, commuter meal plans, off-campus housing listings, a commuter lounge, and a private study area.

COUNSELING AND PSYCHOLOGICAL SERVICES

Landon Union, Room 105
Phone: 305-899-3950
E-mail: counselingservices@mail.barry.edu
Web: www.barry.edu/counselingservices

Personal Counseling

The purpose of the Center for Counseling and Psychological Services is to provide the following services in an atmosphere of respect and confidentiality:

1. Personal Counseling, including individual and group Counseling
2. Wellness-related programs, including activities, presentations and workshops to students.
3. Interaction with other universities statewide including promotion of responsible and healthy lifestyle choices with regard to substance abuse, and addressing other areas of interest and concerns.

Personal counseling is available on an appointment basis, if possible. Twenty-four hour emergency counseling services are available through a cell phone system.

Confidential personal counseling is available to all students at Barry University. Students are encouraged to use the counseling services when those services would be helpful. When requested, or when appropriate, referrals are made to the University's consulting psychiatrist, to physicians and/or community agencies. These referrals are made through the Counseling Center. Confidentiality is maintained.

Currently enrolled students who, by their actions, are suspected of being psychologically unable to function as members of the student body, may be required to provide a clearance from the University's consulting psychiatrist, as a condition for continued enrollment in the University. This condition of clearance from the University's consulting psychiatrist also applies to those students who withdraw from the University for psychiatric treatment and subsequently seek re-admission.

DINING SERVICES

305-899-3697
Web: www.barry.edu/dining

Barry University Dining Services offers a variety of dining choices for students and visitors to the Miami Shoes campus. The Campus Dining Hall is available to all students. Commuter students have the option to pay cash at the door or purchase one of four

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commuter meal plans. In addition to cash, some of the commuter meal plans include "FLEX BUCS" that can be used to make purchases in this location. Dining service hours are printed in the semester schedule.

DISABILITY SERVICES

Landon Student Union, Room 102
Phone: Voice/TDD 305-899-3488
Email: disabilityservices@mail.barry.edu
Web: www.barry.edu/DisabilityServices

The primary purpose of the Office of Disability Services is to provide equal access for students with disabilities to all curricular and co-curricular opportunities offered by the Barry University. In addition, the office provides leadership and guidance to the campus community to ensure compliance with legal requirements for equal access while enhancing understanding and support of students with disabilities.

The office supports the caring environment of Barry University through its one-on-one relationships with students and strives to provide a holistic educational experience which prepares each student to be united and equal with the non-disabled population, while assuring their human and legal rights.

Procedures and Guidelines

Students must present medical or extensive educational documentation of all disabilities. Accommodations for students with disabilities are granted on a case-by-case basis, in accordance with medical and professional information in the student's record, legal precedent, and the national standards for services for students with disabilities. Appeals of accommodation requests may be made through the Disability Appeals procedures.

Faculty are encouraged to contact the Director of Disability Services for more information regarding accommodations and services.

Accommodations are granted on a case-by-case basis by those students who are eligible under our documentation guidelines and in compliance with all Federal and State Laws.

Refer to the University Catalog for additional guidelines and procedures or call the Office of Disability Services.

HEALTH CENTER

Landon Student Union, Suite 104
Phone: 305-899-3750
E-mail: healthservices@mail.barry.edu
Web: www.barry.edu/healthServices

The Student Health Center serves as the primary advocate for the health of Barry University students by integrating the critical role of college health into the university mission.

SHS provides quality health care utilizing a nursing model in collaboration with a local contracted family practice physician to promote a healthy community and healthy individuals as critical components of student learning.

Services provided include:

1. Assessment of injury or illness by a registered nurse
2. Referral to an on campus nurse practitioner*
3. Referral to off campus health care providers (student must assume financial responsibility for these services).
4. Provision of over the counter medications
5. Limited in-house prescription services*
6. Administration of immunizations including: MMR's, Tetanus, Hepatitis A&B, Varivax & PPD's, Menomune, & Flu*
7. Administration of the student health care insurance benefits
8. Health education and illness prevention
9. Pharmacy delivery service from a local pharmacy

* Please Note: There will be a nominal fee billed to the student account for these services.

Responsibility of Students

- Based on the ACHA guidelines for institutional pre-matriculation immunizations, all students residing in campus housing, and international students attending Barry University on an F-1 or J-1 visa, are **required** to provide the Student Health

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Center (SHC) current medical documentation with proof of an adult Tetanus (Td or Tdap, preferred) vaccination within the past 10 years **and** (2) measles, mumps, rubella (MMR) vaccines (first dose at the age of 12 to 15 months or later, second dose at age 4 to 6 years or later) or, laboratory proof of immunity to measles, mumps, rubella. In addition, beginning in Fall 2008 all new entering resident and international students are required to provide proof of the Meningitis vaccination within the past 5 years. **All students** are strongly encouraged to provide a statement of good health and proof of Hepatitis B, Hepatitis A, Varicella, annual Influenza vaccinations and PPD screenings prior to attending Barry University. This documentation must be received prior to class registration or moving into campus housing: **Acceptable records of immunizations may be obtained from the following sources and must be presented to the Student Health Center prior to registration:** High school records, Personal shot records (signed or stamped by a healthcare provider), Health Department or physician records, Military documents or World Health Organization documents, Previous college or university immunization records (these records do not automatically transfer, you must request a copy)

- All resident and international students are required to complete a current health history (included in the health form). All forms can be downloaded from our Web site at www.barry.edu/healthservices.
- All fulltime students are recommended and all students residing in campus housing and all international students attending Barry University on an F-1 or J-1 visa are **required** to obtain adequate health insurance. Please go to Student insurance at www.barry.edu/healthservices/studentInsurance/Default.htm for a complete explanation of adequate insurance. **Proof of insurance and a completed insurance waiver must be received in the Student Health Center (SHC) upon entering the University and, on an annual basis thereafter prior to the first 14 days of the semester or, the fee for the Barry sponsored student insurance plan may be assessed to the student's account. Please go to www.SRStudentCenter.com to access the waiver. If a student insurance fee has been assessed to a student's account due to lack of compliance with the university policy, such fees are irrevocable and will not be credited under any circumstance. Failure to comply with the University policy may negatively affect the student's U.S. visa status and/or the arrangements for campus housing. If the academic program requires proof of insurance, they will provide the student with instructions regarding the completion of a waiver. Failure to comply with academic program requirements may negatively affect the student's participation in such programs. All programmatic decisions are handled by the compliance officer of that program, not the SHC.**
- According to Barry University class attendance policy it is the responsibility of the student to notify the professor in advance of an absence regardless of the reason. The SHC never provides an excused absence. The excusal is at the professors' discretion. Reasons for medical absences are limited to hospitalization, communicable disease, or long-term illness and are only sent at the request of the student seen in the SHC.
- All students are encouraged to make an appointment prior to coming to the SHC for non urgent services. Ill visits will be triaged by a registered nurse upon arrival at the SHC and an appropriate treatment plan or referral will be given to the student.
- The SHC hours are Monday-Friday 9AM-5PM. All students covered by the Barry University student insurance policy have access to a 24 nurse line.

INTERNATIONAL AND MULTICULTURAL PROGRAMS (IMP)

The Office of International and Multicultural programs is a branch of the Department

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of Student Activities, and as such provides resources, services, and programs designed to develop the multicultural and international dimensions of Barry University. IMP provides immigration advising, advocacy, support, and other key resources and services to international students and scholars.

Enrollment Requirement

International students are required to be registered full time 12 credit hours per semester for undergraduates, 9 credit hours per semester for graduate, and 6 credits for doctoral students. If an international student begins their program of study in the summer, they must be enrolled full time during the summer sessions. At all times, a student must make satisfactory progress toward completion of a degree program.

All international students attending Barry University on an F-l or J-l visa are required to provide the Student Health Center (SHC) with all proper immunization and insurance documentation. Failure to comply with the University health policy may negatively affect the student's registration process and/or campus housing arrangements. PLEASE SEE THE STUDENT HEALTH CENTER SECTION FOR MORE INFORMATION.

International and Multicultural Programs also provides advising on any financial, personal, and immigration matters during business hours, Monday through Friday, 8:30 am to 5:00 pm IMP works closely with the international admissions office to ensure a smooth transition upon arrival at the university. A mandatory check-in and orientation program for new international students is held prior to registration for Fall and Spring semesters. In accordance with USCIS regulations, students are responsible for bringing the following documents during check-in: endorsed I-20 or DS-2019 form, a valid passport, a valid visa and an arrival/departure card (I-94). Failure to submit these documents will subject the student to IS restriction which prevents registration of classes.

Every effort is made to promote student awareness of the benefits available to international students under federal regulations. To provide efficient service, IMP requires all international students to provide up-to date information regarding changes in personal and/or academic status. These changes may include a new academic program, change in address, financial status, and transfer to another university. In accordance with United States Citizenship and Immigration Services regulations, IMP maintains a complete file on each international student that includes: a copy of an endorsed I-20, passport, visa, I-94 card, and related documents.

Internship Requirement

The United States Citizenship and Immigration Services (USCIS formerly INS) defines "curricular practical training" as employment which is an integral or important part of each student's curriculum, including: internship, externship, practicum, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with Barry University. All international students must receive employment authorization on the back of their I-20D specifying permission to engage in curricular practical training (cpt) and must be careful to limit cpt to no more than 20 hours per week prior to their internship start date.

Programming Component

IMP seeks to challenge existing cultural stereotypes and misconceptions, to enhance student, faculty and staff awareness of the perspectives and needs of its diverse community members, and to aid the University's mission of achieving a multicultural living and learning community. Finally, IMP functions as a crucial liaison among the Barry community, and various local, state and federal agencies.

IMP promotes international awareness to the Barry Community by sponsoring the:

1. International Assistant Program
2. IMP forums, workshops and events
3. Festival of Nations
4. Cultural Extravaganza

Students should feel free to bring their ideas, concerns and questions to IMP.

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PUBLIC SAFETY

Landon Student Union, Room 100
305-899-3335
Web: www.barry.edu/publicSafety

Campus Security

305-899-3333

Barry University has a full-time security force supplied by 50 State Security Service, Inc. Under the guidance of the University's Director of Public Safety, this trained group of security officers helps to preserve the academic environment and high quality of life on campus. Public Safety also offers programs regarding personal safety and crime awareness.

Parking

305-899-3335

All students and employees who bring a vehicle onto the main campus at anytime must obtain a university parking permit for that vehicle. To do so, the following information must be presented to the Public Safety Department, located in Landon Student Union Room 100, during the time of **issue** or **renewal:**

1. Vehicle Registration.
2. Valid Barry University ID card or another form of picture ID ONLY if the ID office is not issuing ID cards at the time of vehicle registration.
3. Current class schedule (printout) from students. Students must be registered for the current term before they can obtain a "Parking Decal".

Hurricane Procedures

Hotline: 305-899-4003
Web: www.barry.edu/prepare

All sites throughout Florida are asked to follow respective local government storm advisories and directives.

Hurricane I & II
Hurricane Watch: Campus placed on alert
Hurricane Warning: Offices are closed and classes are cancelled

Hurricane III-V
Hurricane Watch: Offices are closed and classes are cancelled

By Pass: In the event a storm by-passes areas of threat, the sites in question will resume normal operation upon the lifting of all watches and warnings. The above procedures are based upon the advisories issued by the National Weather Service. Closures could occur earlier if deemed necessary due to the intensity and/or proximity of a storm.

For additional information visit the website at www.barry.edu/prepare and click on "Plan at Work" and then on "Hurricane Guidelines

PUBLICATIONS

University publications include *Barry Magazine* and *Alumni Connection,* co-published three times a year, and *BUCWIS,* an on-line, employee newsletter posted daily, all by the Department of University Relations. In addition, the *Barry Buccaneer* is written and published monthly by students.

The School of Adult and Continuing Education periodically publishes a *Newsletter* for its students and alumni.

STUDENT ACTIVITIES

Landon Student Union, Suite 206
Phone: 305-899-3961
E-mail: studentactivities@mail.barry.edu
Web: www.barry.edu/studentactivities

The Office of Student Activities (OSA) is committed to the mission of Barry University and the Division of Student Affairs. The guiding philosophy of the Office recognizes that the development of the whole student is achieved through in-class and out-of class learning opportunities and experiences provided through programs designed to enhance cultural, intellectual, leadership, personal, and professional development. When afforded these opportunities for learning and growing, students will graduate from the institution with a better understanding of themselves and their peers, as it relates to their organizations, chosen professions and responsibilities as part of a larger community.

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The Office of Student Activities encompasses student organizations, leadership development, student programs and events, International and Multicultural Programs, club and organization governance, Greek life and Commuter Affairs. The staff, through the implementation of student development theories in a variety of instructional settings, assists students in developing environments which enhance diversity, promote ethical and moral development, encourage civic engagement, promote the establishment of meaningful interpersonal relationships, and provide leadership and experiential learning opportunities.

Campus Events and Programming

While academics will be a major focus of any college career, the Office of Student Activities at Barry University believes that a complete college education requires involvement in activities, events, and programs outside the classroom. Therefore, the office plays a major role in the social and educational programming throughout the campus. Campus Programs offer an array of programs to engage students and connect the entire campus community. The collection of programs vary from traditional programs such as Barry Community Fest, Martin Luther King Day of Service and FebFest, to Campus Activities Board events, and workshops offered by the Adventure Series, Mosaic: Culture and Creative Arts Series and Synergy Leadership Series.

The Campus Activities Board (C.A.B.) — a student advisory board to the Office of Student Activities, plans, coordinates and presents many on and off campus programs, trips and events. C.A.B. strives to provide dynamic and diverse programs and events that meet the needs and interests of the Barry University student community. Programs include evening entertainment such as bands, comedians, talent shows, and game shows. Large scale and/or traditional programs include the Labor Day Pool Party and Kwanzaa Celebration. Fall Holiday trips to Walt Disney World and Busch Gardens are scheduled annually as well as trips to local attractions.

Theatre, Music and Dance Performances

The University Department of Fine Arts produces a diverse program of dramatic, dance, and music presentations. All departmental performances, are free of charge and open to the entire campus and local community.

Civic Chorale

Barry University's civic chorale is an organization dedicated to developing singing expertise and proficiency in interested individuals, all styles and periods of music. It is open to non-Music major students for course credit, and to interested community participants. The chorale performs in public concerts in the Fall and Spring in combination with the University Chamber Ensemble.

Fine Arts Exhibitions

A new exhibition space, the Andy Gato Gallery, was introduced in Fall 2008. The beautiful 4100 sq. ft. gallery has approximately 350 linear feet of exhibition space with 12 foot high walls. Part of the gallery serves as a student lounge area with 24/7 open access. A secured exhibition space within the larger gallery is monitored and open during posted gallery hours.

The Art and Photography faculty schedules exhibitions by contemporary artists in addition to student exhibitions and faculty exhibitions. Barry University points with pride to art objects and photographs executed by senior Art and Photography majors and displayed throughout campus buildings.

Social and Cultural Enrichment Programs

50+ Program
Phone: 305-899-4046

The School of Adult & Continuing Education offers a wide range of social and cultural events designed to fit every interest. The Social and cultural event series is open to the general public and includes a 50+ Program that is designed to inspire, entertain and educate mature adults over 50 years of age who are living their lives to the fullest through social, aesthetic and intellectual pursuits.

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STUDENT UNION OFFICES

- **Concierge Center & Information Desk**
- **ID Services**
- **Union Facility Services**

Landon Hall, Suite 103
Phone: 305-899-4900
E-mail: Info-Center@mail.barry.edu
Web: www.barry.edu/StudentAffairs/studentUnion

The purpose of the Student Union Office is to integrate all aspects of campus life by serving students, faculty and staff with ID cards, general campus information, room reservations and support services for the Division of Student Affairs. The Union maintains and supports the University-wide ID Card system, assigns University meal plans, and provides technology support for all departments within the Division of Student Affairs. The Union strives to support and complement the academic process by providing excellent customer service to Barry community members and visitors.

Concierge Center and Information Desk

Our qualified Staff can inform you about locations, hours, and services offered on campus and in the local community. They will do everything possible to assist you with your various needs.

Some of the standard services we offer include local phone calls, sending and receiving of faxes, vending machines refunds, database of information on local and state-wide events and attractions, and more.

ID Services

Photo identification cards are issued to each student at the time of their initial registration at the university. It is expected that the ID card will be retained throughout the students' university experience.

Students are expected to carry their ID at all times while on campus.

The card is the property of Barry University and is intended solely for its use. When requested by a university official, students are required to produce their identification. It is not transferable and must be returned upon request. Misuse of the ID card will result in disciplinary action.

Currently, the library, the computer lab, and athletic facilities are using our computerized magnetic stripe system. Therefore, those services can only be accessed with a valid ID Card. Sodexho food services, the Follett Bookstore, the Weber Game Room and Le Café also accept the Barry ID Card as a mode of payment. However, money or a meal plan must be added to your ID card prior to making any purchases with your card. Bookstore and Laundry money can be added to ID card account through Student Account Services (Adrian Hall Room 112). Student ID cards must be validated for each semester. To validate ID's students must present a current printout of classes or other acceptable proof of registration for the current term.

Union Facility Services

- Get posters and flyers authorized for display in the Student Union
- Reserve a room for an event or a meeting
- Reserve audio-visual equipment for an event or a meeting
- Reserve a space for vending or promoting

Room Reservation

The Landon Student Union Hall serves as the primary facility for students to meet and gather on campus. Specific space within Landon Hall can be reserved for student-oriented functions on a first come, first serve basis. All Landon Hall space reservation must be requested through the Student Union Office via the online EMS system. For more details, please contact the office.

Posting and Publicity

Only registered student organizations, academic units, university departments and approved non-university entities may publicize in Landon Hall. All publicity material intended for Landon Hall must be approved and by the Student Union Office. For more details simply stop by our office.

Vendors

Vendors must go through an approval process with the Student Union Office before being allowed on campus.

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ACADEMIC INFORMATION

KNOWLEDGE OF REGULATIONS

Students are bound by the academic regulations published in the course catalog for the academic year of initial acceptance to and enrollment in a Barry University program. Students are responsible for compliance with the regulations of the University and should familiarize themselves with the provisions of that respective catalog distributed by the Office of Admissions; the Student Handbook, distributed by the Office of Student Affairs; semester schedules; posted official notes; and official instructions given to students. While Barry University provides academic advising, the responsibility for planning individual programs rests with the students.

Students are expected to become familiar with the requirements of the University, of the schools in which they are enrolled, and of their major disciplines. Students returning to the university after an absence of one calendar year or more are bound by all academic and published requirements applicable to the academic year of readmission.

Policy on Release of Information

Barry University makes every endeavor to keep the student's education records confidential and out of the hands of those who would use them for other than legitimate purposes. All members of the faculty, administration, and clerical staff respect confidential information about students which they acquire in the course of their work. At the same time, Barry University tries to be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits. **Refer to the Student Right to Know Act and the Family Educational Rights & Privacy Act of 1974 in this bulletin.**

Documents submitted by or for students in support of an application for admission or for transfer credit cannot be returned to the student photocopied, nor sent elsewhere at his/her request. In exceptional cases, however, where another transcript is unobtainable, or can be secured only with the greatest difficulty (as is sometimes true with foreign records), copies may be prepared and released to prevent hardship to the student. The student should present a signed request. Usually a certified copy or what in the student file is released. In rare instances, the original may be released and the copy retained, with a notation to this effect being placed in the file.

Students have the right to access or have copies made of the information in their file (per the Buckley Privacy Act, 1974), with the following exceptions:

1. Transcripts from other institutions: Students must request a copy of the transcript from the originating institution.
2. Health records
3. Confidential recommendations, if:
   a. the student has waived the right to see the recommendations, and/or
   b. the person making the recommendation has noted on the form that the student is not to see the comments.

Students' portfolios, like other student records, are processed in a confidential manner from development and submission through evaluation and return. In order to ensure students' privacy rights under the Federal Family Educational Rights and Privacy Act (FERPA) the following procedures are adhered to in the handling of portfolios.

1. Students' portfolios during development are not displayed as models for other students without the written permission of the student who developed them.
2. Once a portfolio is submitted it is processed by the business office and the portfolio secretary in a manner consistent with confidential documents (i.e., not in a public area).
3. Students' portfolios are available for perusal only by students' advisor, by faculty evaluators and by members of the

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Portfolio Committee. Other ACE students and/or staff are not privy to portfolio documents.

4. Portfolios must be picked up by the persons who submitted and signed for them at the time of return. Family members or friends wishing to pick up a portfolio for a student must have written or telephone confirmation from the student to do so. That person must also sign for it.

DEFINITION OF A PERMANENT RECORD

Barry University defines the official permanent record as the electronic transcript (hardcopy transcripts for records prior to 1987). The official transcript carries the following information:

- Courses completed with credit carried, credits earned, grades, grade points, grade point average, credit by exam, and an explanation of the grading system.
- Transfer credit is posted in summary totals on the official permanent record.

CHANGE OF NAME/ADDRESS/PHONE NUMBER

It is the student's responsibility to promptly notify the Office of the Registrar and his/her academic advisor of a legal name change, an address change, and/or a telephone number change. Photo ID is required for in-person requests. E-mailed requests should be sent from the student's Barry e-mail account to registrar@mail.barry.edu.

Notification of a change of name must be accompanied by a photocopy of appropriate legal documents. Acceptable legal documentation is marriage license, divorce decree or court order. No other documentation is acceptable. It is recommended that a student notify his/her instructors of the changes.

TRANSCRIPT REQUESTS

If money is owed to the University, release of transcripts, diplomas or other official letters are prohibited.

To request an official transcript, students must submit their request in writing stating:

- student current name and complete address
- name under which student attended Barry University, if different from student's current name
- currently enrolled, hold transcript for current semester grades or degree conferral, if applicable
- the type of transcript required: e.g., student copy, official transcript to be sent to student in a sealed envelope, or an official transcript to be sent directly to a third party. If the transcript is for third party use, the name and complete address of the person or institution must be provided.
- the number of transcripts required

Additional Information:

- Signature must appear on transcript request.
- Transcript request from anyone other than the student will not be honored.
- When requesting transcripts in person, identification is required.
- Transcripts are processed within 3-5 business days upon approval from the Cashier/Business Office (CBO).
- The fee for each transcript is $10.00.
- Makes checks payable to Barry University. Credit cards are also accepted. Include the credit card information with your request (name, credit card number, expiration date and your signature authorizing the charge).
- Transcripts are sent by first class mail. Barry assumes no responsibility for final delivery.

Transcript requests should be mailed to:

Office of the Registrar
Barry University
11300 NE Second Avenue
Miami Shores, FL 33161-6695

For further information, please call (305) 899-3866.

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CLASSIFICATION AND STATUS OF UNDERGRADUATE STUDENTS

An undergraduate student's classification is determined by the number of credits earned as follows:

Freshman	1 to 29 credits earned
Sophomore	30 to 59 credits earned
Junior	60 to 89 credits earned
Senior	90 credits or above earned

An undergraduate student's status is determined by the number of credit hours attempted in a given semester as follows:

Full-time	12 credits or more
Part-time	11 credits or below

REPEAT COURSES

No Barry University course may be attempted more than three times. ENG 102, ENG 202 and ENG 302 may only be attempted twice. Withdrawals are counted as attempts.

With prior written authorization from an academic advisor, a student may repeat a course to improve the cumulative grade point average. **If a student has an F and repeats the course and receives an A, only the A counts in the cumulative grade point average.** Quality points and credits attempted for the second attempt are counted in lieu of those earned for the initial attempt. Though both attempts remain part of the student's permanent record, the cumulative grade point average **will reflect only the grade earned on the second attempt.**

Courses transferred from other institutions are not considered for a repeat.

GRADE REPORTS

Students may view final grades online via their WebAdvisor account at the end of each term. Any error in grading, the omission of a course, etc. should be reported to the Office of the Registrar within two weeks following the end of the term. For employment, corporate reimbursement or other needs, a comprehensive registration statement may be requested from the Cashier/Business Office. This statement includes billing information and final grades once they have been posted.

GRADING SYSTEM

Barry's undergraduate grading system, based on class work and examination, follows:

Superior Achievement	**A**	4.00 honor points per credit
	A-	3.70 honor points per credit
	B+	3.40 honor points per credit
Above Average	**B**	3.00 honor points per credit
	B-	2.70 honor points per credit
	C+	2.40 honor points per credit
Average	**C**	2.00 honor points per credit
Below Average	**D**	1.00 honor points per credit
Failure	**F**	No honor points credit
Credit	**CR**	Awarded for achievement at or above the D level (C level in ENG 095, 111, and 112; MAT 100A, 100B, 100C, 105); no honor points; not computed in GPA; equivalent to passing grade A-D
Audit	**AU**	No honor points per credit
Not Reported	**NR**	No Grade Reported is given when the professor fails to turn in his/her grades on the date due. Upon submission, the NR is changed accordingly.
Course In Progress	**IP**	Course in Progress

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No Credit	**NC**	No Credit awarded; achievement below D level not computed in GPA; equivalent to F grade.
Incomplete	**I**	An incomplete grade must be made up within the session following its receipt. It is the student's responsibility to arrange with the instructor for satisfactory completion of course requirements. Incomplete grades assigned in the semester of graduation will result in postponement of graduation. Upon completion of the course, the student must reapply for the next graduation.

Incomplete grade		
redeemed with grade of A	IA	4.00 honor points per credit
redeemed with grade of A-	IA-	3.70 honor points per credit
redeemed with grade of B+	IB+	3.40 honor points per credit
redeemed with grade of B	IB	3.00 honor points per credit
redeemed with grade of B-	IB-	2.70 honor points per credit
redeemed with grade of C+	IC+	2.40 honor points per credit
redeemed with grade of C	IC	2.00 honor points per credit
redeemed with grade of D	ID	1.00 honor points per credit
redeemed with grade of F	IF	No honor points per credit
redeemed with grade of CR	ICR	Credit but no honor points awarded
redeemed with grade of NC	INC	No credit

Withdrew	**W**	Granted to students who officially withdraw before the last four (4) weeks of a regular session. Withdrawals are not accepted after the sixth week of the ACE session.

NOTE: Once a letter grade is assigned in the course, it may not be changed by the faculty member to another grade unless substantial error or misinformation has occurred, or relevant, new information becomes available after the fact. Disappointment with the final grade does not warrant assignment of additional work or other strategies to revise the grade.

"#" BEFORE THE PREFIX

Courses with a "#" sign before the prefix are not applicable toward any degree or certificate requirements at Barry University. For example #EXP299 does not count toward graduation and should therefore be deducted from the total credits indicated on the transcript.

INCOMPLETE GRADES

On occasion, because of an emergency, a student cannot complete the course during the regular session. An incomplete grade may be given only to a student who has been attending classes on a regular basis and submitting assignments and tests promptly. The request to complete required coursework must be made by the student and agreed to by the faculty member. The Request/Contract for Incomplete Grade form must be submitted. An incomplete grade must be made up within the session following its receipt. See the printed schedule for posted dates. It is the student's responsibility to arrange with the instructor for satisfactory completion of course requirements. Incomplete grades assigned in the semester of graduation may result in postponement of graduation. Upon completion of the course, the student must reapply for the next graduation.

LEARNING ENVIRONMENT POLICY

All students are expected to support the university's commitment to provide an effective learning environment. Any behaviors

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and/or events determined to be detrimental to success in any Barry University related academic pursuit, at a location where the Barry University learning process takes place, are prohibited. This includes, but is not limited to, bringing unauthorized visitors, e.g., children, friends, or other family members to classrooms; and usage of cell phones, pagers, radios or radio headsets, especially in campus libraries, classrooms, laboratories, computer labs, or any location where the Barry University learning process takes place.

DEAN'S LIST

To be eligible for the Dean's List, students must have achieved a grade point average of 3.50 taking at least 12 credits on a graded basis with no incomplete grades or grade lower than a C. In-progress (IP) grades and developmental courses will not be included in any calculations used to determine eligibility.

PRESIDENT'S LIST

To be eligible for the President's List, students must have achieved a grade point average of 4.00 taking at least 12 credits on a graded basis with no incomplete grades. In-progress (IP)and developmental courses will not be included in any calculations used to determine eligibility.

HONOR SOCIETIES

Election to an honor society is a privilege, not a right. It is the student's responsibility to obtain and to submit by the deadline all appropriate application materials.

Alpha Chi is a national honor society for promoting academic excellence and exemplary character among undergradaute students and honoring those who achieve such distinction. Students with a cumulative GPA of 3.7 or higher and 45 credits completed at Barry University are eligible to apply. Barry admits no more than the highest ten percent of graduating seniors. The application may be obtained from the Barry University web pages.

GOOD STANDING/PROBATION/ SUSPENSION

1. A student is in good academic standing if the cumulative grade point average (GPA) is 2.00 or above.
2. A student is on Academic Probation if the cumulative grade point average (GPA) falls below 2.00. A student on academic probation may not register for more than three (3) credits per session and is ineligible to register for a tutorial or independent study.
3. A student on probation who is unable to earn a cumulative grade point average of 2.00 after having subsequently attempted 12 non-portfolio credit hours will be suspended from the School of Adult and Continuing Education. The Veterans Administration will be notified of the suspension of any such students receiving Veterans Educational Assistance and the student's VA benefits will be terminated.
4. The Associate Dean of Student Affairs may grant exception to the Standards of Academic Progress in circumstances where the Associate Dean determines that causes for unsatisfactory progress have been removed. In such a case, the Associate Dean will establish a time frame to bring the student into compliance and notify the student in writing. During this period, students will not be eligible for Veterans Educational Benefits, but may be eligible for other forms of financial assistance. Failure to meet the objectives for satisfactory progress within this time frame will result in suspension.
5. Students suspended for failure to achieve satisfactory progress may petition for readmission to the Associate Dean of Student Affairs of the School of Adult and Continuing Education after a period of no less than two years. Students accepted for readmission will be subject to the requirements of the Student Bulletin in effect at the time of such readmission.

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ACADEMIC GRIEVANCE AND APPEALS

Procedure for Appeal of Grades

A grade appeal will be considered only when the student alleges that the course grade received reflects other than appropriate academic criteria; that is, achievement and proficiency in the subject matter as stated in the course syllabus.

The faculty member responsible for the course is the only person who may make a grade change. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions.

A student in the School of Adult and Continuing Education, wishing to contest a grade, will proceed in the following manner:

a) The student will first discuss the matter with the faculty member teaching the course in an effort to resolve the grievance informally. If the grievance is not settled, the student may then file a grade appeal with the appropriate Academic Coordinator who will seek a reconciliation. The appeal must be filed no later than 120 calendar days after the date on which the grade was due in the Registrar's office.

b) If reconciliation is not achieved at the level of the Academic Coordinator, the student may file an appeal with the Associate Dean for Academic Affairs. The appeal must be filed no later than five working days after receiving the Academic Coordinator's decision in the case. The Associate Dean will conduct an investigation and will render a decision within 30 calendar days, informing the student and faculty member in writing.

c) If the student wishes to appeal the decision of the Associate Dean, he or she may file a Grade Appeal Form with the Chairperson of the University Committee on Grades. The form must be filed no later than five working days after the student is notified of the Associate Dean's decision. The Committee on Grades will make a formal investigation, hearing both student and faculty member. The committee will reach a decision within 30 calendar days and notify the student, the faculty member, and the Vice President for Academic Affairs in writing. The decision will be either that the grade will stand, or that the faculty member change the grade as recommended by the committee. If the faculty member disagrees with the recommended change, he or she will promptly inform the committee chairperson of that decision.

   The committee chairperson will then notify the Registrar, via the Vice President for Academic Affairs that the grade will not affect the student's grade point average, cause the course to be repeated, or prevent continuation in the University.

d) The standing committee known as the University Committee on Grade Appeals will consist of three faculty members and two students: one undergraduate and one graduate. The committee members will be proposed annually by the Academic Affairs Council and approved by the Vice President for Academic Affairs. One of the faculty members on the committee will be named chairperson by the Vice President for Academic Affairs. An alternate faculty and student member will also be appointed via the above procedure, and will serve in case of illness or in case a member is party to an appeal. The committee will establish its internal decision-making procedure which will be made public. The committee is free to seek the advice of others when it feels it lacks the expertise in a particular academic area.

e) The student or faculty member may appeal the decision of the Committee on Grades by sending the Grade Appeal Form to the Vice President for Academic Affairs no later than five working days after notification of the committee's decision. The decision of the Vice President is final. The Vice President will make a decision within 30 calendar days and inform the student and faculty member in writing. In instances where the Vice President recommends a grade change and the faculty member does not follow the recommendation, the Vice President will inform the Registrar that the grade will not affect the student's grade point average, cause the course to be repeated, or prevent continuation in the University.

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ACADEMIC DISHONESTY POLICY

Cheating and Plagiarism - Definitions

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents.

Plagiarism is defined as the use, without proper acknowledgements, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

An Incident of Cheating or Plagiarism

An incident upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this event directly and may not take action solely on the report of another party.

Procedures for Handling Cheating and Plagiarism

Any faculty member discovering a case of suspected cheating or plagiarism will make a responsible effort to confront the student with the evidence within five working days.

If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.

If the student denies cheating has occurred, and the faculty member continues to believe cheating has occurred, the faculty member will send written notification to the Associate Dean for Academic Affairs.

The Associate Dean will investigate in order to determine whether or not the evidence indicates that cheating/plagiarism has taken place.

If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

a) The faculty member will send written notification to the Associate Dean for Academic Affairs and the academic advisor. The Associate Dean will inform the student in writing that these communications have been sent.
b) The Associate Dean shall place on file the records of the incident, to be kept in the office of the Provost/Vice President for Academic Affairs. This record shall be destroyed upon graduation or other forms of separation from the University if no further incidents of cheating or plagiarism occur.
c) If the records in the Office of the Provost/Vice President for Academic Affairs indicate that the student has committed two offenses, both incidents become part of the student's permanent record.

The faculty member shall decide how the student will be graded for the course in which cheating or plagiarism occurred. Typical penalties include:

a) The student may be required to resubmit the assignment or take a new examination.
b) The student may receive a failing grade on the assignment or examination in question.
c) The student may receive a failing grade for the course.

For a second or subsequent offense, the student shall be subject to suspension or dismissal from the University by the Provost/Vice President for Academic Affairs.

The student may appeal any of the above decisions in writing to the Provost/Vice President for Academic affairs within 30 working days.

In Reference to the Portfolio

Procedures for handling cheating or plagiarism also pertain to the portfolio. Portfolios must be written entirely by the student. Proofreading is encouraged through the Learning Center or tutors, however, the content of the portfolio must demonstrate the student's unique writing style. Portfolio credits are granted for the student's analysis, organization, critical reflection, and writing on learning from college-level experiences. Falsification of documentation will result in zero credits on the portfolio. The portfolio tuition fee will not be refunded to the student who

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will have to complete his/her degree with classroom course-work if no further incidents of cheating and/or plagiarism occur.

Faculty Responsibility

Faculty should, at the beginning of each course and on the syllabus, explain plagiarism and cheating, and the penalties for such behavior and refer students to University publications which state the policies. Faculty should do everything within reason to prevent cheating and plagiarism.

Student Responsibility

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility. Students must take care not to provide opportunities for others to cheat. Students must inform the faculty member if cheating or plagiarism is taking place.

Policy on Hazing

Hazing is defined as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the mission of Barry University and, therefore, will not be tolerated. Every effort will be made to insure that students will not encounter the humiliation and danger of hazing.

POLICIES AND PROCEDURES RELATING TO SEXUAL HARRASSMENT

Barry University seeks to prevent harassment of its students, employees and those who seek to join the campus community in any capacity.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or applicant, when:

- Toleration of the conduct is an explicit or implicit term or condition of employment, admission or academic evaluation.
- Submission to or rejection of such conduct is used as a basis for a personal decision or academic evaluation affecting such individuals.
- The conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working or learning environment.

The above definition is in line with the Equal Employment Opportunity Commission's regulations on sexual harassment.

Barry University, its officers and employees are responsible for maintaining a working and learning environment free from sexual harassment. Existing disciplinary and grievance procedures or informal procedures, as appropriate, shall serve as the framework for resolving allegations of sexual harassment. Responsibilities include making widely known the prohibitions against sexual harassment and ensuring the existence of appropriate procedures for dealing with allegations of sexual harassment.

GRADUATION & COMMENCEMENT INFORMATION

REQUIREMENTS FOR THE BACCALAUREATE PROGRAMS

While Barry University provides academic advising, the responsibility for planning individual programs rests with the students. Students are expected to become familiar with the requirements of the University, the School of Adult and Continuing Education, and of their major disciplines.

The following are the requirements for bachelor's degree completion:

- Satisfactory completion of a minimum of 120 credits with an average of 2.00 (C).

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- Of the total, a minimum of 48 credits must be in courses numbered above 299.
- The last 30 credits and the majority of the coursework in the major must be completed at Barry University.
- Grades of at least "C" must be earned in coursework for the major, prerequisites, and the specialization.
- All students who are seeking a degree through the School must complete ENG 302, Academic Writing and Research, during the first or second semester of enrollment. In order to satisfactorily complete ENG 302, a grade of C or above must be earned. If a grade below C is earned, the course must be repeated within the next two semesters, and the student must achieve a grade of C or above. Students will not be allowed to continue their academic program until ENG 302 has been successfully completed. Students who do not successfully complete the course after two attempts will be suspended. Students may be exempt from the requirement by demonstrating proficiency on an English examination administered by the School. All new students who wish to test out of ENG 302 must sit for the test-out exam in their first semester (session A or B) of enrollment. However, the written communication requirements must be fulfilled.
- The computer proficiency requirement must be met. Refer to the Academic Advising & Resource section of this bulletin for more information.

GRADUATING WITH HONORS

In order to qualify for graduation with distinction, a student must have taken a minimum of 56 credit hours at Barry carrying letter grades of A, B, C, or D, and must have maintained a grade point average of 3.50 or above. Portfolio credits cannot be applied to the 56 credit hours required to graduate with honors. If a student returns for a second degree, he/she must complete all requirements for graduating with honors, not to include credits used for previous degree. Only courses taken at Barry are computed in determining honors. The GPA will be rounded using the third decimal place.

For distinction, CUM LAUDE, a grade point average of 3.50 is required; for MAGNA CUM LAUDE, 3.70; and for SUMMA CUM LAUDE, 3.90.

Students who intend to be graduated with honors are responsible for ensuring that they meet all these criteria.

The baccalaureate degree is conferred by the University at the recommendation of its faculty. Graduation with honors is an award based upon achievement that is confirmed by academic performance in graded work under the direct supervision of University faculty. The University has established, therefore, that students must interact with their faculty and under their direct supervision in no fewer than 56 credit hours. If you elect a program of study that will fulfill graduation requirements in fewer than 56 hours, you will not be eligible for University honors at graduation. However, you may be eligible for consideration in one or more honor societies sponsored by the University. If graduation with honors is particularly important to you, you may want to consider additional coursework under the direct supervision of University faculty so that you will be eligible for consideration.

GRADUATION APPLICATION

At least nine weeks prior to the anticipated degree completion a student is required to submit a completed Graduation Application to the Miami Office. This application must bear the signature of an academic advisor/director. Graduation may be postponed for anyone submitting the Graduation Application after the deadline date printed in the Semester Schedule. A $150 non-refundable graduation application fee will apply. Diplomas are available about eight weeks after the degree completion date.

FORFEITURE OF GRADUATION

Completion of a Graduation Application does not guarantee graduation unless all requirements are fulfilled. A student who receives an incomplete grade (I) during the

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semester of anticipated degree completion will not qualify for graduation. A student then will be required to re-apply for the next appropriate degree completion date. A $150 non-refundable graduation application fee will apply each time a student applies for graduation.

COMMENCEMENT CEREMONY

Commencement ceremonies are held during the months of May and December. To be eligible for participation, the student must have completed all degree requirements by the graduation ceremony. This includes completing the Graduation Application before the published deadline.

Students with outstanding financial obligations to the university in excess of $1,000 will not be provided with a cap and gown and will not be allowed to participate in the commencement ceremonies.

For additional information on Commencement activities, please visit the website at http://www.barry.edu/commencement/.

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ACADEMIC ADVISING & RESOURCES

ACE ACADEMIC ADVISING

The School of Adult and Continuing Education provides each student with an academic advisor who assists the student in attaining educational goals and in fulfilling Barry University requirements.

Academic advisors aid students by:

- helping prospective students in defining educational goals, selecting a program of study, and applying to the University;
- working with students in selecting appropriate coursework each semester and in interpreting institutional requirements;
- assisting students in the portfolio process;
- referring students to appropriate institutional services and resources beyond the scope of the advisor;
- evaluating student progress on a regular basis relative to the student's goals and Barry University's requirements, including verification of degree completion.

Academic advisors are available in all locations. For continuity, it is important that the student retain the same advisor throughout the program. However, the student has the option to request assignment to another advisor from the associate dean in charge of academic advising.

The School of Adult and Continuing Education endeavors to achieve quality academic advisement for each student. It also incorporates student participation and responsibility in this endeavor.

While Barry University provides academic advising, the responsibility for planning individual programs rests with the student. Students are expected to become familiar with the requirements of the University, the School of Adult and Continuing Education, and their major disciplines.

CLASS ATTENDANCE POLICY

Students are expected to attend classes. The usual length of a course is 32 hours. At the beginning of a session, all faculty will define specific requirements for attendance in their classes as these requirements relate to the course grade.

Every class meeting is important, but none more so than the first. There is a limited amount of time during the accelerated session to appropriately cover the subject matter. Faculty begin in earnest at the very first meeting. Special hints about how to proceed, statements about the biases of the discipline, clues about prioritizing your efforts, insights into the syllabus, grading policies, strategies for earning the grade you want, and much more, are addressed in the first meeting. These are things that cannot be summarized, will not be reliably conveyed in someone else's notes, and may not be revealed at another time in the course.

AUDIT

Students wishing to audit a course must meet admission requirements. Regular tuition charges apply to audited coursework.

CANCELLED CLASSES

Occasionally low enrollment necessitates cancellation of scheduled course offerings. Students will be notified promptly of course cancellations. Barry University assumes no responsibility to students for canceled classes.

DISTANCE LEARNING OPTIONS

Barry University is committed to the principles and best practices of adult education. Therefore, we provide opportunities for students to engage in coursework on a variety of schedules and delivery methods. Distance learning can be a great alternative to students for whom it is difficult to attend classes on campus. Distance learning is also a great opportunity for those people who enjoy working independently. However, online

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classes are not "easier" than traditional classes. Online courses are reading- and writing- and technology-intensive. They require excellent organization and time management skills. Students should work with their advisors to determine if the special requirements of online learning suit their learning style and schedule.

Distance learning at Barry University refers to courses in which 50% or more of the instruction (interaction between students and instructors and among fellow students) in a course occurs when students and instructors are not in the same place. Distance classes always include synchronous sessions as well as asynchronous activities.

Synchronous sessions (real-time) are conducted via web-conferencing and will require you to participate in lectures and group discussions at scheduled times during the course with your own computer's webcam and microphone. Synchronous sessions simulate the experiences of the traditional classroom; they are used to conduct class meetings in real-time with instructor and students in different locations — at home, at the office, or anywhere in the world with fast access to the Internet. This promotes spontaneous class discussions and peer interaction and helps build an online Barry community. Students are expected to arrange their schedules in order to attend the synchronous sessions.

Asynchronous sessions allow you to interact with the learning materials through readings, videos, projects, discussion forums and interactive activities at your own time in accordance to the course schedule. In addition, you will have the 24/7 ability to interact with your instructor and peers through chats, email and cyber cafés.

To take distance courses at Barry University, you should have a PC, Pentium or greater processor (2000, XP, Vista, Windows 7) or, Macintosh Power PC G3 Processor or greater. You should also have a reliable high speed connection to the Internet (DSL, Cable Modem), reliable printer, and speakers and/or headphones. To accommodate the synchronous (real-time) meetings online, you will need a webcam and a microphone.

MAXIMUM NUMBER OF ONLINE CREDITS

Students should consult with their academic advisor for availability and policies for undergraduate and online graduate courses.

- UNDERGRADUATE: Students not enrolled in a fully online undergraduate program are limited to taking a maximum of 27 undergraduate online credits (nine courses) of the total 120 credits required for completion of a Barry University degree. Online credits taken at Barry University in excess of 27 will not count toward undergraduate degree completion.
- GRADUATE: Students not enrolled in a fully online graduate program are limited to taking 9 graduate online credits (3 courses) required for completion of their graduate degree.

Students should contact their academic advisor for the requirements for registering for a distance learning course. Students must successfully complete CAT 102 and ENG 202 prior to enrolling in a distance learning course.

PROCTORED EXAMS

Many online courses will use proctored exams for "high stakes" testing such as a midterm or final. A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process. Proctored exams may be computer based or paper based. Proctored exams can be taken at most of our ACE locations across the state and from a variety of test providers located close to you. Proctored exams can be taken within a range of times and scheduled at your convenience. To see if your online course will be requiring a proctored exam, check your course syllabus as soon as you can or contact your instructor. Your instructor will provide you with additional details regarding the proctor exam process.

PRE-ASSIGNMENTS

ACE courses may include assignments due on the first day of class. Students who cannot complete the assignment on time, will have the opportunity to make them up.

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TUTORIAL/INDEPENDENT STUDY POLICIES

Tutorial

Students may be offered tutorials under the following conditions:

1. a scheduled course which a student needs for graduation had to be canceled and is not available at another site to which the student is able to commute;
2. an administrative or advisor error was made in a previous semester within a year of the projected graduation by not scheduling the student into the proper course, and which now will delay graduation, and no substitute course or equivalency is possible;
3. when a program is being phased out;
4. when a student moves away and is within 6 credits of degree completion.

All tutorial paperwork must be completed including course requirements, meeting times and topics to be covered at the meetings. A complete course syllabus should be attached to the tutorial paperwork which should be submitted in the same timely manner as regular course registration. Exceptions to the above policies must be approved by the Associate Dean for Academic Affairs.

Independent Study

Students may be offered independent studies when:

1. the topic they wish to pursue is not in the curriculum;
2. the topic they wish to pursue in some way relates to or completes a requirement in their course of study.

Students must have study plans approved by the academic advisor, the faculty member who will supervise the project, and the Associate Dean for Academic Affairs. Regular tuition charges apply to coursework taken as a tutorial or independent study. **Students may register for no more than two tutorial/ independent study courses during their program.**

NEW STUDENT REQUIREMENTS

ORI 202 Fundamentals of Adult Learning

New students with 45 credits or less in transfer are required to complete ORI 202 Fundamentals of Adult Learning within the first year of enrollment. A minimum course grade of C is required.

The course is designed to provide the information and tools to successfully achieve your goals as an adult learner. In addition students will:

- Learn the history and mission of Barry University
- Be introduced to the major theories of learning in adulthood and experiential learning
- Use assessments to determine your learning style
- Receive information on the academic rules and regulation of the University
- Learn the course and credit requirements for your degree and major area of study; receive an explanation of how transfer credits are applied; and what areas comprise the general distribution and specialization requirements
- Learn how to develop successful study habits and time management skills
- Review and learn to access the technological resources provided by the University, such as
  - Barry E-mail
  - Web Advisor
  - Library Distance Resources
  - Ace Website for Syllabi and Booklists

English Placement Assessment

Before or during their first semester (Session A or B), all students **MUST** take the English Placement Assessment during which they have one-and-a-half hours to write a brief essay based on an assigned reading of general interest. The essays are evaluated by ACE English instructors who identify the students' first writing courses. Students prepared for the English curriculum will be placed in a course within the English writing sequence: ENG 102, ENG 202, and ENG 302.

Students must fulfill the English curriculum in sequence immediately following

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enrollment in their first English writing course. For example, upon successful completion of ENG 202 in a given session, a student must complete ENG 302 immediately in the following session. ***Please note, ENG 102 does not meet distribution requirements.***

A grade of *C* or better is required for successful completion of ENG 102, ENG 202 and ENG 302. If a grade below *C* is earned, the course must be repeated within the next two semesters, and the student must achieve a grade of *C* or above. Students will not be allowed to continue their academic program until ENG 302 has been successfully completed. Students who do not successfully complete the course after two attempts will be suspended.

Students may be exempt from the English requirement by demonstrating proficiency on an English challenge examination administered by the School. Only those students who place into ENG 302 qualify to take the challenge exam. Even in cases when a student is deemed exempt, the written communication requirements must still be fulfilled.

Mathematics Skills Assessment

The Mathematics Skills Assessment exam must be taken by students who do not have college-level mathematics transfer credits accepted by Barry University and must be taken before or during the first semester. The Mathematics Skills Assessment exam consists of 35 multiple choice questions which the student will have one hour to answer, with scores ranging from 0 to 35. A practice test will be given to students in advance of the actual exam. Students are allowed to use a battery-operated calculator on the exam.

Students will then be advised into course work based on their score; those earning a score of 21 or higher on the Mathematics Skills Assessment exam may register for MAT-106 or MAT-154. Students with an assessment score of 0 to 20 will be advised to work with the mathematics tutor and retake the Mathematics Skills Assessment exam.

Based on their field of study, and on the recommendation of their Academic Advisor, students may elect to take MAT 106 (Survey of Mathematics) and/or MAT 154 (Introduction to Statistics), both of which fulfill distribution and degree requirements.

Computer Proficiency Assessment

All Adult and Continuing Education (ACE) students are required to demonstrate computer proficiency through a successful completion (a grade of C or better) of CAT 102. This requirement may be also satisfied through equivalent computer coursework approved by the IT Academic Coordinator and accepted in transfer by Barry University. Students must fulfill this requirement during the first year of enrollment. Students may test out of CAT 102, IT 190, or IT 200 courses through "Credit by Examination". These challenge exams, which require the payment of a non-refundable fee, may only be attempted once and are not covered by Financial Aid. The Challenge Exam results are final and cannot be discussed or disputed regardless of the circumstances.

REGISTRATION INFORMATION

Class Adjustments

After registration, any changes in schedule (adding, dropping, or changing a section of a class) must be authorized by the student's academic advisor/director.

Class Loads

Students may register for two classes per term (6 credits) for a total of four classes (12 credits) in the fall/spring semesters. Students requesting an overload of a third class per term are required to submit a written request to their academic advisor. Students must have a cumulative GPA of 3.0 or better and successfully completed the following: ENG 302 Academic Writing and Research; college level Math, and the computer proficiency.

Withdrawals

Students who withdraw from all courses in a single term must complete the Student Withdrawal Form. Use this form when:

- withdrawing from all coursework for summer term, one session or both sessions of a semester even if registered for the following session or semester
- suspended
- not likely to return to Barry University
- uncertain about plans to enroll in the future

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- withdrawing from the University, who is not registered for future terms.

Withdrawal from a single course: Students who withdraw from a single course in a term but are still registered in an additional course(s) must complete the Course Withdrawal Form.

These forms can be attained from the academic advisors. Students should closely review the forms and follow instructions outlined. It is the student's responsibility to adhere to withdrawal deadlines and procedures and also notify their instructor(s) of their withdrawal.

There is no refund after withdrawing from a course. An unauthorized withdrawal will result in a final grade of "F". Students must withdraw before the deadline published in the Semester Schedule. The effective date of the withdrawal will be the date of formal notification to the advisor in the School of Adult and Continuing Education.

ACADEMIC RESOURCES

The Glenn Hubert Learning Center

The mission of the Glenn Hubert Learning Center is to develop independent, successful learners through the provision of professionally designed and delivered academic services. Emphasis is on provision of strategies to meet the demands of successful college writing, reading, mathematics, critical thinking and test-taking. The Glenn Hubert Learning Center offers this intensive instruction through individual and small group work with professional staff, collaborative study groups, and technology-based independent learning groups using computer-assisted and videotaped materials.

Math Lab

Dr. Mark Rokhfeld
E-mail: mrokhfeld@mail.barry.edu
Web: www.barry.edu/math/LearningCenter/Default.asp

The **Mathematics Laboratory,** a division of the Glenn Hubert Learning Center, is a free academic support service offered by Barry University to students, alumni, faculty, and employees. In accordance with Barry University's Mission, the Mathematics Laboratory's primary objectives are to help students build the learning strategies necessary for quality education emphasizing life-long learning, growth, and development. Through its personal approach to academic support services, the Mathematics Laboratory supports a positive caring learning environment for students of all ages and backgrounds. We respect the diversity, multiple realities, and the individual choices of all students. The Laboratory, located in Garner 107, utilizes an open door policy and offers a full range of support for students on one-to-one basis from subjects ranging from developmental mathematics through pre-calculus, statistics, calculus, and physics. Also, the Lab assists graduate students in their preparation for the standardized tests such as the GKT, GRE, and GMAT.

Writing Center

Garner, Room 110
Writing Center/ Reading Lab Coordinator: Ms. Olena Drozd:
E-mail: odrozd@mail.barry.edu
Web: http://student.barry.edu/writingcenter

The **Writing Center,** a division of the Glenn Hubert Learning Center, located in Garner 110, is a free resource available to help Barry University students, faculty, and alumni to improve their writing skills and become better writers. The Writing Center staff, which consists of professional tutors, provides students with recommendations and suggestions on organization, structure, content, grammar, and documentation. The mission of the Writing Center is to help students become independent writers. As Joan Hawthorne suggested, "Our rationale is to work with rather than for the writer" (qtd. in Moe 15). The Writing Center's services are designed to create an environment that values the connection between writing and knowledge. The most important service the Writing Center offers is one-on-one or face-to-face

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tutoring because it is believed to be one of the best ways to support student writers at all levels. The Writing Center's tutoring sessions are not intended to produce impeccable papers; instead, the Writing Center tutors hope to teach students to become more capable writers so that they can use knowledge to bear in future papers. The Writing Center provides one-on-one tutoring, appointment sessions, 5-sessions seminars, and online writing help.

Reading Lab

Garner, Room 113-1
Writing Center/ Reading Lab
Coordinator: Ms. Olena Drozd:
Email: odrozd@mail.barry.edu
Phone: 305-899-3053
Web: http://student.barry.edu/writing center

The **Reading Lab** and its services are available to all Barry University students and staff who desire to improve their reading and/or study skills. The Reading Lab offers college level academic support services designed to develop independent, successful learners. Reading Lab tutors aim to empower students and assist in their pursuit of academic excellence.

Center for Advanced Learning (CAL)

Dr. Phyllis Sandals, Director
E-mail: psandals@mail.barry.edu
Web: www.barry.edu/cal

The **Center for Advanced Learning (CAL) Program** is a fee based program designed to meet the needs of students with learning disabilities and attention deficit disorders who have the intellectual potential and motivation to complete a university degree. Students are admitted to the CAL Program on a case-by-case basis upon the recommendation of the Program Director and the Division of Enrollment Services.

LIBRARY RESOURCES AND SERVICES

MONSIGNOR WILLIAM BARRY MEMORIAL LIBRARY

Thomas Messner, Library Director
tmessner@mail.barry.edu
(305) 899-4062

Library hours are posted in the library and on the library website. Hours are extended during final exams. Hours are subject to change during holidays and will be posted in the library and on the library website.

Regular semester hours are as follows:

Monday – Thursday	**7:30 a.m. - Midnight**
Friday	**7:30 a.m. - 10:00 p.m.**
Saturday	**8:00 a.m. - 10:00 p.m.**
Sunday	**10:00 a.m. - Midnight**

The Monsignor William Barry Memorial Library provides materials and services in support of the educational objectives of the University. Students have access, in open stacks, to a collection of more than 713,000 items, 2,767 journal titles, 5,275 audiovisual materials, over 150 electronic databases many with full text articles, and over 400 electronic journals. Library instruction in the use of print/online resources is arranged by faculty in support of their course work. Student individual instructions, conducted by a professional librarian, may be arranged by calling (305)899-3772.

REFERENCE

(305) 899-3772
(800) 756-6000, EXT. 3772

Reference librarians offer reference and research assistance to students. Librarians are available for consultation at the Reference Desk, of the main campus library. A librarian will travel to the ACE sites providing on-site instruction for off-campus students. All of the library's online resources can be accessed from off-campus by navigating to http://access.barry.edu, logging in, and selecting the **Library Web** link. Students may telephone the reference department and reference assis-

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tance is also available through email, as well as real-time chat, through the **Ask a Librarian** link on the library's homepage.

PUBLIC SERVICES – CIRCULATION/ RESERVE

(305) 899-3760
(800) 756-6000, EXT. 3760

Library books are loaned for three weeks to undergraduate students and six weeks to graduate students with a valid university ID card. Students at off-campus sites can check out material from many colleges/universities in Southeast Florida through the use of a SEFLIN card. Contact the Circulation Department in order to get a SEFLIN card. Overdue fines and lost book charges are the responsibility of the student. Fines and charges will be sent via the university Billing Office. If an item has been checked out of the Barry library to another patron, a student may contact the library and place a hold on the item. Holds may also be placed online using the online catalog. When the book is returned to the library, it will be shipped to the off-campus site. The student would then be notified of the item's arrival and its availability for checkout from the off-campus site.

Materials that are on reserve will be found in the Reserve Room located in the Barry University Library Room 206. These materials will be on loan according to the established library policies.

Fines and Lost Books

Fines are assessed for overdue materials. The charge is $0.25 per day/ book. Patrons are charged with the cost of replacing a book if it is lost. Overdue charges and handling charges are non-refundable, even if the book is returned. Report lost books immediately so that fines can be stopped. All financial obligations must be met for the Registrar to release grade reports or transcripts.

PUBLIC SERVICES – INTERLIBRARY LOAN

Interlibrary loan (ILL) is the service by which books and journal articles are sent to off-campus sites directly from our library. You can make ILL requests by completing an online form located in the Library home page under the link "Request an Interlibrary Loan." Please remember that in order to enter this page, you must login to your BarryNet account. When the Barry library does not own a particular book or journal article, you can request it through an Interlibrary Loan to be made to another library. In this instance, the Barry Library will borrow it from other libraries using cooperative arrangements. You must register to use the online Interlibrary Loan service. All requests must be submitted online via the ILL web page. When our Library borrows materials from other libraries, it is important to bear in mind that the lending library determines delivery date. The loan period for books borrowed from other libraries is determined by the lending library. Submit your request as early as possible as it takes 2 to 4 weeks for delivery. When the book arrives at the off-campus site, patrons must pick them up at the administrative office for the appropriate off-campus site. You must present a valid Barry student or faculty/staff ID card to borrow materials. Under no circumstances will books be sent to patrons' homes. All books must be returned to the off-campus site by the due date. When requesting journal articles you may have the articles faxed, e-mailed, or mailed to your home address.

Below are the loan periods for borrowing Barry Library materials:

Circulating books	6 week/graduate 3 weeks/undergraduate
Audiovisual materials	3 days
Reference materials	non-circulating
Periodicals	non-circulating

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SCHOOL OF ADULT & CONTINUING EDUCATION (ACE)

PURPOSE STATEMENT

The purpose of the Frank J. Rooney School of Adult and Continuing Education (ACE) is to provide working adult students with undergraduate and graduate degree programs. In addition, ACE offers non-credit and certificate programs which recognize the educational and professional needs of the adult learner while promoting lifelong learning. These degree and certificate programs are designed for students who, because of family and work responsibilities, seek a program with multiple delivery options and a student population of fellow professionals. Within an adult student framework and a focus on student service, ACE strives to attract a diverse student body.

Educational programs that reflect current societal issues and Barry University's reputation are made available on the Miami Shores campus, as well as locations throughout the state of Florida. In support of Judeo Christian and Dominican traditions, ACE recognizes the breadth of experience of working professionals and provides a number of flexible learning opportunities through its courses, programs, and Portfolio option.

In addition to their academic credentials, ACE faculty possess both professional expertise and a mastery of adult learning principles. Recognizing that adult students often have attained knowledge outside of the classroom that is appropriate for academic credit, ACE accordingly grants experiential learning credit toward an undergraduate degree, if students can demonstrate college-level learning documented in a prior learning experience Portfolio.

In keeping with the Mission Statement of Barry University, ACE emphasizes *inclusive community, social justice,* and *collaborative service*. Students are encouraged to further the mission through community service and leadership roles throughout the state, nationally and the world.

LIST OF DEGREE PROGRAMS

The following programs are offered to adult students through the School of Adult and Continuing Education:

Undergraduate Degrees/Majors

Bachelor of Liberal Studies (B.L.S.)
Bachelor of Public Administration (B.P.A.)
Bachelor of Science in Administration (B.S.)
Bachelor of Science in Emergency Management (B.S.)
Bachelor of Science in Health Service Administration (B.S.)
Bachelor of Science in Information Technology (B.S.)

Degree seeking students may pursue a minor (21 credits) in Administration, Information Technology, Legal Studies, Network and Systems Engineering, Public Administration, or Software Engineering.

Post-baccalaureate students may pursue a certificate in Health Services Administration, Human Resource Administration, Information Technology, Legal Studies, Network and Systems Engineering, Public Administration, or Software Engineering.

Graduate Degrees

Master of Arts in Administration (M.A.A.)
Master of Public Administration (M.P.A.)

BACHELOR'S DEGREES

DISTRIBUTION REQUIREMENTS

At least 45 credits of distributed coursework, including nine credits in each of the following five curricular divisions, must be completed:

THEOLOGY AND PHILOSOPHY ..... 9 credits
3 credits in Philosophy (any core course in Philosophy)
3 credits in Theology (any core course in Theology)
3 credits in Philosophy or Theology

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WRITTEN AND ORAL COMMUNICATIONS.....9 credits
3 credits in Oral Communication
Examples: Oral Interpretation, Theories of Communication, Oral Communication
3 credits in Written Communications
Example: Academic Writing and Research (mandatory)
3 credits in Written or Oral Communication

NOTE: See Academic Advising & Resource section for English Placement Assessment

SCIENCE AND MATHEMATICS .....9 credits
3 credits in Science
Examples: Biology, Environment, Geology
3 credits in Mathematics
Examples: Any Mathematics, at or above the level of College Algebra, except Developmental Courses
3 credits in Mathematics or Science

NOTE: See Academic Advising & Resource section for Math Placement Assessment

SOCIAL AND BEHAVIORAL SCIENCES .....9 credits
3 credits in Social Sciences
Examples: History, Political Science, Geography, Economics
3 credits in Behavioral Sciences
Examples: Anthropology, Psychology, Sociology, Criminal Justice,
3 credits in Social or Behavioral Sciences

HUMANITIES AND ARTS.....9 credits
3 credits in Humanities
Examples: Language, Literature, or Humanities course
3 credits in Arts
Examples: Art or Music History, Theater History, Creative Dramatics, Photography
3 credits in Humanities or Arts

The distribution requirements are intended to achieve a range of learning outcomes in general studies. They are designed to fulfill the following instructional objectives:

1. To explore diverse modes of religious experience and expression with emphasis on Judeo-Christian tradition.
2. To inquire into classic philosophic concepts in order to gain perspective into human issues, judgment and understanding.
3. To demonstrate correct and effective writing.
4. To demonstrate competence in organizational patterns, outlining, and research.
5. To develop clear and persuasive oral expression.
6. To develop an understanding of scientific concepts with emphasis upon scientific observation, scientific methods, and analytical thinking.
7. To develop understanding of mathematical concepts and competence in quantitative skills.
8. To develop the ability to analyze historical, political, or economic data with emphasis upon interrelatedness of events and processes.
9. To examine and understand theoretical and applied aspects underlying individual and group behavior.
10. To develop an appreciation and understanding of a genre or period of literature, or to develop skill in a foreign language.
11. To develop an appreciation of the fine arts (art, music, theatre) from either a historical or creative viewpoint.

EXPERIENTIAL LEARNING PORTFOLIO

Adult students often have attained knowledge outside of the classroom that is appropriate for academic credit. The School of Adult and Continuing Education grants such credit toward an undergraduate degree if students can demonstrate college level learning. The portfolio provides the mechanism for translating documented learning experiences into Barry University credit. The portfolio is optional in the BPA, BS in Information Technology, BS in Administration, and BLS degrees. However, it is required for the BS in Health Services Administration.

Students interested in developing a portfolio must attend a portfolio seminar during the first three sessions of enrollment. It is advisable to have portfolios submitted within one year of seminar attendance. If more than

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one year elapses from attendance at the first seminar, students must attend a second seminar. Each student will then work with his/her academic advisor throughout the portfolio development process. **Students must submit their portfolios before completing 90 credits.**

The transcription of portfolio credits by the University Registrar is in accordance with University policies and procedures and with the criteria outlined in the Southern Association of Colleges and Schools (SACS) accreditation guidelines. Portfolio credits are equated to academic disciplines and designated as experiential learning credits on the transcript. They can be used as general electives and/or to meet certain additional requirements in a specialization or major. **Portfolio credits cannot be used to fulfill Distribution Requirements.** A maximum total of 30 credits may be awarded via the portfolio.

PORTFOLIO SUBMISSION CRITERIA FOR BACHELOR DEGREES

Students must meet all of the following criteria at the time of portfolio submission:

1. Student has been fully accepted and is active.
2. Student has completed English 302 with a C or better or has successfully passed the English test-out exam.
3. Student is in good academic standing (Cumulative GPA of 2.0 in all Barry University course work).
4. Student has attended the Portfolio Seminar.
5. Student can document five years of professional work experience and/or community activities.
6. Student's Goal Statement and Autobiographical Learning Essay have been reviewed by Writing Lab or site tutor.
7. Student has 90 college credits or less at portfolio submission.

If students do not meet the above criteria, the portfolio may not be submitted. Students must submit their near-completed portfolios at least three times to their directors/advisors and in sufficient time to allow for revisions. Completed portfolios must be submitted to the Miami campus in accordance with published deadline dates in the Semester schedules. Meeting these deadlines is the responsibility of the student. **The portfolio tuition fee must be paid when submitting the portfolio for evaluation.**

Normally the portfolio will be assessed by the portfolio evaluation committee six to eight weeks after it is submitted. Upon evaluation, the student will be notified of the credits awarded. Approximately one-third to one-half of the credits are upper-level. The remainder are lower-level. Portfolio credits are general elective credits. **Students may also receive credits for selected professional licenses and through other options. Please refer to the *Assessment of Prior Learning Fact Book* for eligible licenses and other options.**

WRITING RESOURCES FOR PORTFOLIO DEVELOPMENT

For those students who develop an experiential learning portfolio there are a number of resources they can use at Barry University. For example, before submitting their portfolio students must complete English 302 which will provide them with a sound foundation in advanced writing. Additionally, during the portfolio development process students are required to submit their portfolio goal statement and autobiographical essay to the University Writing Center for proofreading. For those students in proximity to the Miami Shores campus a face-to-face appointment can be made at the Center. Otherwise students at the sites can meet with a site tutor to fulfill this requirement.

Any student may choose to submit their portfolio for review to the Online Writing Lab (OWL). Each session OWL sends academic advisors a list of portfolio review deadlines prior to portfolio submission deadlines. The process to obtain on-line help from OWL is outlined below. All of these services are available to ACE students without cost.

Directions to submit OWL requests:

- Go to http://access.barry.edu
- Click on Student Login

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- Enter your username and password
- Under Remote Access Menu, click on Student Web
- On Student Web, click on the Academic Resources Menu on the left sidebar
- Click on Writing Center
- On the Writing Center Web, click on the OWL icon on the right sidebar
- Complete the Online Writing Lab Request Form and submit
- Please note, **only requests from Barry e-mail addresses will be accepted**
- You will receive a reply with instructions on how to submit your paper

Papers are returned in five business days. Each paper will be reviewed only two times.

For **each paper,** students must submit a separate request form. In other words, a goal statement and an autobiographical essay are considered two papers. Therefore **two** requests must be submitted. The **last day** to submit papers to OWL for each session can be obtained from your academic advisor. For all information about policies, changes, and news, students may visit the Writing Center/ OWL website at (http://student.barry.edu/writingcenter). **Students at site locations are encouraged to use site English tutors.**

Olena Drozd, M.A. (305) 899-4902
Writing Lab and Reading Lab Coordinator
English Instructor/Barry University
odrozd@mail.barry.edu

REQUEST FOR PORTFOLIO CREDITS IN ACADEMIC DISCIPLINES

Bachelor of Liberal Studies (B.L.S) – Portfolio is optional with completed specialization. Students may request 3 to 6 lower level (LL) and/or upper level(UL) credits in Specialization's ***Additional Requirements or Specialization Electives*** with the Academic Coordinator's approval and only if not previously transferred. See designations below:

1. *Behavioral Science Specialization*
   Academic discipline to request is in Behavioral Sciences (up to 3 UL credits in portfolio and/or transfer into **Specialization Electives** with academic coordinator's approval).
2. *Literature and Humanities Specialization*
   Academic discipline to request is in Humanities (up to 6 UL or LL credits in portfolio and/or transfer into **Specialization Electives** with academic coordinator's approval).
3. *Psychology Specialization*
   Only accepts portfolio credits in **General Electives.**
4. *Social Welfare Services Specialization*
   Academic discipline to request is in Behavioral Sciences (3 UL credits if not previously transferred into **Specialization Electives** and with academic coordinator's approval).

Bachelor of Public Administration (B.P.A.)
Portfolio is optional. Students should request from the following academic disciplines: General Administration and Social Sciences (up to 21 upper or lower level credits in ***Additional Requirements*** if not previously transferred).

Bachelor of Science in Administration (B.S.)

- Portfolio is optional with Specialization or Minor.
- Portfolio is required without Specialization or Minor.

Students should request from the following academic disciplines: General Administration, Social Sciences, Special Topics/Legal Studies, and Special Topics/Computer Sciences (up to 6 credits in ***Additional Electives*** if not previously transferred).

Bachelor of Science in Emergency Management (B.S.)
Portfolio is optional. Portfolio credits can be used for General Electives only in this degree.

Bachelor of Science in Health Services Administration (B.S.)
Portfolio is **required.** Students should request from the following academic disciplines: General Administration, Behavioral Sciences, and Social Sciences (up to 6 credits in ***Additional Requirements*** if not previously transferred).

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Bachelor of Science in Information Technology (B.S.)

- Portfolio is optional with Specialization or Minor.
- **Portfolio is required without Specialization or Minor**

Academic discipline to request is Special Topics/Computer Sciences. Portfolio credits may be used to satisfy general elective requirements and/or discipline-specific electives (CS/IT/NSE). Portfolio discipline-specific credits are counted as transfer credits and are limited to a maximum of 6 upper-level credits. These discipline-specific credits may be distributed to the 3-credit electives in each of the Major Core and Specialization areas, subject to the approval of the Academic Coordinator.

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UNDERGRADUATE DEGREE PROGRAMS

BACHELOR OF LIBERAL STUDIES

The Bachelor of Liberal Studies recognizes adult learners in their role as engaged, global citizens and empowers them to serve as leaders and decision-makers in a rapidly changing world.

The BLS prepares adult learners for collective inquiry across liberal arts disciplines and for collaborative action across diverse cultures in order to contribute to a sustainable, humane, and just society.

The purpose of the Bachelor of Liberal Studies Degree is to:

- provide adult learners with the analytical and research tools required to synthesize their experience with a wider body of knowledge and truth in the liberal arts.
- enable adult learners to apply content and theoretical concepts drawn from a broad range of liberal arts disciplines to solving problems in their families, careers, and communities.
- instill or deepen the commitment of adult learners to a global, inclusive community, social justice, and collaborative service.

Program Outcomes: Upon completion, students will:

1. Demonstrate advanced analytical, research, quantitative, communications, and collaborative skills as well as cultural and information literacy.
2. Describe, analyze, and evaluate critical issues and theories within and across specific liberal arts disciplines.
3. Map the issues and applications of the liberal arts to relevant political, economic, social, and historical contexts.
4. Relate and apply content and theoretical concepts drawn from the liberal arts disciplines to experience, issues, and problems in their families, careers, and communities.
5. Describe, evaluate, and act on the historical, political, and cultural factors that have shaped the global community, the struggle for social justice, and environmental sustainability.
6. Identify, design, and participate in collaborative service projects within Barry University and the wider community.

The program requires students to complete an area of specialization. However, students may opt to complete both a specialization and a portfolio. Students select an area of specialization from the following: Behavioral Sciences, Literature and Humanities, Psychology, or Social Welfare Services. Students interested in earning a second specialization should discuss this with an Academic Advisor.

DISTRIBUTION REQUIREMENTS: .....45 CREDITS
PORTFOLIO (optional).....UP TO 30 CREDITS
AREA OF SPECIALIZATION:.....30 CREDITS OF APPROVED COURSE WORK
ELECTIVES: .....VARIABLE
MINIMUM TOTAL DEGREE REQUIREMENT.....120 CREDITS

AREAS OF SPECIALIZATION:

Behavioral Sciences Specialization (30 Credits)
Literature and Humanities Specialization (30 Credits)
Psychology Specialization (30 Credits)
Social Welfare Services Specialization (30 Credits)

In this degree program, policies regarding an area of specialization are as follows:

- An area of specialization consists of no less than 30 credit hours of appropriate and approved course work.
- All students are required to take the BLS 299 and BLS 499.
- Only one Special Topic course may be included in the specialization. The Special Topic course must be directly

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related by name and course content to the area of specialization
- The course title, prefix, and number will be the determinant for course work in an area of specialization
- Prerequisites must be honored
- 24 of the 30 credit hours must be in upper division courses, namely, 300 and 400 level courses for all BLS Specializations
- 24 of the 30 credit hours must be taken through Barry University and bear Barry University course prefixes and numbers for the specialization in Literature and Humanities, Behavioral Sciences, and Psychology.
- Up to six upper-level portfolio and/or transfer may be accepted into specialization courses of the Behavioral Sciences or Literature and Humanities specializations with the Academic Coordinator's approval
- Up to three upper-level portfolio and/or transfer credits may be accepted into specialization courses of the Social Welfare Services specialization with the Academic Coordinator's approval
- No portfolio credits may be transferred into the Psychology specialization courses
- Grades of "C" or higher must be earned in all specialization course work
- A minor may not be earned with this degree

Bachelor of Liberal Studies

DISTRIBUTION REQUIREMENTS OR GENERAL ELECTIVES: (6 Credits)
Students pursuing the BLS degree must select or transfer the following two courses in the distribution or take them as general electives:

PSY 206 Principles of Psychology
HUM 303 Modern Currents in the Humanities

REQUIRED COURSES: ..... (6 Credits)
For all specializations, students will complete a core introductory and capstone course:

BLS 299 Critical Approaches to Liberal Studies
BLS 499 Liberal Studies Capstone

Behavioral Sciences Specialization (30 Credits)

The Behavioral Sciences specialization focuses upon the analysis of human behavior, social organization, culture, social institutions from different academic traditions that collectively embrace a commitment to theory, basic and applied research, and social action and commentary. The curricular flexibility of the program affords opportunities for interdisciplinary exploration of human and societal problems and social realities and inequities from multiple disciplinary perspectives. The acquisition and conceptualization of knowledge from multiple perspectives is designed to facilitate critical thinking and integration which may result in more creative solutions for human and social ills. The program can be individually tailored to support further graduate training in counseling, marriage and family therapy, social work, education, law or organizational behavior.

REQUIRED COURSES: .....6 CREDITS
For all specializations, students will complete a core introductory and capstone course:

BLS 299 Critical Approaches to Liberal Studies
BLS 499 Liberal Studies Capstone

REQUIRED COURSES: .....21 CREDITS
SOC 201 Introduction to Sociology
SWS 336 Social Welfare as a Social Institution
SOC 301 American Family ***or***
SOC 307 Race and Ethnicity
SOC 415 Women in Contemporary Society ***or***
SOC 417 Sociology of Death and Dying
PSY 305 Personality Development ***or***
PSY 304 Essentials of Lifespan Development
PSY 412 Adult Psychopathology ***or***
PSY 428 Human Sexuality ***or***
PSY 410 Group Dynamics and Decision-Making
PSY 425 Introduction to Psychotherapy and Counseling

ELECTIVES: .....3 CREDITS

Any course at the 300 or 400 level course in Anthropology, Psychology, Social Welfare Services or Sociology.

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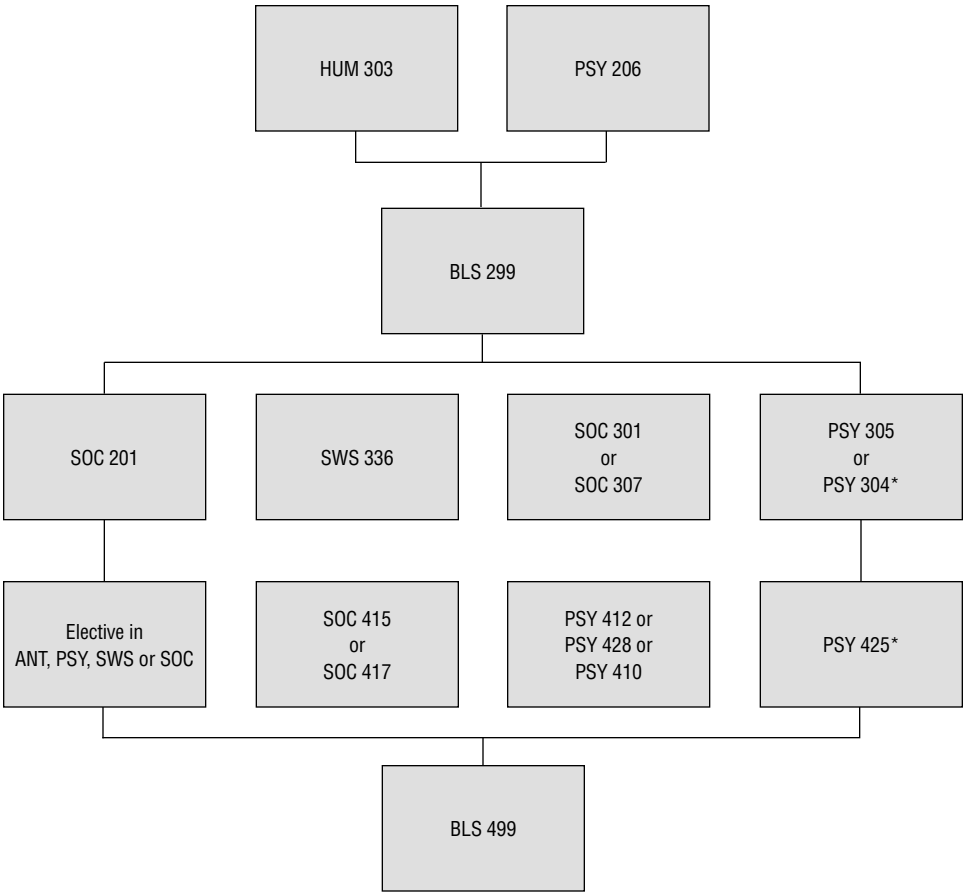
Course Sequencing for Behavioral Science Specialization

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. The first two levels of the chart are appropriate classes for entering students. The 400 level classes **require** completion of the 300 level coursework.



NOTE: PSY 304 is the pre-requisite for PSY 305; PSY 412 is the pre-requisite for PSY 425

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Literature and Humanities Specialization (30 Credits)

The Literature and Humanities specialization is an interdisciplinary approach to the aesthetic production of Western and non-Western literature and the arts. Such an approach includes philosophy, literature, theatre and the fine arts (painting, sculpture, dance, architecture, music).

PREREQUISITES:.....3 CREDITS
Students must satisfy ENG 302 Academic Research and Writing prior to beginning the required coursework for Literature and Humanities specialization

REQUIRED
CORE COURSES:.....6 CREDITS
For all specializations, students will complete a core introductory and capstone course:

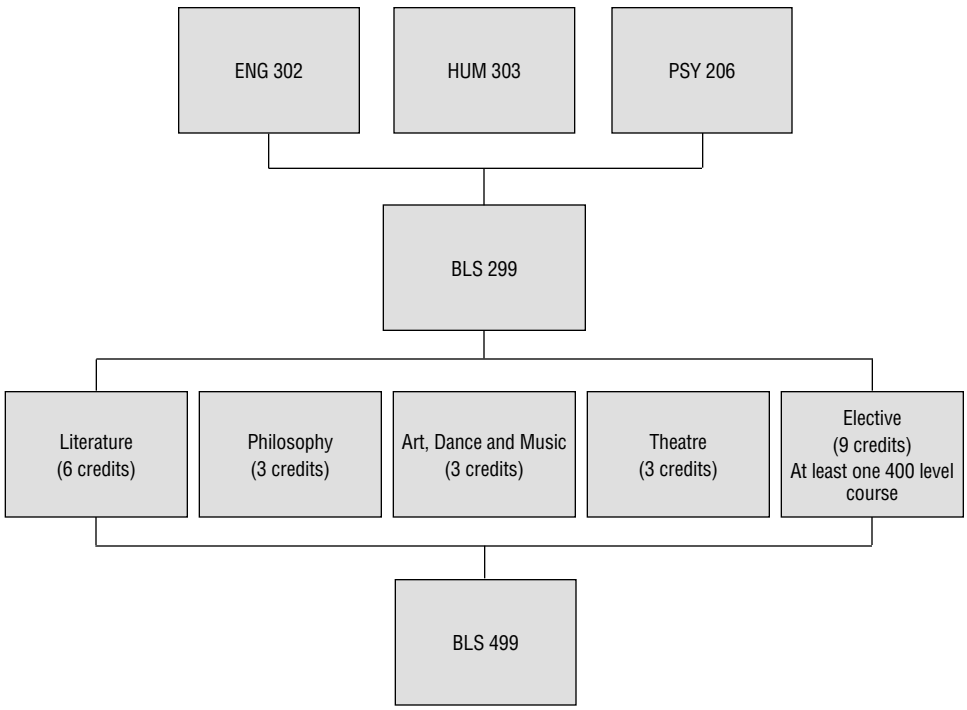
BLS 299 Critical Approaches to Liberal Studies
BLS 499 Liberal Studies Capstone

REQUIRED COURSES:.....24 CREDITS
Literature:.....6 credits
Philosophy: .....3 credits
Art, Dance, and Music:.....3 credits
Theatre:.....3 credits

Specialization Electives: .....9 credits
Choose three additional courses from any of the above disciplines, history or theology. At least one course must be at the 400 level.

Course Sequencing for the Literature and Humanities Specialization

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken.



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Psychology Specialization (30 Credits)

The Psychology specialization focuses specifically upon the theoretical, empirical and applied foundations of psychology. It is designed to support the success of those students already employed as mental health paraprofessionals and/or prepare those students who anticipate employment in these areas. Students will emerge as more informed citizens cognizant of psychological ethics and able to recognize the complexities inherent in the description, prediction, analysis and influence of human behavior. The program has been designed to furnish necessary prerequisites for graduate education in psychology or to support graduate training in related fields such as social work, law, counseling, education or organizational behavior.

REQUIRED
CORE COURSES:.....6 CREDITS
For all specializations, students will complete a core introductory and capstone course:

BLS 299 Critical Approaches to Liberal Studies
BLS 499 Liberal Studies Capstone

REQUIRED COURSES:.....15 CREDITS
PSY 305 Personality Development
PSY 304 Essentials of Lifespan Development
PSY 410 Group Dynamics and Decision-Making ***or***
PSY 428 Human Sexuality
PSY 412 Adult Psychopathology
PSY 434 Behavior Disorder in Childhood and Adolescence ***or***
PSY 425 Introduction to Psychotherapy and Counseling

ELECTIVES: .....9 CREDITS
Choose from:
PSY 301 Psychology of Drug and Alcohol Abuse
PSY 306 Psychology of Women
PSY 311 Psychosocial Issues of Disaster Preparedness and Recovery
PSY 320 Tests and Measurements
PSY 329 Understanding and Coping with Stress
PSY 410 Group Dynamics and Decision-Making
PSY 416 Dynamics of Adult Living
PSY 417 Psychology of Aging
PSY 423 Industrial Psychology
PSY 428 Human Sexuality

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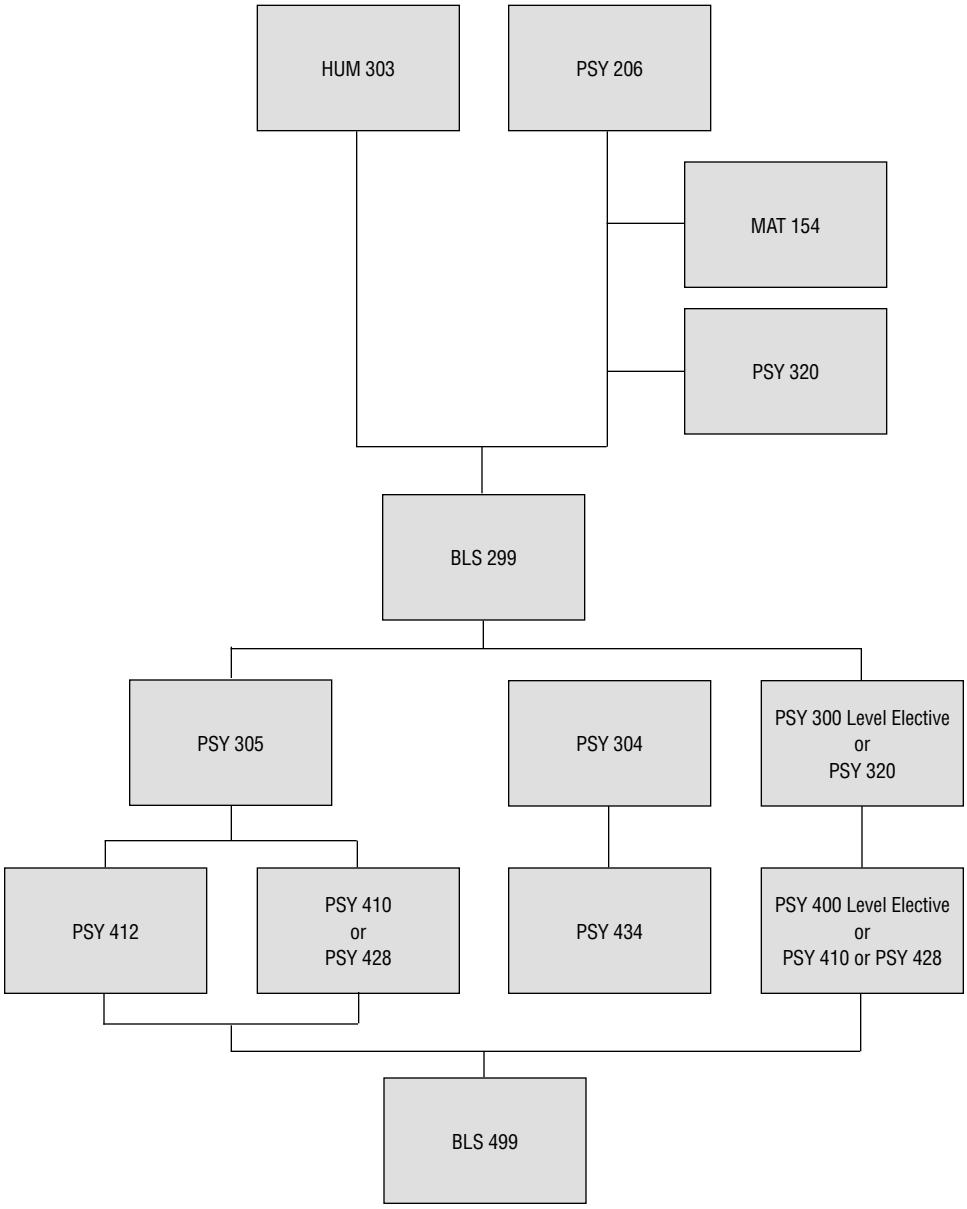
Course Sequencing for Psychology Specialization

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. Students planning on attending graduate school in a mental-health related profession are strongly encouraged to complete MAT 154 during their first or second semester of enrollment. This should be followed by enrollment in PSY 320. The first two levels of the chart are appropriate classes for entering students. The 400 level classes require successful completion of the 300 level classes.



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Social Welfare Services Specialization (30 Credits)

The Social Welfare Services specialization consists of three social welfare services courses, a human biology course, two additional required classes and one specialization elective from an array of social and behavioral sciences offerings. It is designed to orient students to human functioning and dynamics and to help ready them for bachelor's level employment in social and human service settings.

REQUIRED CORE COURSES:.....6 CREDITS

For all specializations, students will complete a core introductory and capstone course:

BLS 299	Critical Approaches to Liberal Studies
BLS 499	Liberal Studies Capstone

REQUIRED COURSES:.....21 CREDITS

SWS 336	Social Welfare as a Social Institution
SWS 401	Social Welfare Policy and Services I
SWS 470	Human Behavior and Social Environment
BIO 302	Human Biology
PSY 305	Personality Development
PSY 412	Adult Psychopathology
SOC 301	American Family ***or***
SOC 307	Race and Ethnicity

ELECTIVES: .....3 CREDITS

Any Barry University course with PSY, SOC prefix (except SOC 309, 310), approved transfer class, or Behavioral Sciences discipline-specific upper level portfolio credits with the Academic Coordinator's approval.

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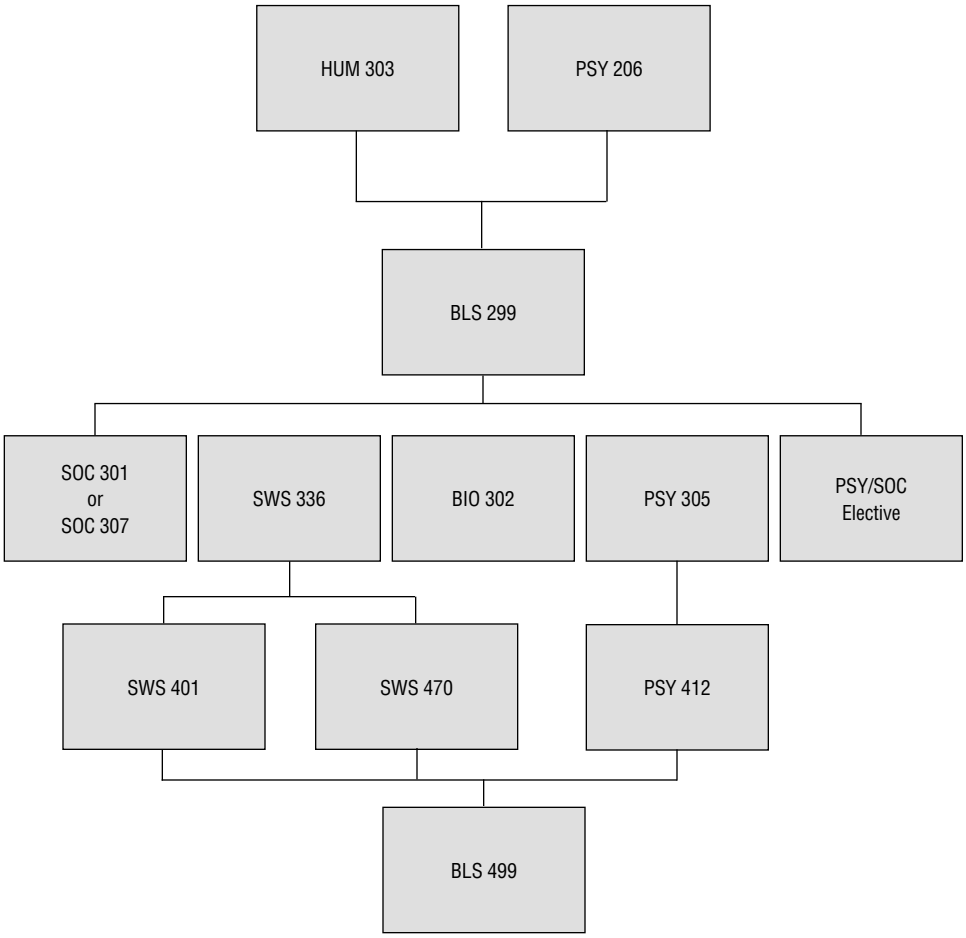
Course Sequencing for Social Welfare Services Specialization

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. The first two levels of the chart are appropriate classes for entering students. The 400 level classes **require** completion of 200 and 300 level coursework.



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BACHELOR OF PUBLIC ADMINISTRATION

"The best way to find yourself is to lose yourself in the service of others." –
Mohandas Gandhi

The Bachelor of Public Administration (BPA) is the most acceptable undergraduate degree for professional employment in general public administration and is highly desirable for most of the special applications such as police, fire and planning. For those not going on to graduate school but who wish a professional career with government, the BPA is undoubtedly the degree of choice.

The public administration degree is of special interest to the working professional in public and not for profit organizations or those who wish to pursue a career in public management. The course work is designed to provide the student with an understanding and working application of the principles essential to the effective management of all public agencies.

Upon completion of this program, students will be able to:

1. Apply the Judeo-Christian ethical framework to public policy.
2. Identify the theories and principles controlling public finance, and create budgets at the state, county, and municipal levels of government.
3. Apply the techniques of planning in public administration.
4. Implement the principles of personnel management, including affirmative action, collective bargaining, and civil service.
5. Apply valid statistical analysis to public sector decision-making and evaluate the principal approaches to research design.
6. Synthesize policy issues as they are framed by political and administrative perspectives.

Grades of C or higher must be earned in all course work.

DISTRIBUTION REQUIREMENTS.....45 credits
PORTFOLIO (optional).....up to 30 credits
ELECTIVES.....Variable
Minimum Total Degree Requirements.....120 credits

REQUIRED MAJOR COURSES.....18 credits
Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

POS 303	Public Policy and Administration
PUB 402	Values and Ethics in Public Administration
PUB 403	Public Budgeting and Finance
PUB 404	Concepts and Issues in Public Planning
PUB 406	Human Resources in the Public Sector
PUB 410	Methods and Techniques for Public Administration

NOTE: PUB 410 should be taken within the first 12 credits of taking Public Administration coursework.

ELECTIVE MAJOR PUB COURSES.....6 credits

These can be taken in any sequence or combination.

PUB 405	Administrative Law and Process
PUB 407	Productivity Improvements in the Public Sector
PUB 408	Public Administration and the Political Process
PUB 409	Contemporary Issues in Public Safety

NOTE: Other ACE courses as approved by the Academic Coordinator.

PUB 301	Introduction to Public Administration

NOTE: It is recommended that students without Public Administration experience should take this course first.

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ADDITIONAL MAJOR REQUIREMENTS.....21 credits

Twenty-one additional credit hours shall be earned in public administration, emergency management, emergency medical training, management, parks and recreation management, business, political science, criminal justice, fire science, HSA 410, HSA 425 or classes approved by the Academic Coordinator in health service administration, social work, or sociology or portfolio credits attributable to any of the disciplines included in this paragraph. These twenty-one hours may be transferred from a regionally accredited institution or from General Administration and Social Sciences discipline-specific portfolio credits and may be lower-level credits.

Post Baccalaureate Certificate in Public Administration

The successful completion of five required courses and two electives listed below is required for a certificate to be awarded.

MINOR IN PUBLIC ADMINISTRATION (21 Credits)

Students pursuing the Bachelor of Public Administration program are not allowed to complete the Public Administration minor. Students may select any of the following minors: Administration, Information Technology (IT), Network and Systems Engineering (NSE),Software Engineering, and Legal Studies.

Minor in Public Administration: This Public Administration minor is designed for working professional in public, not for profit organizations, who wish to pursue a career in public management. It provides students with the principles essential to the effective management of all public agencies. Students who successfully complete this minor will:

- possess a foundation in the theory and practice relevant to Public Administration
- possess related knowledge, skill and abilities that are associated with success in the profession

Students should seek approved substitution of minor courses that are also counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

The minor consists of the following seven courses and has a three-credit computer prerequisite, CAT102. A grade of C or higher is required in all minor coursework.

REQUIRED COURSES .....21 credits

IT 200	Foundations of Information Technology
POS 303	Public Policy and Administration
PUB 402	Values and Ethics in Public Administration
PUB 404	Concepts and Issues in Public Planning
PUB 405	Administrative Law and Process
PUB 407	Productivity Improvements in the Public Sector
PUB 410	Methods and Techniques for Public Administration

NOTE: Substitutions approved by the Academic Coordinator

Approved minors for students pursuing the Bachelors of Public Administration:

Administration .....21 credits
This minor is listed under the Bachelor of Science in Administration program.

Information Technology .....21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Network and Systems Engineering.....21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Software Engineering .....21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Legal Studies.....21 credits
This minor is listed under the Bachelor of Science in Administration program.

NOTE:

(1) Some minors may not be offered at all ACE delivery sites.

(2) Minor courses may not be used to satisfy the major core or distribution requirements.

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BACHELOR OF SCIENCE IN ADMINISTRATION

The Bachelor of Science in Administration degree is designed to provide students with the administrative and leadership competencies needed by all organizations, whether private, public or non-profit, in order to achieve their missions and achieve their goals. Course offerings focus on contemporary organizational theory and practice, with an emphasis on workplace applications.

The program of study, while addressing a broad range of organizational principles and practices, also allows for individualized emphasis in areas such as Health Services Administration, Human Resource Administration, Information Technology, Legal Studies, Network and Systems Engineering, Organizational Leadership, or Public Administration.

The objectives of the BS in Administration degree are:

- to provide students with a comprehensive foundation in administrative theory and practice relevant to all organizations, whether private, public or non-profit
- to meet the needs of adult learners by developing the administrative knowledge, skill and abilities that are associated with success in today's organizations
- to meet the needs of employers by preparing adult learners to meet the challenging, complex and continually evolving environment of modern organizational workplaces
- to instill in adult learners a desire for lifelong learning and to validate previous learning through experiential portfolio credit
- to deliver the program in a format that allows for flexibility while maintaining academic integrity.

Students who successfully complete the degree program will be able to:

- understand and apply the contemporary administrative theories and practices as they related to public, nonprofit and private organizations
- effectively employ critical thinking methodology for analyzing and resolving organizational issues
- demonstrate the communication skills required in today's diverse, team-oriented workplaces
- integrate the leadership and interpersonal competencies that are essential for effective administration
- synthesize the knowledge, skills and abilities that are associated with workplace success and to meet the organizational challenges of modern organizations.

In completing the requirements for the Bachelor of Science in Administration major, students will select either a major of 45 credits consisting of core coursework and an area of specialization, a minor, or a major of 30 credits of core coursework and the Experiential Learning **Portfolio Option.** In addition, MAT 154 and IT 200 are recommended for those who plan to pursue a graduate degree. Grades of C or higher must be earned in all course work in the area of specialization.

Portfolio Option

Students NOT choosing to do a specialization or a minor ARE REQUIRED to submit an Experiential Learning Portfolio in order to satisfy the degree requirements. Students may elect to pursue both a portfolio and a specialization. Up to six UPPER-LEVEL credits of related courses may be earned through General Administration, Social Sciences, Special Topics: Legal Studies and/or Computer Science discipline-specific portfolio credits to satisfy the required electives.

Transfer Credits

Up to six credits of coursework may be accepted in transfer. Students may not apply portfolio and transfer credits to the degree program. The maximum from both sources, Transfer and Portfolio Option is six credits.

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BACHELOR OF SCIENCE IN ADMINISTRATION

DEGREE REQUIREMENTS:
DISTRIBUTION REQUIREMENTS..... 45 credits
MAJOR CORE ..... 30 credits
SPECIALIZATION ..... 15 credits
PORTFOLIO (optional)..... UP TO 30 credits
MINOR ..... 21 credits
ELECTIVES..... Variable
Minimum Total Degree Requirements..... 120 credits

REQUIRED COURSES ..... 18 credits

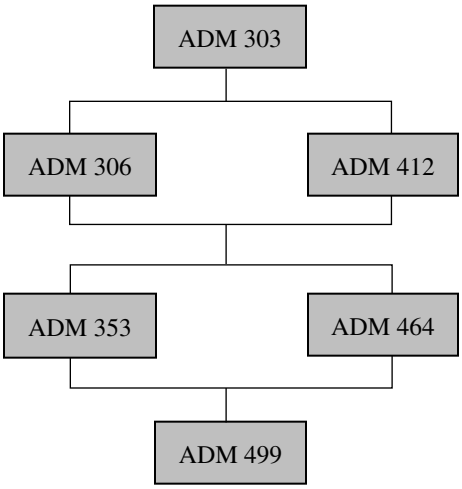
ADM 303 Administrative Theory & Practice
ADM 306 Services Marketing
ADM 353 Leadership Development
ADM 412 Quality & Productivity
ADM 464 Strategic Human Resource Administration
ADM 499 Administration Capstone Course

ADDITIONAL ELECTIVES..... 12 credits

Any four ADM, PUB, HSA, IT or PLA prefix courses not used to satisfy the Required Courses above.

Course Sequencing

The following chart will assist both students and advisors in the selection of ADM courses and the sequence in which they are best taken. The chart lists the appropriate first class (ADM 303) for entering students. Whenever possible, it is *highly recommended* that students complete the 300 level classes before attempting the 400 level classes. The capstone course, ADM 499, should be completed after all other core classes are completed.



SPECIALIZATION (15-24 Credits)

Students may select any of the following specializations: Health Services Administration, Human Resource Administration, Organizational Leadership or Legal Studies. Grades of C or higher must be earned in all course work in the area of specialization.

NOTE:
(1) Some specializations may not be offered at all ACE delivery sites.
(2) Specialization courses may not be used to satisfy the major core

Health Services Administration Specialization..... 15 CREDITS

The Health Services Administration specialization program is designed to provide a broad view of today's health care system in such areas as hospitals, medical or dental clinics, group medical practices, managed

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care organizations, long-term care facilities, insurance companies, home health agencies, and government agencies. Students who successfully complete the Health Services Administration specialization will:

- possess a foundation in the theory and practice relevant to Health Services Administration
- possess related knowledge, skill and abilities that are associated with success in the profession

Students may select from the following list of courses:

HSA 301 The Health Care System*
HSA 319 Health Care Finance
HSA 339 Health Law
HSA 410 Management in Health Care
HSA 425 Public and Community Health
HSA 475 Issues in Health Care
*required course

Human Resource Administration Specialization ..... 15 CREDITS

The Human Resource Administration specialization is designed to address the current issues in human resources. The program includes courses designed to address the HR competencies recommended by the Society for Human Resource Management (SHRM). Students who successfully complete the Human Resource Administration specialization will:

- possess a foundation in the theory and practice relevant to Human Resource Administration
- possess related knowledge, skill and abilities that are associated with success in the profession

Students may select from the following list of courses:

ADM 301 Labor Relations*
ADM 312 Training and Development
ADM 315 Diversity in the Workplace
ADM 325 Compensation and Benefits*
ADM 330 Alternative Dispute Resolution
ADM 335 Employment Law*
ADM 361 Negotiation Theory & Practice
ADM 410 Recruitment and Selection*
PUB 406 Human Resources in the Public Sector

*Courses recommended by the Society for Human Resource Management (SHRM) that address the HR body of knowledge for the PHR and SPHR national certification exams.

Human Resource Administration Certificate

Students who are in other academic programs who wish to obtain a Human Resource Administration Certificate must successfully complete the courses required for the Human Resource Administration specialization. A certificate will be posted on the student's transcripts. Please notify your advisor of your intentions. Students pursuing the HR specialization will have the specialization posted on the transcripts in lieu of a certificate. All coursework must be completed before graduation. Grades of C or higher must be earned in all course work for the certificate.

Post-Baccalaureate Human Resource Administration Certificate

Students who have earned a baccalaureate degree from a regionally accredited college or university may enroll in the Post-Baccalaureate Human Resource Administration Certificate program. The certificate will be awarded upon successful completion of twenty-one credits in the specified curriculum. Barry University graduates who may have completed some of the certificate coursework in their degree program may take approved substitutes in order to reach the minimum of twenty-one credits required for the certificate.

Organizational Leadership Specialization ..... 15 CREDITS

The Organizational Leadership specialization is an interdisciplinary studies program which explores a variety of leadership-related topics, issues and competencies. Students who successfully complete the Organizational Leadership specialization will:

- possess a foundation in the theory and practice relevant to Organizational Leadership
- possess related knowledge, skill and abilities that are associated with leadership success

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Students may select from the following list of courses:

ADM 312	Training and Development
ADM 315	Diversity in the Workplace
ADM 361	Negotiation: Theory and Practice
PHI 371	Social and Ethical Issues in Business*
PSY 331	Counseling Techniques for Managers
PSY 410	Group Dynamics and Decision Making
PSY 423	Industrial Psychology

NOTE: PHI 368 Contemporary Problems in Ethics is an acceptable substitution for PHI 371.

Personal Financial Planning Specialization ..... 21 CREDITS

The personal Financial Planning Specialization is designed to provide the courses required for the CFP Certification Examination. Course offerings are intended to provide students with a foundation in the theory and practice relevant to personal financial planning and the knowledge and skills associated with success in the CFP profession. Successful completion of all seven courses, experience in the financial planning field, and a bachelor degree are requirements to sit for the Certified Financial Planning Board of Standard's certification exam. For additional information on the CFP, visit www.cfp.net.

REQUIRED COURSES ..... 18 credits

PFP 348	Fundamentals of Personal Financial Planning
PFP 350	Income Tax Planning
PFP 410	Insurance Planning
PFP 412	Investment Planning
PFP 414	Retirement Planning and Employee Benefits
PFP 416	Estate Planning

Additional Elective ..... 3 credits

Any ADM prefix course. ADM 300 Special Topics is recommended to fulfill the PFP Capstone content, which will fulfill the Certified Financial Planning Board's requirement to sit for the CFP Exam.

LEGAL STUDIES SPECIALIZATION AND POST BACCALAUREATE

The Legal Studies specialization is designed to provide a broad background in fundamental legal studies to students who desire to become paralegals or legal assistants working under the supervision of a lawyer. Legal assistants assume paralegal responsibilities as skilled members of a legal team in law firms, financial institutions, insurance companies, governmental agencies and related entities. The legal studies specialization consists of 24 credits of legal studies ("PLA" prefix) courses.

The objectives of the specialization in Legal Studies are:

- to provide students with a comprehensive knowledge of legal systems in state and federal environments
- to meet the needs of students by developing the legal research and writing skills that are essential to success in a legal environment
- to provide students with the critical thinking and communication skills necessary to comprehend and function as a legal assistant within the civil and criminal practice areas of a modern law firm
- to encourage students to comprehend and fully utilize the connections between theory and practice
- to provide fundamental education that students will be able to utilize in the legal community as legal assistants/paralegals
- to deliver the program in a format that allows for flexibility in program planning and scheduling

Students with no experience in the legal community should begin study with **PLA 301 Law and the Legal System.**

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Certified Legal Assistant Examination (CLA/CP)

Students who are seeking a Bachelor of Science degree with a Legal Studies specialization must take the Certified Legal Assistant (CLA/CP) examination, administered by the National Association of Legal Assistants, Inc., (NALA), **prior to graduation.** Proof of registration for the CLA/CP examination must be attached to the application for graduation.

CERTIFIED LEGAL ASSISTANT/CERTIFIED PARALEGAL (CLA/CP) EXAMINIATION INFORMATION Required of all Legal Study Specialization Students			
Testing Window	Application Deadline	Late Filing Deadline ($25 fee)	Graduation Date – No Later than
Jan 1 -31	Dec 1	Dec 10	March 15
May 1 – 31	April 1	April 10	July 15
Sept 1-30	August 1	August 10	November 15
The Certified Paralegal Exam is a computer based test. Examinees must schedule a testing time through the ACT Testing Center Network to take the exam during the time the testing window is open. For more information about the exam and eligibility requirements visit the NALA website at www.nala.org.			

Legal Studies Specialization (24 credits)

REQUIRED COURSES ..... 15 credits

Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

PLA 301 Law and the Legal System
PLA 310 Legal Research
PLA 315 Legal Writing
PLA 320 Civil Litigation
PLA 430 Criminal Law Practice

SPECIALIZATION ELECTIVES..... 9 credits

These may be taken in any combination or sequence.

PLA 300 Special Topics
PLA 330 Alternative Dispute Resolution
PLA 335 Employment Law
PLA 339 Health Law
PLA 343 Business Organizations
PLA 350 Real Estate Law
PLA 405 Administrative Law and Process
PLA 440 Contracts
PLA 452 Environmental Law
PLA 460 Probate Proceedings
PLA 470 Immigration Law
PLA 480 Bankruptcy
PLA 483 Family Law

Post Baccalaureate Certificate in Legal Studies

The University also offers a Post-Baccalaureate Certificate program with admission limited to those students who possess an earned bachelor's degree (or higher) in any field prior to commencing Legal Studies at the University. The Post-Baccalaureate Certificate Program is a credit program that can generally be completed in one year (or less) and consists of 8 substantive legal courses totaling 24 credit hours. A grade of C or higher in each course is required to receive a Post-Baccalaureate Certificate of Completion.

Legal Studies Undergraduate Certificate

A sixty credit hour *Certificate of Completion* is awarded, upon application, to degree-seeking and undergraduate certificate program students. Legal Studies certificate students may convert to degree-seeking status any time during the course of their studies.

The undergraduate certificate program is a 60-credit hour program consisting of 8 substantive legal courses totaling 24 credit hours (described below) plus 30 credit hours of general distribution credits and six (6) credit hours of specified electives (with computer and word-processing skills being desired).

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A grade of C or higher in each Legal Studies course is required. Upon application, a 60-credit hour ***Certificate of Completion*** is awarded.

MINOR IN LEGAL STUDIES (21 Credits)

Students pursuing the Bachelor of Science in Administration are not allowed to complete the Legal Studies minor, if specializing in legal studies. Students may select any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, Legal Studies and Public Administration.

Legal Studies Minor: The Legal Studies minor is designed to provide a broad background in Fundamental legal studies related to work in law firms, financial institutions, insurance companies, governmental agencies or related entities. Students who successfully complete this minor will:

- possess a foundation in the theory and practice relevant to Legal Studies
- possess related knowledge, skill and abilities that are associated with success in the profession

Students should seek approved substitution of minor courses that are counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

The minor consists of the following seven courses and has a three-credit computer literary pre-requisite, CAT102. A grade of C or higher is required in all minor coursework.

REQUIRED COURSES ..... 21 credits

IT 200	Foundations of Information Technology
PLA 301	Law and the Legal System
PLA 310	Legal Research
PLA 315	Legal Writing
PLA 320	Civil Litigation
PLA 343	Business Organizations

3-credit upper level PLA elective

Approved PLA electives

PLA 330	Alternative Dispute Resolution
PLA 335	Employment Law
PLA 405	Administrative Law and Process
PLA 440	Contracts
PLA 480	Bankruptcy

MINOR IN ADMINISTRATION (21 Credits)

Students pursuing the Bachelor of Science in Administration are not allowed to complete the Administration minor. Students may select any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, Legal Studies and Public Administration.

Administration Minor: This Administration minor is designed for students choosing to focus on both administration and leadership competencies needed by all organizations, whether private, public or non-profit, in order to achieve their missions and achieve their goals. Grades of C or higher must be earned in all course work in the area of specialization.

Students who successfully complete this minor will:

- understand and apply the contemporary administrative theories and practices as they related to public, non-profit and private organizations
- effectively employ critical thinking methodology for analyzing and resolving organizational issues
- demonstrate the communication skills required in today's diverse, team-oriented workplaces
- integrate the leadership and interpersonal competencies that are essential for effective management and administration

Students should seek approved substitution of minor courses that are counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

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REQUIRED COURSES ..... 21 credits
ADM 303 Administrative Theory and Practice
ADM 306 Services Marketing
ADM 315 Diversity in the Workplace
ADM 353 Leadership Development
ADM 412 Quality & Productivity
ADM 464 Strategic Human Resource Administration
3-credit upper level ADM elective

Approved minors for students pursuing the Bachelor of Science in Administration:

Information Technology ..... 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Network and Systems Engineering..... 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Software Engineering ..... 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Public Administration..... 21 credits
This minor is listed under the Bachelor of Public Administration

NOTE:
(1) Some minors may not be offered at all ACE delivery sites.
(2) Minor courses may not be used to satisfy the major core or distribution requirements.

BACHELOR OF SCIENCE IN EMERGENCY MANAGEMENT

The Bachelor of Science in Emergency Management is designed to prepare current workers, as well as those new to the field, to promote the common good by assuming a leadership role in emergency management. Graduates will integrate knowledge and applied skills in the areas of disaster mitigation, preparation, response, and recovery. They will adapt this knowledge to a series of applications including homeland security, business continuity, hazard mitigation, and international disaster management. This integrative approach draws from the disciplines of public administration, management, health sciences, psychology, sociology, criminal justice, and environmental sciences.

Program Goals:

- Graduates will integrate knowledge and applied skills in the areas of disaster mitigation, preparation, response, and recovery.
- Graduates will adapt this knowledge to a series of applications including homeland security, business continuity, hazard mitigation, and international disaster management.
- This integrative approach draws from the disciplines of public administration, management, health sciences, psychology, sociology, criminal justice, and environmental sciences.

Learning Outcomes: Upon completion of the program, students will:

- Demonstrate a comprehensive foundation in emergency management and utilize administrative and leadership skills.
- Evaluate different policy options facing decision makers and think critically about future approaches to emergency management.
- Analyze the causes and effects of disasters, and demonstrate the necessary skills and abilities to enter and contribute to the growing emergency management profession.
- Develop knowledge and skills applicable to emergency management, critical infrastructure, and NGO worksites.
- Acquire a foundation for advanced training and studies beyond the undergraduate level.

NOTE: Portfolio is optional. Portfolio credits can be used for General Electives only in this degree.

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Course of Study:

DISTRIBUTION REQUIREMENTS.....45 credits
PORTFOLIO (Optional).....Up to 30 credits
REQUIRED MAJOR COURSES.....45 credits
Minimum Total Degree Requirements.....120 credits

REQUIRED MAJOR COURSES.....45 credits

EMA 205	Overview of Disasters and Complex Emergencies
EMA 305	Principles of Emergency Management
EMA 307	Business Continuity Crisis Management
PSY 311	Psychosocial Issues of Disaster Preparedness and Recovery
PHI 324	Ethical Issues in Biomedical Science
ADM 353	Leadership Development
EMA 315	International Disaster Management
EMA 405	Disaster Response Operations and Management I: Mitigation and Preparedness
EMA 407	Disaster Response Operations and Management II: Response and Recovery
EMA 409	Hazard Mitigation and Management
EMA 311	Emergency Management of Homeland Security
PSY 410	Group Dynamics and Decision-Making
PUB 404	Concepts and Issues in Public Planning
PUB 409	Contemporary Issues in Public Safety
EMA 499	Capstone in Emergency Management

NOTE: This program accepts 6 credits in transfer (course specific only). Substitutions may be approved by the Academic Coordinator.

BACHELOR OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

The Bachelor of Science in Health Services Administration is designed to prepare the student for a career in the health services industry in an administrative capacity. The program of study will give students a broad view of today's health care system and will prepare its graduates for entry and middle management positions in such areas as hospital, medical or dental clinics, group medical practices, managed care organizations, long-term care facilities, insurance companies, home health agencies, and governmental health agencies. Management skills and business practices used in today's complex health care systems are emphasized.

The objectives of the BS in Health Services Administration are:

- to provide students with a comprehensive foundation in administrative theory and practice pertinent to the health care arena
- to meet the needs of adult students by developing the administrative knowledge, skills, and abilities that are associated with success in the health care organization's workplace
- to meet the needs of health service employers by preparing adult learners to meet the challenges of changing organizations
- to validate lifelong learning through experiential portfolio credit
- to provide a foundation for advanced training and studies beyond the undergraduate level and to instill a desire for lifelong learning
- to deliver the program in a flexible, accelerated format while maintaining academic integrity

Students having health care experience should begin study with **HSA 319 Health Care Finance, HSA 339 Health Law,** or **HSA 410 Management in Health Care.** This experience requirement consists of at least five years of experience, preferably with at least one year in a supervisory or

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management capacity. Otherwise, students should begin with **HSA 301 The Health Care System,** which is required prior to the six required courses in Health Care Administration. Students who wish to enroll in HSA courses without the experience requirement or the HSA 301 prerequisite may take the 400 level coursework only with permission of the academic coordinator. In addition, **HSA 499 Capstone in Health Service Administration** is designed to be the final, course in the Health Service Administration program. Grades of C or higher must be earned in all course work.

DISTRIBUTION REQUIREMENTS.....45 credits
PORTFOLIO (Required)..... up to 30 credits
MINOR OPTION.....21 credits
ELECTIVES.....Variable
REQUIRED COURSES .....18 credits
Minimum Total Degree Requirements.....120 credits

PREREQUISITE COURSE.....3 credits
HSA 301 The Health Care System

(NOTE: This course may be waived, as determined by the Academic Coordinator of the HSA degree program, if the student has at least five years of professional work experience, preferably with at least one year in a management or supervisory capacity, in a health care organization.)

REQUIRED COURSES .....18 credits

Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

HSA 319 Health Care Finance
HSA 339 Health Law
HSA 410 Management in Health Care
HSA 425 Public and Community Health
HSA 475 Issues in Health Care
HSA 499 Capstone in Health Services Administration

ADDITIONAL REQUIREMENTS.....12 credits
These can be taken in any sequence or combination.

Twelve hours must be taken from the following courses (other courses with the approval of the HSA academic coordinator):

HSA 301 The Health Care System
HSA 441 Health Care for the Elderly
HSA 459 Independent Study in Health Care
ADM Any ADM prefix course
PSY 329 Understanding and Coping with Stress
PSY 382 Developmental Psychology
PSY 410 Group Dynamics and Decision-Making
PSY 417 Psychology of Aging
PSY 423 Industrial Psychology
PUB 404 Concepts and Issues in Public Planning
PUB 406 Human Resources in the Public Sector
PUB 409 Contemporary Issues in Public Safety

Note: Up to six credits of related courses may also be accepted through General Administration, Behavioral Sciences, and Social Sciences discipline-specific portfolio credits and/or transfer credits to satisfy additional requirements.

Health Services Administration Certificate

Students who are in other academic programs who wish to obtain a Health Services Administration Certificate must successfully complete a total of 18 credits from the Health Services Administration core requirements. A certificate will be posted on the student's transcripts. Please notify your advisor of your intentions. Students pursuing the HSA specialization will have the specialization posted on the transcripts in lieu of a certificate. All coursework must be completed before graduation. Grades of C or higher must be earned in all course work for the certificate.

Post-Baccalaureate in Health Services Administration Certificate

Students who have earned a baccalaureate degree from a regionally accredited school may enroll in the Post-Baccalaureate Certificate Program. The certificate will be awarded upon successful completion of **HSA 301,** the five required courses, and two electives.

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For practicing professionals, **HSA 301** may be waived with permission of the program director.

MINOR OPTION (21 Credits)

There is no minor in Health Services Administration. Students pursing the Bachelor of Science in Health Services Administration may select any of the following minors: Administration, Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, Public Administration, and Legal Studies. Grades of C or higher must be earned in all course work in the minor.

Approved minors for students pursuing the Bachelor of Science in Health Services Administration:

Administration .....21 credits
This minor is listed under the Bachelor of Science in Administration program.

Information Technology .....21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Network and Systems Engineering.....21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Software Engineering .....21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Legal Studies.....21 credits
This minor is listed under the Bachelor of Science in Administration program.

Public Administration.....21 credits
This minor is listed under the Bachelor of Public Administration

NOTE:

(1) Some minors may not be offered at all ACE delivery sites.

(2) Minor courses may not be used to satisfy the major core or distribution requirements.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

The Bachelor of Science in Information Technology (BSIT) helps students develop computer and leadership skills, as well as analytical reasoning and critical thinking, to ascertain when and how information technology can be used to address problems around them in an ethical and socially responsible manner. The program of study recognizes and integrates knowledge and skills of the adult student into the learning process, and enables the fulfillment of personal academic aspirations that enrich the individual and collectively advance the community culturally and professionally.

The overall goal of the program is to provide a comprehensive foundation of technical knowledge, practical proficiencies, and professional skills that empowers the BSIT graduate to:

1. evaluate and develop reliable and secure information technology solutions in accordance with computer hardware, software, and communication standards, as defined by leading vendor-neutral associations and market-dominant organizations;
2. excel professionally and academically through life-long learning experiences that support the pursuit of graduate studies, broadly respected industry certifications, and ongoing career advancement; and
3. serve local and global communities through systemic and sustainable technology-based solutions that address the needs of both organizations and individuals, while preserving and promoting social justice and the common good.

Student successfully completing the BSIT program will be able to:

1. analyze and evaluate the relative merits of information technologies with respect to a variety of criteria (e.g. suitability, efficiency, scalability, security, and sustainability);

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2. Prescribe and implement technical solutions that effectively address data collection, storage and retrieval requirements through strategic use of hardware, software, and communications systems;
3. develop systems and manage information in an ethical and socially responsible manner sensitive to social justice and common good; and
4. demonstrate the technical and research skills needed to advance a career in the field of information technology or pursue graduate studies in a related field, if so desired.

In addition to 30 credits of required major coursework, BIST students must select one or a combination of the following: an area of specialization, a minor, and/or Experiential Learning Portfolio option.

BACHELOR OF SCIENCE (BS) IN INFORMATION TECHNOLOGY

DEGREE REQUIREMENTS
DISTRIBUTION REQUIREMENTS..... 45 credits
MAJOR CORE ..... 30 credits
SPECIALIZATION ..... 15 credits
MINOR ..... 21 credits
PORTFOLIO OPTION..... up to 30 credits
ELECTIVES..... Variable
Minimum Total Degree Requirements..... 120 credits

RECOMMENDED DISTRIBUTION COURSE
Students considering graduate studies in IT are recommended to take MAT 154 Introduction to Statistics.

PREREQUISITES ..... 3 credits
CAT 102 Basic Computer Applications*

REQUIRED COURSES ..... 30 credits
IT 190 Microcomputer Systems*
IT 200 Foundations of Information Technology*
IT 310 Telecommunications and Computer Networks
IT 320 Computer Security
IT 338 Web Design, Authoring and Publishing
IT 372 Software Engineering
IT 426 Databases
IT 499 Integrated Capstone Project
6-credits in upper level CS/IT/NSE electives

*Advanced students may earn credits for the CAT 102, IT 190, or IT 200 courses by test-out examination. Please reference the Credit by Examination policy.

CS/IT/NSE Electives

Students may fulfill the major core elective requirement by taking or transferring any courses with upper-level computer prefix (CAT, CS, IT, NSE) approved by the Academic Coordinator, or through upper-level credits in a computing area earned through the Portfolio option.

Credit By Examination

Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Students should review transfer credits with their advisor prior to registering for the abovementioned exam(s) to ensure they are not duplicating transfer credits. Credit by examination may only be attempted once. If a student fails a credit by exam, s/he must register and complete the respective course. To maintain the integrity of the testing process, students may neither review nor contest their examination results. A passing score for credit by examination is 75% or higher. **Credits earned from "Credit by Examination" do not count toward either the 30 credit residency or the majority of a student's major coursework.** These credits are counted as part of the allowable transfer credits in the student's major coursework.

The majority of a student's major coursework must be taken at Barry University. Therefore, a maximum of four equivalent courses (12 credits) will be accepted into the Major Core and a maximum of two equivalent courses (6 credits) will be accepted into the Specialization area, including credits earned from test-out challenge examination and Portfolio (Ref. Credit By Examination & Portfolio Option).

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Portfolio Option

In lieu of or in addition to a specialization or minor, students may choose to complete an "Experiential Learning Portfolio", along with the Major Core courses, to satisfy degree requirements. Portfolio credits may be used to satisfy general elective requirements and/or discipline-specific electives (CS/IT/NSE). Portfolio discipline-specific credits are counted as transfer credits and are limited to a maximum of six upper-level credits. These discipline-specific credits may be distributed to the 3-credit electives in each of the Major Core and Specialization areas, subject to the approval of the Academic Coordinator.

SPECIALIZATIONS (15 Credits)

Students pursuing the BSIT degree may select from any of the following specializations: Information Systems Administration, Network and Systems Engineering, and Software Engineering.

Information Systems Administration Specialization

This specialization is for students wishing to focus on business administration coupled with the technical skills needed to develop highly skilled IT decision makers. In addition, students will be able to understand and apply the theories and strategies related to the areas of planning, organizing, managing, and validating information systems.

Students who successfully complete the ISA specialization will:

- understand and apply the contemporary administrative theories and practices as they related to different organization types
- effectively employ critical thinking methodology for analyzing and resolving organizational issues
- integrate the leadership and interpersonal competencies that are essential for effective management and administration
- manage people and enterprise technologies and address various facets of the professional and ethical uses of information systems.

REQUIRED COURSES ..... 15 credits

IT 400	IT Project Management
IT 450	Administrative Information Systems
ADM 303	Administrative Theory and Practice
ADM 464	Strategic Human Resource Administration

3-credit upper level CS/IT/NSE/ADM elective

Network and Systems Engineering Specialization

This specialization is for students to focus on how to effectively plan, implement, administer, and support various size networks in the enterprise. This specialization provides the groundwork for professionals to pursue highly recognized industry certification. Depending upon which elective(s) a student selects, opportunities exist to receive the necessary foundation to further prepare for certification programs such as CompTIA A+, CompTIA Network+, Microsoft MCP/MCSA/MCTS/MCITP, Cisco CCNA, and CompTIA Linux+.

Students who successfully complete the NSE specialization will:

- know the principal features of Windows and the basics of enterprise networking
- be able to install, configure, deploy and manage Windows operating systems and services
- understand the logical and physical components of Active Directory Services
- have the skills to plan and implement an Active Directory structure and policies that address the needs of an organization
- be able to configure network services such as DHCP, DNS, VPN, IPSec, IIS, and Routing
- be able to manage the operation of network clients and servers from a central location
- be able to select and implement network infrastructure topologies and technologies for optimal Internet/intranet connectivity
- be able to identify and resolve network problems by using troubleshooting tools and utilities

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REQUIRED COURSES ..... 15 credits

NSE 210 Network Administration
NSE 320 Server Operating System
NSE 405 Managing a Microsoft Network
6-credits upper level NSE electives

Current List of NSE electives:

NSE 300 Special Topics
NSE 305 Advanced PC Hardware and Networking
NSE 310 Client Operating System
NSE 330 Working with Cisco LAN Hardware
NSE 415 Linux Operating System
NSE 425 Advanced Directory Services
NSE 445 Advanced Network Services

Software Engineering Specialization

This specialization is for students choosing to focus on web programming skills and software development. Students will be able to evaluate business systems and processes and recommend software solutions, which meet organizational needs and goals; and develop the skills and knowledge required of an analyst-programmer for the research and development of web and computer-based applications.

Students who successfully complete the Software Engineering specialization will:

- Identify and develop a variety of software based on specific user needs, propose solutions, and apply troubleshooting strategies to deal with various workplace technical problems
- Use programming skills effectively to create products or systems and evaluate the impact of information technology in the workplace
- Possess a foundation of the underlying structures of web information systems and the characteristics of client/server processes
- Employ innovative techniques to implement information visualization, and the ability to enter, query, and retrieve data and information via Web

REQUIRED COURSES ..... 15 credits

IT 301 Introduction to Programming
IT 407 Database Programming and Administration
IT 438 Web Programming and Administration
IT 340 Java Programming for the Web
3-credit upper level CS/IT/NSE elective

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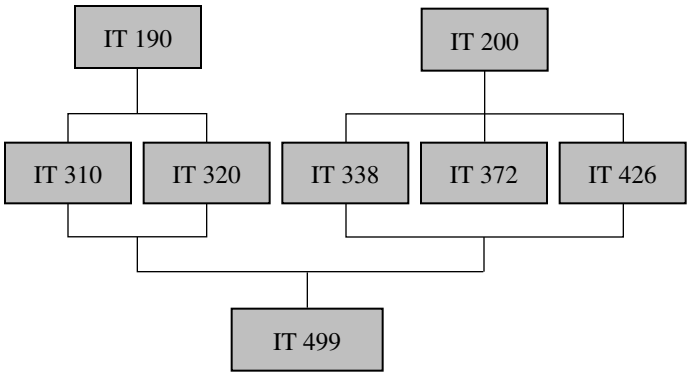
COURSE SEQUENCING

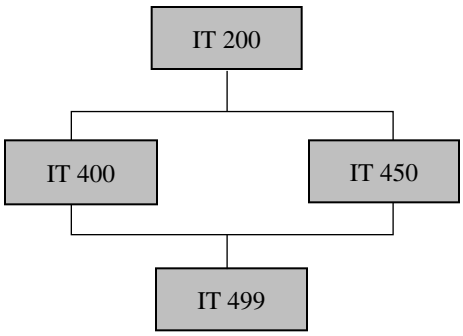
The following charts will assist both students and advisors in the selection of BSIT courses and the sequence in which they are best taken. The major core chart has three levels. The first level lists appropriate classes for entering students. Whenever possible, it is **recommended** that students complete both first level major core courses before attempting second level courses. It is also recommended that students complete all major core courses, except IT 499, before attempting specialization courses. IT 499, the capstone course, should be completed after all other major core and specialization courses. The one exception to this sequencing is the Network and System Engineering (NSE) Specialization. NSE students may complete IT 310 and the NSE specialization courses first if their goal is to achieve Microsoft MCITP certification first, and then complete the remainder of the BSIT degree requirements.

RECOMMENDED BS-IT COURSE SEQUENCING

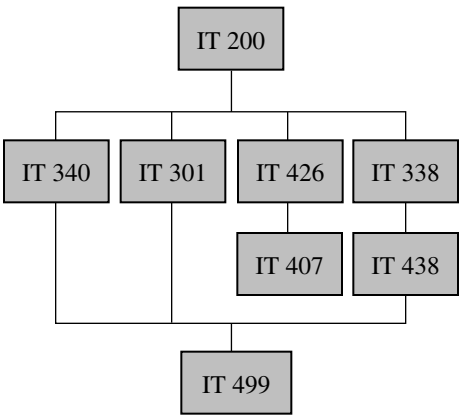
Major Core Courses



Information Systems Administration Specialization



Software Engineering Specialization



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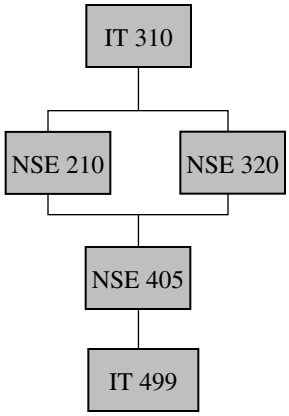
Network and Systems Engineering Specialization



POST-BACCALAUREATE CERTIFICATES

Post-Baccalaureate Certificate in Information Technology

The post-certificate in Information Technology is designed to provide students with the basic theoretical knowledge and technical skills required by today's information technology professionals.

REQUIRED COURSES ..... 18 credits

IT 190	Microcomputer Systems*
IT 200	Foundations of Information Technology*
IT 310	Telecommunications and Computer Networks
IT 338	Web Design, Authoring and Publishing
IT 426	Databases

Approved 3 credit upper level CS/IT elective

*Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Please reference the Credit by Examination policy.

Post-Baccalaureate Certificate in Network and Systems Engineering

REQUIRED COURSES ..... 18 credits

IT 310	Telecommunications and Computer Networks
NSE 210	Network Administration
NSE 320	Server Operating System
NSE 405	Managing a Microsoft Network

6-credits in upper level NSE electives

*Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Please reference the Credit by Examination policy.

Post-Baccalaureate Certificate in Software Engineering

PRE-REQUISITE COURSE ..... 3 credits

IT 200	Foundations of Information Technology*

REQUIRED COURSES ..... 18 credits

IT 301	Introduction to Programming
IT 338	Web Design, authoring and Publishing
IT 372	Software Engineering
IT 407	Database Programming and Administration
IT 426	Databases

Approved 3-credit upper level SE elective

Current List of Approved SE electives:

IT 340	Java Programming for the Web
IT 438	Web Programming and Administration

*Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Please reference the Credit by Examination policy.

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MINOR (21 Credits)

Students may select from any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, Administration, Public Administration, and Legal Studies.

MINOR IN INFORMATION TECHNOLOGY

This minor is designed to provide students with the basic theoretical knowledge and technical skills required by today's information technology professionals.

Students who successfully complete this minor will:

- demonstrate technical and administrative skills needed to begin a career in the area of information technology
- provide solutions for organizations with respect to hardware, software, communication, planning, design, implementation, and support of various technologies
- employ research and critical thinking for analyzing and solving organizational challenges
- explain and apply various components of the information technology, including hardware, software, communication, planning, design, implementation, and support
- propose solutions and apply troubleshooting strategies to deal with various technical problems

Students pursuing the bachelor degree in Information Technology program are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that are also counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

REQUIRED COURSES ..... 21 credits

IT 190 Microcomputer Systems*
IT 200 Foundations of Information Technology*
IT 310 Telecommunications and Computer Networks
IT 320 Computer Security
IT 338 Web Design, Authoring and Publishing
IT 426 Databases
3-credit upper level CS/IT/NSE elective

MINOR IN NETWORK AND SYSTEMS ENGINEERING

This minor is for students to focus on how to effectively plan, implement, administer, and support various size networks in the enterprise. This minor provides the groundwork for professionals to pursue highly recognized industry certification. Depending upon which elective(s) a student selects, opportunities exist to receive the necessary foundation to further prepare for certification programs such as CompTIA A+, CompTIA Network+, Microsoft MCP/MCSA/MCTS/MCITP, Cisco CCNA, and CompTIA Linux+.

Students who successfully complete this minor will:

- know the principal features of Windows and the basics of enterprise networking
- be able to install, configure, deploy and manage Windows operating systems and services
- understand the logical and physical components of Active Directory Services
- have the skills to plan and implement an Active Directory structure and policies that address the needs of an organization
- be able to configure network services such as DHCP, DNS, VPN, IPSec, IIS, and Routing
- be able to manage the operation of network clients and servers from a central location
- be able to select and implement network infrastructure topologies and technologies for optimal Internet/intranet connectivity
- be able to identify and resolve network problems by using troubleshooting tools and utilities

Students pursuing the bachelor degree in Information Technology program with a specialization in Network and Systems Engineering (NSE) are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that

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are also counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

REQUIRED COURSES ..... 21 credits

IT 190	Microcomputer Systems*
IT 310	Telecommunications and Computer Networks
NSE 210	Network Administration
NSE 320	Server Operating System
NSE 405	Managing a Microsoft Network

6-credits upper level NSE electives

MINOR IN SOFTWARE ENGINEERING (SE)

The minor in Software Engineering is for students choosing to focus on web programming skills and software development. Students will be able to evaluate business systems and processes and recommend software solutions, which meet organizational needs and goals; and develop the skills and knowledge required of an analyst-programmer for the research and development of web and computer-based applications.

Students who successfully complete the Software Engineering minor will:

- Develop the skills and knowledge necessary for the research and development of information systems.
- Evaluate business strategies and operations and recommend software solutions that best suit the organizational needs.
- Use programming skills to create web-based software applications
- Propose software solutions and apply effective strategies to deal with various technical problems

Students pursuing the bachelor degree in Information Technology program with a specialization in Software Engineering are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that are also counted towards the program major core and/or specialization courses.

REQUIRED COURSES ..... 21 credits

IT 200	Foundations of Information Technology*
IT 338	Web Design, Authoring and Publishing
IT 301	Introduction to Programming
IT 372	Software Engineering
IT 407	Database Programming and Administration
IT 426	Databases

Approved 3-credit upper level CS/IT/NSE elective

Current List of Approved SE Course electives

IT 340	Java Programming for the Web
IT 438	Web Programming and Administration

Approved minors for students pursuing the Bachelor of Science in Information Technology:

Administration Minor ..... 21 credits
This minor is listed under the Bachelor of Science in Administration program.

Public Administration Minor..... 21 credits
This minor is listed under the Bachelor of Public Administration program.

Legal Studies Minor..... 21 credits
This minor is listed under the Bachelor of Science in Administration program.

NOTE:

(1) Some minors may not be offered at all ACE delivery sites.

(2) Minor courses may not be used to satisfy the major core or distribution requirements.

* The minors have a three-credit computer literary pre-requisite, CAT 102.

* Advanced students may earn credits for the CAT 102, IT 190, or IT 200 courses by test-out examination. Please reference the Credit by Examination policy.

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Professional Certifications for Selected IT & NSE Courses

Professional IT certifications aim to validate computer skills and knowledge, and therefore can increase a person's marketability in the workplace. As summarized below, selected IT and NSE courses incorporate content specific to industry leading certifications in order to help prepare students for the required exams. Students are encouraged, but not required, to take the associated exam upon completion of each course. These exams are administered only through independent testing centers.

Required of all BSIT students:

COURSE	BARRY COURSE TITLE	PROFESSIONAL CERTIFICATION
IT 190	Microcomputer Systems	CompTIA A+ * must also pass 2nd exam – see NSE 305
IT 310	Telecom and Computer Networks	CompTIA Network+
IT 320	Computer Security	CompTIA Security+

Required courses for students specializing or minoring in NSE:
(OR as possible electives for students majoring or minoring in IT)

COURSE	BARRY COURSE TITLE	PROFESSIONAL CERTIFICATION
NSE 210	Network Administration	Microsoft Certified Technology Specialist (MCTS): Server 2008 Network Infrastructure, Configuring
NSE 320	Server Operating System	Microsoft Certified Technology Specialist (MCTS): Server 2008 Active Directory, Configuring
NSE 405	Managing a Microsoft Network	Microsoft Certified IT Professional (MCITP): Server 2008 Admin. * must also pass two MCTS exams (see NSE 210 and NSE 320)

Electives for all students specializing or minoring in NSE, and students majoring or minoring in IT.

COURSE	BARRY COURSE TITLE	PROFESSIONAL CERTIFICATION
NSE 305	Advanced PC Hardware and Networking	CompTIA A+ * must also pass 1st exam – see IT 190
NSE 310	Client Operating System	Windows 7, Configuring (MCTS)
NSE 330	Working with Cisco LAN Hardware	Cisco Certified Network Associate (CCNA)
NSE 415	Linux Operating System	CompTIA Linux+

- **IT Degree – Students can start with certification classes first as long as they are approved.**
- **Non-Degree seeking students – Can attend Barry just for certification classes.**

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Authorized Microsoft IT Academy

This is a program with Microsoft that provides tools to facilitate the delivery of courseware that helps prepare students for Microsoft product certification.

As an IT Academy, we use Microsoft official or authorized curriculum in all Microsoft NSE courses, and our NSE instructors are certified in the courses they teach.

Authorized Academic Testing Center (AATC)

Barry University is a Virtual University Enterprises (VUE) testing center. VUE is the electronic testing division of NCS Pearson, servicing the Information Technology industry and the Professional Certification and Licensure markets. There are currently two testing centers at School of Adult and Continuing Education locations. One testing center is located in Broward County at our Pembroke Pines location, and another in Brevard County at our Melbourne location.

To register for a certification exam call:
Pembroke Pines – (954) 443-0561
Melbourne – (321) 409-5553

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GRADUATE PROGRAMS

PURPOSE STATEMENT

Graduate education in the School of Adult and Continuing Education (ACE) is grounded in the mission of Barry University. Students' educational experiences contribute to their development as career professionals who have or will have leadership roles in their professions, communities, and society. Moreover, these experiences promote and support the intellectual life and emphasize life-long learning and growth and development. In this context, students are charged with carrying out the University's mission through contributions to their professions, communities, and society at large, especially in the pursuit of knowledge and truth, the conduct of informed action, and through a commitment to social justice through collaborative service.

DEGREE PROGRAMS

Master of Arts in Administration (MAA)
Master of Public Administration (MPA)

DISTANCE LEARNING

Both the Master of Arts in Administration (MAA) and the Master of Public Administration (MPA) programs are available fully online. Students need to indicate 'online' on the graduate application.

Students not enrolled as a fully online student are limited to taking 9 graduate online credits (3 courses) required for completion of their graduate degree. Refer to the Distance Learning Options section of this bulletin *(See Table of Contents for page number)*.

TRANSFER COURSES

Transferability of credits from another institution to Barry is at the discretion of the dean (or his/her designee). The number of credits acceptable for transfer from another institution toward a Barry graduate degree is limited to six (6) credits. Previously earned credits, if accepted for transfer must be completed in less than the (5) year period immediately preceding initial enrollment at Barry.

- Only relevant courses will be transferred at the beginning
- Only courses for which a grade of A or B was earned will be considered
- Only credits will be transferred, not grades or grade point averages
- Credits used to earn a degree at another institution will not be accepted

The academic advisor will facilitate the process for the acceptance of graduate credit to be transferred into Barry University prior to the end of the student's first year in the Barry graduate program.

AMERICAN COUNCIL ON EDUCATION

Credit for formal courses and educational programs sponsored by non-collegiate organizations and evaluated by the American Council on Education can be accepted in transfer with the permission of the dean (or his/her designee) if relevant to the graduate degree program. Refer to the Transfer Credit section.

Students can check the online *National Guide to College Credit* at www.acenet.edu/nationalguide/ to see if courses or educational programs are listed.

Students must submit official transcripts from the American Council on Education by the end of their first semester, if enrolled in the MAA or MPA program.

The American Council on Education, College Credit Recommendation Service provides a lifelong registry and transcript service to participants who successfully complete a course, examination, or certification with an American Council on Education recommendation as listed in the National Guide. Official transcripts may be obtained by registering online at: www.acenet.edu/transcripts/.

Official transcripts should be sent to: Barry University, Division of Enrollment Management, 11300 NE 2nd Avenue, Miami Shores, FL 33161.

For additional information on transcript services from the American Council on Education, call 1-866-205-6267 or 1-202-939-9470. Email CREDIT@ace.nche.edu.

GRADING SYSTEM

Graduate students are expected to maintain a (3.0) B average. Each school sets its own policy regarding a grade of F. Students should refer to the appropriate section of the catalog and/or contact his/her academic advisor.

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Superior Achievement	A	4.0 honor points per credit
	A–	3.7 honor points per credit
	B+	3.4 honor points per credit
Average	B	3.0 honor points per credit
Below Average	C	2.0 honor points per credit
**Pass	D	1.0 honor points per credit
Failure	F	No credit
Credit	CR	Credit but no honor points
Audit	AU	No honor points per credit
Not Reported	NR	No Grade Reported is given when the professor fails to turn in his/her grades on the due date. Upon submission the NR is changed accordingly.
In Progress	IP	In Progress
No Credit	NC	No credit
Incomplete	I	An incomplete grade must be made up within the semester following its receipt. It is the student's responsibility to arrange with the instructor for satisfactory completion of course requirements. Incomplete grades assigned in the semester of graduation will result in postponement of graduation. Upon completion of the course, the student must re-apply for the next graduation.
Incomplete Grade		
redeemed with grade of A	IA	4.00 honor points per credit
redeemed with grade of A–	IA–	3.70 honor points per credit
redeemed with grade of B+	IB+	3.40 honor points per credit
redeemed with grade of B	IB	3.00 honor points per credit
redeemed with grade of C	IC	2.00 honor points per credit
redeemed with grade of D	ID	1.00 honor point per credit
redeemed with grade of F	IF	No honor points per credit
redeemed with grade of CR	ICR	Credit but no honor points awarded
redeemed with NC	INC	INC No credit
Withdrew	W	Granted to students who officially withdraw before the last five (5) weeks of a regular semester or the last two (2) weeks of the summer sessions. If a student officially withdraws within the last five weeks prior to final examinations of regular semesters and within the last two weeks of the summer sessions, an F is earned, which is computed in the grade point average. Does not calculate into GPA; does count as attempt for repeat purposes.

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GRADUATE STUDENT STATUS

A graduate student's status is determined by the number of credit hours attempted in a given semester/term as follows:

Full-time	9 credits or more
Part-time	4 to 8 credits

PROBATION AND DISMISSAL

A graduate student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above.

Students with a semester or cumulative GPA below 3.00 will be placed on academic probation. Also, students who earn more than two grades of "C" or a grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester if the student achieves a cumulative GPA of 3.00 or above with no more than two grades of "C." If this condition is not met, the student will remain on probation. While on probation, a student is limited to registering for one course per session or two per semester. Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be dismissed.

If a student receives a third "C" or below, then s/he must repeat a course, in which s/he earned the deficient grade, when the course is next offered. Any student who fails to maintain a cumulative GPA of 3.00 for two consecutive semesters will not be eligible for VA benefits.

A student who has been dismissed for academic reasons may not petition the Dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of "C" or below was earned.

A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently dismissed from the program.

GRADUATION REQUIREMENTS

Candidates for a Master's degree must:

- Satisfactorily complete the program of study;
- Have attained a cumulative GPA of 3.00 on a 4.00 scale (with no more than two C's). No more than three courses may be repeated and a course may only be repeated once;
- Complete degree requirements within seven years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- File an application for degree completion with the University Registrar on the appropriate form signed by the relevant (site) advisor in the School of Adult and Continuing Education. A $150 fee applies.

FINANCIAL AID FOR GRADUATE STUDENTS

www.barry.edu/gradfa
ace-finaid@mail.barry.edu
305-899-3355 or
1-800-695-2279

Refer to the Financial Aid section of this bulletin for information pertaining to eligibility requirements, satisfactory academic progress, applying for financial aid, types of financial aid, Veteran's and eligible dependents' educational assistance and VA Yellow Ribbon Program.

MASTER OF ARTS IN ADMINISTRATION (M.A.A.)

ADMISSION REQUIREMENTS

- A baccalaureate degree from a regionally accredited or internationally recognized college or university with a cumulative grade average of B or higher (an overall GPA of 3.00 or higher on a four-point scale). Official transcripts of all previous college or university studies must be submitted.

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- Submission of a completed application form with a $30.00 non-refundable fee. The fee is waived for Barry University alumni.
- Submission of a resume or vitae and professional references indicating work history.
- Two original and verifiable letters of recommendation from professional and/or academic sources.
- An essay of at least 750 words, which explains why the applicant wishes to pursue their chosen degree and how it will help to fulfill their personal and professional goals. Applicants should also describe in detail their accomplishments, experiences, values, potential for professional excellence, and commitment to completing their chosen degree program. Moreover, applicants should include information about how they work, think and interact with people, as well as on any other potentially relevant topics.
- International applicants whose previous college or university studies were not in English must earn a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or 80 on the internet-based versions of this test. Applicants must also satisfy all of criteria which are outlined in the section of the University Graduate Catalog on International Applicants.

In order to receive full admission, all of the above items should be submitted before applicants register for their first courses. If any item is missing or incomplete, applicants may be granted provisional acceptance and may be allowed to register for a limited number of credit hours while stipulated admission or academic requirements are being satisfied. **In this situation, full admissions to the program is neither implied nor guaranteed.**

PROVISIONAL ADMISSIONS

Students with a GPA below 3.0 may be provisionally admitted if all of the other admissions criteria have been met. Provisionally admitted students may register for two (2) courses and must receive at least a 3.0 (B) grade in each of the courses to register for any additional course(s). If they are successful in attaining at least a 3.0 (B) in each course, they are fully admitted. If they are unsuccessful in attaining a 3.0 (B) in both courses, then the provisionally admitted student can no longer take courses in the MAA.

Admitted to Class (Class Enrollment for Students Not Yet Admitted)

This classification allows students who are not yet admitted to the program to enroll in a class. Students must submit a Graduate Application and proof of baccalaureate degree. ACE allows applicants to enroll in classes (up to six (6) credits, three (3) credits per term) before the application process is complete and a decision is rendered for admission to the Master of Arts in Administration (MAA). Applicants admitted to course work are NOT yet admitted to the program. **Full admission to the program is neither implied nor guaranteed. Furthermore, applicants with this designation are NOT eligible for any forms of federal financial aid.** It is advisable to all students to have a decision rendered on their application prior to enrolling for class. Students under this classification must also receive at least a 3.0 (B) grade in each course or better in order to be admitted to the MAA program.

NOTE: *Falsification of any information in this documentation will be considered a violation of the University's Academic Dishonesty Policy and appropriate measures will be taken. Measures may include rejection of an application or dismissal from the degree program, if the applicant has begun course work.*

RE-ADMISSION REQUIREMENTS

Students who have been academically inactive for at least one calendar year and who wish to be readmitted must complete an application for readmission, available at www.barry.edu/graddocuments. Readmission is contingent upon approval by the Dean.

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ACTIVE/INACTIVE STATUS

A degree seeking student remains active unless not enrolled in consecutive sessions. If a student is not enrolled in two consecutive sessions (e.g. Fall/Spring; Spring/Fall) he/she will become inactive. When readmitted, he/she will be required to meet admissions and program requirements in place at the time of readmission.

PROGRAM DESCRIPTION

The Master of Arts in Administration (MAA) degree program is designed for working professionals with increasing responsibility for leading and managing modern organizations. It is a thirty six (36) credit hour graduate degree program that addresses topics related to administration, leadership, applied research, values and ethics, strategy, human resources, diversity, finance, project management, and information technology. The administrative competencies acquired in this program can be applied in a broad range of private, public, or not-for-profit settings. The curriculum emphasizes the application of effective organizational practices along with the ethical responsibilities valued in today's workplaces.

MAA Program Learning Outcomes

Integration of study, reflection and action are the underlying assumptions of the MAA program. Upon completion of the MAA degree program, students will be able to:

- Analyze the importance of collaborative service to both the local and global community through evaluation of social and **organizational problems and the application of creative solutions.**
- **Evaluate ethical and social justice issues faced by the modern organization coupled with the administrative leadership and resources required to effectively deal with these challenges.**
- **Analyze the significance of an inclusive community in the workplace characterized by interdependence, dignity and equality,** compassion and respect for self and others.
- Synthesize knowledge of administrative and leadership concepts, theories, models, and techniques within the broad social, economic, ethical, technical and political environments related to all types of organizations.
- Apply academic research methods to analyze, synthesize and effectively manage knowledge in the workplace.

THE CURRICULUM

REQUIRED COURSES:.....36 CREDITS

ADM 505	Human Resource Administration
ADM 515	Information Technology Concepts
ADM 517	Financial Concepts for Administration
ADM 521	Applied Organizational Concepts
ADM 525	Administrative Strategies
ADM 535	Applied Research Methodologies
ADM 545	Values and Ethics in Administration
ADM 553	Administrative Leadership Theory & Practice
ADM 568	Changing Environment of Administration
ADM 652	Diversity in the Workplace
ADM 680	Project Management
ADM 699	Capstone: Applied Project

NOTE: *This is not a Master of Business Administration (MBA) degree program. Students interested in an MBA should consult the section of the Barry University Graduate Catalog on the Andreas School of Business.*

COURSE SEQUENCING

Courses should be taken in sequence to the extent the schedule permits. Students should take the ADM 535 course early in their registration followed by other ADM 500 level coursework. Following students should complete the 600 level courses. The capstone course ADM 699 should be completed in the student's last term prior to graduation.

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MASTER OF PUBLIC ADMINISTRATION (MPA)

ADMISSION REQUIREMENTS

- A baccalaureate degree from a regionally accredited or internationally recognized college or university. Official transcripts of all previous college or university studies must be submitted.
- Submission of a completed application form with a $30.00 non-refundable fee. The fee is waived for Barry University alumni.
- A current professional resume, to include work history/experience.
- Two original and verifiable letters of recommendation from professional and/or academic sources.
- A "statement of purpose" essay of at least 750 words, which explains why the applicant wishes to pursue their chosen degree and how it will help to fulfill their personal and professional goals. Applicants should also describe in detail their accomplishments, experiences, values, potential for professional excellence, and commitment to completing their chosen degree program.
- International applicants whose previous college or university studies were not in English must earn a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or 80 on the internet-based versions of this test. Applicants must also satisfy all of criteria which are outlined in the section of the University Graduate Catalog on International Applicants.

In order to receive full admission, all of the above items should be submitted before applicants register for their first courses. If any item is missing or incomplete, applicants may be granted provisional acceptance and may be allowed to register for a limited number of credit hours while stipulated admission or academic requirements are being satisfied. **In this situation, full admissions to the program is neither implied nor guaranteed.**

Applicants who submit who have attained an undergraduate cumulative grade point average of BELOW a 3.0 GPA will be required to take the PUB 511W Graduate Research & Writing course (non-credit/no cost workshop)

How Do I Get in? (Admissions Criteria)	
I have a BPA or similar Bachelor's degree	I have a Bachelor's Degree, but I *do not* have a BPA or similar degree
Begin the MPA program: • PUB 503/Theories, Principles & Practice • PUB 535/Applied Research Methods - OR • PUB 545/Values & Ethics	Provisionally accepted, begin MPA program: • PUB 501/ Introduction to Public Admin • Other PUB 5xx course
If you have an Undergraduate Cumulative GPA less than 3.00, you must take the PUB 511W Graduate Research & Writing Workshop to enhance your skills in the program; anyone can take this class, but we want you to take it in your first or second term (no later than the first semester of enrollment)! This is a non-credit, no cost workshop.	
Continue MPA program with PUB 5xx & 6xx courses	
The MPA program is a minimum 36 credits to complete (39 with PUB 501); up to 6 credits are transferable from other accredited programs. Refer to transfer credit section.	
Complete MPA program with PUB 699 Capstone Project.	
You may start class before an acceptance decision is made, but does not guarantee acceptance; you must keep a "B" or better average to continue.	

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How Do I Get in? (Admissions Criteria)	
A BPA or similar Bachelor's Degree	May be similar degree to BPA, depends on curriculum
• Public Affairs • Political Science • Public Policy • Public Safety Administration • Criminal Justice • Fire and Emergency Service • Emergency Mangagement • Public Budgeting	• Urban & Regional Planning • Social Work • Human Resources Management • Supervision & Management • Public Health • Health Services Administration • Military Science (ROTC) • Government & International Affairs
All other bachelor's degrees presented (i.e. History, English, Liberal Arts, etc.) will require the PUB 501/Introduction to Public Administration course and provisional acceptance. Students must make a grade "B" or better in this class.	
Any questions or clarifications may be referred to your Academic Advisor.	

Students requiring either or both the "Graduate" (non-credit/no cost) workshop (PUB 511 W) or "Introduction" course (PUB 501) will be admitted provisionally, must take them in their first term, and successfully complete them to be fully admitted to the program. Additionally, students are permitted to register for a three (3) credit, 500 level Public Administration course (PUB 503, PUB 535, or PUB 545) in their first semester while seeking full admission to the program. A failure to pass the "Graduate" workshop or obtain a "B" or better in the first six (6) graduate level credits will result in dismissal from the program.

Students provisionally admitted to the MPA program are permitted to register for a maximum of six (6) credits in their first semester along with PUB 511W as prescribed above. Students will not be permitted to take any other graduate courses, provisionally or otherwise (i.e., upon application), before full acceptance.

Admitted to Class (Class Enrollment for Students Not Yet Admitted)

This classification allows students who are not yet admitted to the program to enroll in a class. Students must submit a Graduate Application and proof of baccalaureate degree. ACE allows applicants to enroll in classes (up to six (6) credits, three (3) credits per term) before the application process is complete and a decision is rendered for admission to the Master of Public Administration (MPA). Applicants admitted to course work are NOT yet admitted to the program. **Full admission to the program is neither implied nor guaranteed. Furthermore, applicants with this designation are NOT eligible for any forms of federal financial aid.** It is advisable to all students to have a decision rendered on their application prior to enrolling for class. Students under this classification must also receive at least a 3.0 (B) grade in each course or better in order to be admitted to the MPA program.

NOTE: *Falsification of any information in this documentation will be considered a violation of the University's Academic Dishonesty Policy and appropriate measures will be taken. Measures may include rejection of an application or dismissal from the degree program, if the applicant has begun course work.*

RE-ADMISSION REQUIREMENTS

Students who have been academically inactive for at least one calendar year and who wish to be readmitted must complete an application for readmission, available at www.barry.edu/graddocuments. Readmission is contingent upon approval by the Dean.

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ACTIVE/INACTIVE STATUS

A degree seeking student remains active unless not enrolled in consecutive sessions. If a student is not enrolled in two consecutive sessions (e.g. Fall/Spring; Spring/Fall) he/she will become inactive. When readmitted, he/she will be required to meet admissions and program requirements in place at the time of readmission.

Program Description & Learning Outcomes

The Frank J. Rooney School of Adult and Continuing Education (ACE) of Barry University offers a Master of Public Administration (MPA) degree program. As a builder of our tradition's cumulative wisdom, Woodrow Wilson was quoted as saying, *"My own ideals for the university are those of a genuine democracy and serious scholarship."* Woodrow Wilson promoted social justice as the President of the United States, President of Princeton University, a leading advocate for the League of Nations and world peace, as well as one of the primary architects of modern American Public Administration.

Consistent with the mission of Barry University, the faculty in the MPA degree program is committed to the highest academic standards in graduate and professional education. The MPA degree program is designed as a degree program for career professionals with a focus on the administration of public, non-profit, and other organizations which serve a public purpose. The MPA is considered to be the terminal professional degree for practitioners in public service. Its philosophical background and explicit content are grounded in an assessment of how the modern public sector workplace has evolved and the factors responsible for this evolution. The curriculum is designed to address the critical administrative competencies in the public and nonprofit sectors through skills development and enhancement in the context of a theoretical foundation. Upon completion of the program, students will be able to:

- Apply graduate research methods and techniques and to evaluate the effectiveness of public programs and the outcomes of policy alternatives.
- Synthesize the concepts associated with ethical behavior and social responsibility that will engage students in a meaningful effort to affect social change and promote social justice.
- Evaluate leadership qualities and analyze the rule of law in administrative procedures, as well as diverse roles in effective administrative decision making.
- Evaluate the process for planning for change and the various means of production in the public sector, leading to ways to maximize efficiency and effectiveness.
- Synthesize, analyze, and apply theories and principles of public administration.

THE CURRICULUM

REQUIRED COURSES ..... (30 Credits)

PUB 503	Theories, Principles and Practice of Public Administration
PUB 535	Applied Research Methodologies
PUB 545	Values and Ethics in Public Administration
PUB 605	Public Program Analysis and Evaluation
PUB 609	Seminar in Public Financial Administration
PUB 611	Seminar in Public Human Resources Administration
PUB 635	Leadership in Public Purpose Organizations
PUB 647	Public Law and Administration
PUB 670	Public Planning and Change Management
PUB 699	Capstone: Applied Project

NOTE: *PUB 503 & PUB 535 must be taken in the first term after full acceptance in program, to the extent the schedule permits; PUB 699 must be taken in the last term of the program.*

ELECTIVE COURSES.....(6 Credits/Select any 2)

PUB 622	Non-Profit Administration
PUB 623	Productivity Improvement in the Public Sector
PUB 650	Public/Private Enterprise
PUB 660	Public Policy and Administrative Process

MINIMUM 36 CREDITS TO COMPLETE DEGREE

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ADDITIONAL COURSES (Does not apply to 36 credit minimum)

PUB 511W Graduate Writing & Research (non-credit)
PUB 501 Introduction to Public Administration (3 credits)

COURSE SEQUENCING

Courses should be taken in sequence to the extent the schedule permits. Those required to take PUB 511W and PUB 501 must take these courses in their first term followed by PUB 503 and PUB 535. Students should then complete the PUB 545 class followed by 600 level coursework. The capstone course PUB 699 should be completed in the student's last term prior to graduation.

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UNDERGRADUATE COURSE DESCRIPTIONS

ADMINISTRATION
PREFIX: ADM

300 SPECIAL TOPICS
Current special topics and issues related to contemporary organizational administration and leadership.

301 LABOR RELATIONS
A detailed examination of the collective bargaining system with attention given to negotiation and the administration of agreements. Special consideration will be given to the impact mergers, joint ventures, government regulatory agencies, the legal environment surrounding the negotiated process, and other topics.

303 ADMINISTRATIVE THEORY AND PRACTICE
An examination of the general principles of organizational leadership and administration. Topics include contemporary approaches to planning, organizing, staffing, leadership and control, and the conceptual foundations of modern organizations.

306 SERVICES MARKETING
This course will explore services marketing strategies and methods. The focus will be on distinctions which exist in the marketing of intangibles and methods designed to increase the effectiveness of services marketing for private, public and not-for-profit organizations.

312 TRAINING AND DEVELOPMENT
Practical approaches for improving individual and team performance and organizational productivity will be reviewed in this course. Topics include adult learning theory, approaches to program development, implementation and evaluation, instructional systems and human performance improvement.

315 DIVERSITY IN THE WORKPLACE
This course examines the effect diversity has in the modern workplace both domestically and internationally. The focus is on issues related to cultural, racial, ethnic, religious, linguistic, physical, gender, and age differences, among others.

320 FINANCIAL ADMINISTRATION
Explores the fundamental issues that are affected by the profit planning and control process. Emphasis is on understanding the broad organizational context within which budgets and plans are prepared and implemented.

325 COMPENSATION AND BENEFITS
This course concentrates on developing knowledge concerning development and implementation of a compensation and benefit program. Students develop a comprehensive knowledge base regarding benefits and compensation administration.

330 ALTERNATIVE DISPUTE RESOLUTION
This course examines the effect mediation and arbitration have in both the workplace and legal system. It focuses on theories and skills related to alternative dispute resolution including how to create, organize, and perform a mediation or arbitration (same as PLA 330).

335 EMPLOYMENT LAW
This course provides an overview of federal statutes and state-regulated areas that impact the personnel function which must be considered by employers and attorneys and their paralegals. Among topics addressed are EEO and Affirmative Action, OSHA, ERISA, FMLA, and the ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); regulation of discrimination in employment; and wrongful discharge. (Same as PLA 335).

353 LEADERSHIP DEVELOPMENT
This course explores current leadership theory and practice. Emphasis is on both understanding and developing effective leadership approaches for contemporary work environments.

361 NEGOTIATION: THEORY AND PRACTICE
This course examines the effect negotiation has in the workplace and focuses on issues related to planning, communication, rationality, persuasion, and power, among others.

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410 RECRUITMENT & SELECTION

This course will provide the student with a thorough understanding of the human resource function of recruitment and selection in private, public and not-for-profit organizations. The inter-play of applied research methods, the legal system, administrative theory and practice will be integrated into this course. Promotions, a specific application of selection, and placement and orientation will also be investigated. Emphasis will be on theory-to-practice. Students will develop applications from principles and best practices, including how to improve the oral interview process as a selection method. This course is designed for advanced students in human resource administration.

412 QUALITY & PRODUCTIVITY

This course focuses on issues such as continuous improvement, organizational change, teamwork, motivation and leadership which support both quality and productivity in organizations.

445 SERVICE OPERATIONS

This course will explore strategies and methods for improving customer value and customer service. The management of service operations will be explored and case studies will be analyzed as it applies to the private, public and not-for-profit organizations.

462 PUBLIC RELATIONS

Study of various public relations media. Emphasis on cases and readings from professional journals. The historical and psychological aspects of public relations in context with and in relationship to various public media.

464 STRATEGIC HUMAN RESOURCE ADMINISTRATION

A comprehensive review of general human resource theories and practices related to managing personnel more strategically. Major topics include staffing, human resource development, compensation and benefits, employee and labor relations, health, safety, and security.

499 ADMINISTRATION CAPSTONE COURSE

This is a course in which students integrate and synthesize the learning experience acquired in the administration program. Students will demonstrate mastery through various applications, including an Applied Project. Prerequisites: completion of core courses. This course is for students majoring in the BS in Administration. ***(Offered in Spring B and Fall B terms only)***.

ART
PREFIX: ART

312 EXPERIENCING ART

An art appreciation course that will teach students the process of visually analyzing art. Students will integrate the process of "learning how to see" with an understanding of the elements of design and drawing. This may be accomplished by the completion of various art exercises, visits to museums, viewing of slides and films, etc. (studio course).

321 CONTEMPORARY ART

Exploration of mixed media painting, craft, and performance art from the 1960's up to the present.

322 20th Century American Art

The evolution of American art within the context of important social, historical, and intellectual events. Stylistic developments and artistic movements developed since 1910 in painting, sculpture, and architecture.

400 ANCIENT GREEK ART

Detailed analysis and examination of Greek art from 2000 B.C. to the end of the Hellenistic Period. Sculpture, vase painting and architecture will be compared and contrasted with art through the ages by connecting them with Greek philosophy, mythology and history and their aesthetic concepts.

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BACHELOR OF LIBERAL STUDIES PREFIX: BLS

299 CRITICAL APPROACHES TO LIBERAL STUDIES

This course examines the history of ideas seminal to civilization as represented in the original writings of the world's most influential thinkers. The course stresses close analytical readings of cross-disciplinary texts structured around central concepts such as justice, wealth and poverty, education, mind, and nature. Adult learners enrich their understanding of these topics based on their own experience with a historical investigation, producing a broad context for framing future studies of enduring issues in the liberal arts. (Required of all Bachelor of Liberal Studies students). This course is for students majoring in the Bachelor of Liberal Studies only.

499 LIBERAL STUDIES CAPSTONE

The culmination of the Bachelor of Liberal Studies degree, the capstone examines and applies models for advanced interdisciplinary research. Students synthesize material drawn from the entirety of their undergraduate curriculum and investigate a specific problem, identified through their own experience, in an advanced topic through the completion of a 15-page analytical research paper or an equivalent multimedia project that incorporates collaborative service initiatives and/or issues of social justice. Prerequisite: ENG 302 or equivalent, and completion of 90 credits. (Required of all Bachelor of Liberal Studies students). This course is for students majoring in the Bachelor of Liberal Studies. ***(Offered in Spring B and Fall B terms only)***

BIOLOGY PREFIX: BIO

302 HUMAN BIOLOGY

A course designed for the non-science major with an interest in the structure and function of the human body. Course will explore the relationship between the form of the body and how this form relates to function. A "who you are and how you work" course with flexibility allowing the students' interests to shape the emphasis.

342 BIOLOGY OF WOMEN

A course designed to provide non-science majors with a general understanding of the female anatomy and physiology. Topics include male/female comparative anatomy, fertility and reproduction, cancer, hormonal cycles, menopause, body maintenance, and nutrition. A focus on various stages of women's development emphasizing current women-specific health issues. Ultimately, the course aims to provide both genders with an opportunity to understand and appreciate the significance of women's health.

343 MEN'S HEALTH ISSUES AND REPRODUCTION

A course designed to provide non-science majors with the fundamental principles of men's health and reproduction, bringing together the basic concepts of research and the clinical practice of andrology to explore and understand the anatomy, physiology, and reproductive functions of the male. Students will discuss current male-specific health issues such as impotence, erectile dysfunction, infertility, andropause (male menopause) and cancer. Students will study topics such as male/female comparative anatomy, growth and development, aging, illnesses, physiological aspects of sexuality, body maintenance and nutrition.

409 BIOLOGICAL OCEANOGRAPHY

An in-depth study and analysis of the ocean environment and the biological interrelationships necessary for a healthy, productive marine habitat. The course emphasizes the relationships between various forms of oceanic life forms, their adaptations to the marine environment and the effects of human activities upon them.

COMMUNICATION PREFIX: COM

320 FAMILY COMMUNICATIONS

This course focuses on the ways families communicate in order to increase understanding of one's own communication behaviors and in order to improve speech and communication skills. The course will focus on the principles and practices of effective, ethical, persuasive communication as applied to family groups. Major topics include audience analysis, selection of messages, tailoring communication to audiences and situations, effective delivery, rules of communication, oral dyadic communication, conflict and conflict resolution, and ethical, effective, persuasive discussion.

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COMPUTER APPLICATIONS
PREFIX: CAT

102 BASIC COMPUTER APPLICATIONS

This course provides students with basic computer applications training. Hands-on training will be provided in a Windows-based operating environment, electronic mail, the World Wide Web, computerized library skills, word processing and electronic spreadsheets. This course will provide the necessary introductory level training for students who have never used microcomputers and/or applications software. It is a hands-on lab course. No prerequisites. Students may attempt to test out. (CAT 102 meets the computer proficiency requirement at ACE).

202 ADVANCED COMPUTER APPLICATIONS

This course is a continuation of CAT 102. Students will receive hands-on training in advanced features of word processing and spreadsheets, an introduction to graphic presentations, and an introduction to database management software. Prerequisite: CAT 102.

DANCE
PREFIX: DAN

327 DANCE APPRECIATION: DANCES OF THE BLACK ATLANTIC

Combines theory and practice; students will study the history and culture of sacred and secular dance forms that originated in Africa and migrated to North and South America, and will learn how to perform various dances. Prerequisite: ENG 202 or 302 or HUM 303.

EMERGENCY MANAGEMENT
PREFIX: EMA

205 OVERVIEW OF DISASTERS AND COMPLEX EMERGENCIES

This course presents the complete spectrum of natural and human-generated disasters, humanitarian crises, and complex emergencies. The sequence from hazard to harm is examined for each type of disaster. Disaster consequences are compared and contrasted across types of disasters.

305 PRINCIPLES OF EMERGENCY MANAGEMENT

This course provides a broad introduction to emergency management. The course presents expert-consensus principles of emergency management, describes each of the four phases of emergency management, describes the incident command system, and introduces the US National Response Framework.

307 BUSINESS CONTINUITY CRISIS MANAGEMENT

This course presents principles of emergency planning to maintain business operations when disaster threatens or strikes. It describes the pre-event continuity planning, event-phase plan implementation, and post-impact restoration of business operations to minimize disaster's impact on the organization.

311 EMERGENCY MANAGEMENT FOR HOMELAND SECURITY

This course examines the distinguishing features of emergency management when focused on the threat of terrorism across all phases of the disaster cycle. Using National Planning Scenarios, students adapt and apply emergency management skills to a broad spectrum of potential terrorist threats.

315 INTERNATIONAL DISASTER MANAGEMENT

This course describes the key elements of international disaster management including the actors, the time-phased response activities, and the coordination and monitoring of multisectorial operations. The course considers how development, culture, and politics influence the international disaster response.

405 DISASTER RESPONSE OPERATIONS AND MANAGEMENT I (DROM I): MITIGATION AND PREPAREDNESS

This course explores two of the four emergency management phases: prevention/ mitigation and preparedness. The role of comprehensive emergency management planning and programming is delineated for each of these phases.

407 DISASTER RESPONSE OPERATIONS AND MANAGEMENT II (DROM II): RESPONSE AND RECOVERY

This course explores two of the four emergency management phases: response and recovery. The role of comprehensive emergency management planning and programming is delineated for each of these phases.

409 HAZARD MITIGATION AND MANAGEMENT

This course amplifies the principles of hazard management by applying the four-stage mitigation planning cycle and multi-hazard identification and risk assessment (MHIRA)

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methodologies to analysis of a comprehensive array of disaster scenarios. For each scenario, strategies and tactics are identified to prevent or minimize disaster risks to the community.

499 CAPSTONE IN EMERGENCY MANAGEMENT

This course provides a thorough review of all theories, techniques, and management practices within the field of emergency management. It is designed for students to integrate and synthesize the learning experiences acquired in the Emergency Management program, including those tools required by an administrator in the emergency management field, thus demonstrating proficiency in the field. Pre-requisites: Completion of required /core EMA courses or permission from Academic Coordinator. This course is for students majoring in the BS in Emergency Management. ***(Offered in Spring B and Fall B terms only)***

ENGLISH
PREFIX: ENG

*All ENG literature courses listed meet the distribution requirements for Humanities except for ENG 102, ENG 202 and ENG 302.

ENG 102, 202 and 302, refer to the English Placement Assessment section under Academic Advising & Resources in this Bulletin.

102 COLLEGE WRITING FOR THE ADULT LEARNER

This course introduces the adult learner to utilizing the writing process to meet the expectations of an academic community, with emphasis on audience, aim, and mode. The focus is on writing as communication, employing the writing process to produce idiomatically and grammatically correct prose to convey ideas at the college level. ENG 102 prepares students to enroll in ENG 202. Placement is by the School's assessment instrument. A minimum course grade of C is required. Two attempts maximum.

202 STRATEGIES FOR COLLEGE WRITING

This course solidifies students' understanding and application of strategies for producing expository prose that is revised and edited to be suitable for an academic audience. It emphasizes that writing is a process rather than merely an act of recording and that writing is a tool of learning, the disciplined means of both gauging our own thinking and creating meaning. ENG 202 prepares students to enroll in ENG 302. Placement is by the School's assessment instrument or by successful completion of ENG 102. A minimum grade of C is required. Two attempts maximum.

302 ACADEMIC WRITING AND RESEARCH

This is an advanced writing course stressing the analytical thinking and writing skills common to a host of academic disciplines. The course offers instruction in effective and persuasive research methods while examining aspects that contribute to analytical discourse such as rhetorical styles and arrangements, the linking of evidence to claims, patterns of induction and deduction, and the testing and strengthening of a thesis. A grade minimum grade of C is required. Two attempts maximum. (Mandatory Course). Prerequisite: ENG 202 or Writing Placement results.

318 MODERN AMERICAN PLAYWRIGHTS

Important American playwrights from the 1940's to the present day. Emphasis will be on major styles and themes and how the plays reflect the changes in American society. Prerequisite: ENG 302.

338 ENVIRONMENTAL LITERATURE

This literature course explores and analyzes themes, styles and issues endemic to the emerging genre of environmental writing through an analysis of fiction, essays, travel journals and poetry. It encourages thoughtful analysis of contemporary environmental concerns while promoting an interdisciplinary approach to the literature of nature and the non-human world. Prerequisite: ENG 302.

349 WOMEN AND FICTION

This course examines representative works by and about women from historical social and literary perspectives as it explores how gender identities develop within the context of the novel genre. Prerequisite: ENG 302.

353 TECHNICAL AND PROFESSIONAL WRITING

This course will help students communicate purposefully and clearly at the workplace. The course provides an overview of writing and rhetorical strategies that will be of interest to those writing and speaking professionally in a number of sectors, including police and emergency, utilities, tourism and hospitality, entertainment, health care, human resources, non-profit, corporate, and small business/entrepreneur. **(Does not fulfill distribution requirements).** Prerequisite: ENG 302.

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355 THE NOVEL OF ADOLESCENCE
An exploration of the theoretical frameworks and methodological approaches used to analyze adolescent fiction. The focus is on the historical, literary and cultural elements of the genre, and on the relationship of the adolescent protagonist to family and society. The novel of adolescence interrogates such issues as gender, sexuality, generational conflict, power relationships, class and ethnicity.

ENVIRONMENTAL SCIENCES PREFIX: EVS

306 ENVIRONMENT
A conceptual approach to understanding the interrelatedness of natural processes at work in the environment. Application to local issues as well as broader problems and prospects will be made.

320 PHYSICAL OCEANOGRAPHY
A detailed coverage of the basic physical, chemical and geological aspects of the ocean and how they are interconnected. It includes the study of ocean-atmosphere relationships that influence climate and weather; and waves, tides and currents.

400 GEOLOGY
Minerals, rock classification, history of life, the concept of geologic times, the surface of the earth, the earth's interior, geophysical aspects of the earth and the theory of plate tectonics and sea-floor spreading.

415 WEATHER AND CLIMATE OF FLORIDA
An analysis of Florida's weather and climate including thunderstorms, tornadoes, hurricanes and cold and warm fronts. Considered Florida's most valuable physical resources, weather and climate demand our attention and understanding of the dynamic nature of the atmosphere.

425 HUMAN IMPACT ON GLOBAL CHANGES
A detailed and practical analysis of global warming stratospheric ozone depletion and acid deposition from different points of view. How these phenomena affect living and non-living components of the ecosphere. Examines scientific as well as social issues related to all three. Global warming section includes discussion of the El Nino Southern Oscillation.

HEALTH SERVICES ADMINISTRATION PREFIX: HSA

301 THE HEALTH CARE SYSTEM
An overview of the United States health system examining the facilities and organizations which make up the system, as well as a survey of the economic, social and political aspects of the health care system.

319 HEALTH CARE FINANCE
The concepts of financial management for health care institutions relating to acquisition, planning, budgeting, and control of funds to meet organizational objectives.

339 HEALTH LAW
Examination of the broad legal aspects that have an impact on the operation of health care, including an introduction to the legal system, as it pertains to the health care system, health related legislation, regulatory agencies and issues affecting health care facilities, and medical malpractice (same as PLA 339).

410 MANAGEMENT IN HEALTH CARE
Application of management theory, concepts and principles as these relate to health care organizations. Case studies are utilized to analyze the practical application of management concepts and principles.

425 PUBLIC AND COMMUNITY HEALTH
Study of the impact on the health status of individuals as a result of public health practices and services, including topics in epidemiology and preventive measures.

441 HEALTH CARE FOR THE ELDERLY
An overview of the physical, social, and health care needs of the older adult, including long-term care nursing services and alternatives in use today.

459 INDEPENDENT STUDY IN HEALTH ADMINISTRATION
This course is primarily designed for the student to take part in an in-depth research or an action-oriented project under the supervision of the faculty advisor. Preparation and approval of the content must be made one semester in advance.

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475 ISSUES IN HEALTH CARE

An examination of current issues facing the health care industry including delivery of care, access to care, costs, and quality of services as well as national and state health policy.

499 CAPSTONE IN HEALTH SERVICE ADMINISTRATION

This course is designed for students to integrate and synthesize the learning experiences acquired in the Health Service Administration program, including the management and administrative tools required by an administrator in the health care field, thus demonstrating proficiency in the field. Pre-requisites: Completion of Required/ Core HSA Courses or permission from Academic Coordinator. This course is for students majoring in the BS in Health Services Administration. ***(Offered in Spring B and Fall B terms only)***

HISTORY
PREFIX: HIS

306 TWENTIETH CENTURY AMERICA

A study of the issues and concepts that have shaped American Society since 1900. Political, economic and social trends will be examined.

315 HISTORY OF FLORIDA

A survey history course of Florida from pre-history to the present. The relationship between South Florida and the rest of the state is emphasized during the more contemporary period.

HUMANITIES
PREFIX: HUM

303 MODERN CURRENTS IN THE HUMANITIES (formerly HUM 301)

Interdisciplinary approach to the fine arts, electronic arts, film, dance, drama, music, and literature of the modern and contemporary eras; selected cultural activities made available to the students to aid in correlating theory and experience.

308 STORYTELLING FOR SOCIAL IMPACT

This course draws from a variety of disciplines – including psychotherapy, journalism, and literary theory – to teach students how to shape the elements of a true story for maximum social impact. Students learn theories for analyzing storytelling practices, then explore those practices in the field, as they gather community stories that will be workshopped in class, then shared with the public in digital form as text, audio, or video files.

INFORMATION TECHNOLOGIES
PREFIX: IT

190 MICROCOMPUTER SYSTEMS

This introductory level course discusses how a computer system works. Emphasis is placed on how to install, configure, and manage personal computer (PC) systems. Students will learn to maintain, troubleshoot, and upgrade microcomputer, and develop hand-on technical skills using current architectures as needed to support PC environments. Prerequisite: CAT 102.

200 FOUNDATIONS OF INFORMATION TECHNOLOGY

This course is intended to provide students with an understanding of computer-based information systems and technologies, as well as the strategies used for managing them. The course examines the dynamic interaction of people, technology, and organizations engaged in and affected by the collection, retention, and dissemination of information through the use of hardware and software. Prerequisite: CAT 102.

301 INTRODUCTION TO PROGRAMMING

This course provides the student with an introduction to the syntax of a programming language. Languages to be used are C++ or visual C++. Prerequisite: CAT102, IT200.

310 TELECOMMUNICATIONS AND COMPUTER NETWORKS

The role of telecommunications and computer networks in information systems will be examined from the technical fundamentals and organizational perspectives. Strategies, tools, and techniques for network planning, implementation, management, maintenance and security are emphasized. Prerequisite: IT 200, IT 190, CAT 102.

320 COMPUTER SECURITY

This course is designed to provide students with an awareness and understanding of computer and network security issues that threaten and concern users and organizations that utilize information technologies. Security challenges and countermeasures are examined to provide a framework for creating and implementing viable preventive and responsive procedures. Prerequisite: IT 200, IT 190, CAT 102.

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334 COMPUTERIZED GRAPHICS

Development of graphics using various computer software. Graphic files. Bitmapped and vector graphics. Color. Format Conversion. Drawing, painting, fractalizing, ray tracing and animation. Prerequisite: CAT 102, IT200.

338 WEB DESIGN, AUTHORING AND PUBLISHING

Concepts, tools, and technologies of computer networked information with an emphasis on the Internet and the Web. Web clients and servers. Web design, authoring, publishing and programming. Web development tools. Internet trends. Prerequisite: CAT 102, IT 200.

340 JAVA PROGRAMMING FOR THE WEB

This course aims to teach the Java programming language as it is applied in the World Wide Web. It covers Java applets, applications, API (application programming interface), graphics, animation and threads. It also explores Java object-oriented techniques and database connectivity. Prerequisite: CAT102, IT200.

350 THE WEB AND E-TECHNOLOGY

This course is designed to provide an in-depth understanding of how to use web technology effectively. An examination of the potential impact of the Internet and intranets and their potential value to the organization will be provided. How to plan, analyze, and implement Web and E-technologies will be a central focus of this course. Prerequisite: CAT 102, IT 200, and preferably IT 338.

351 VOICE AND DIGITAL COMMUNICATION

The design and operational principles for communications networks are presented. Essential elements of speech, video, and images are examined as electrical signals. Digital communication topics include transmission, signaling, switching, and digital conversion. An overview of current national and local networks is included with a comparison of their relative merits for various types of traffic loads and business requirements. Prerequisite: IT 310.

372 SOFTWARE ENGINEERING

Basic tools and techniques for specifying, designing, implementing, verifying and validating large software projects. Prerequisite: CAT102, IT200.

400 IT PROJECT MANAGEMENT

The application of information systems concepts to the strategic challenges facing organizations will be examined. The roles of project management systems in planning, and decision making are emphasized. Prerequisite: CAT102, IT 200.

402 ADVANCED TOPICS IN SIGNALING SYSTEMS

This course analyzes the technology and impact of modern, high speed networks and their associated signaling protocols. This will include Synchronous Digital Data Transmission systems, Integrated Services Digital Network (ISDN), Synchronous Optical Network (SONET), and Asynchronous Transfer Mode (ATM) telecommunication network systems. Prerequisite: IT 351.

403 CUSTOMER SERVICE INFORMATION SYSTEMS

This course analyzes the measuring, monitoring, and reporting aspects of customer service and help desk systems. Technical and soft skills involved in the collection and dissemination of support information are discussed. Tools and techniques used by support professionals to diagnose and document service and support events are considered. The course also addresses the process of establishing and communicating precise service and product baselines that incorporate statistical and measurement aspects. Prerequisite: CAT 102, IT 200.

407 DATABASE PROGRAMMING AND ADMINISTRATION

Design and implementation of database in client/server environments. SQL server installation and administration. Development of contributed databases. Multimedia and object-oriented support. Prerequisite: IT 426.

420 INTERNET/WEB SERVER

This course teaches students how to support the various features of an Internet Server. Students will gain understanding of the product by installing configuring, and supporting an Internet/Web server. Prerequisite: IT 338.

426 DATABASES

Physical data organization. The network, hierarchical and relational models. Query languages. Design of relational databases. Query optimization. Integrity and security. Distributed databases. Prerequisite: CAT102 and IT200.

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428 OBJECT-ORIENTED SOFTWARE DEVELOPMENT

Analysis of the object-oriented approach to systems design. Object-oriented language used: C++ or visual C++. Prerequisite: IT 301.

438 WEB PROGRAMMING AND ADMINISTRATION

This course covers Web programming with an emphasis server side programming. It explores Web servers' features, configuration, and programming. It also analyses the development of dynamic content and online database handling. Case studies such as e-commerce, online database management, or distance education will be discussed. Prerequisite: IT 338.

440 INTERNATIONAL TELECOMMUNICATIONS

The international issues associated with the flow of information, both politically and technically, are presented. The focus is on understanding the obstacles and opportunities of the rapidly changing international telecommunications environment. Prerequisite: IT 310.

450 ADMINISTRATIVE INFORMATION SYSTEMS

The application of information systems concepts to the collection, retention, and dissemination of information systems planning and decision making. Information technology strategy and administration are presented. The role of information technology in corporate strategy along with key issues in administering IT is explored. Prerequisite: CAT 102, IT 200.

460 WIRELESS AND MOBILE COMPUTING

An examination of the intersection between mobile computing, mobile telephony, and wireless networking. Students will also be presented with a myriad of wireless technologies. Prerequisite: IT 310.

499 INTEGRATED CAPSTONE PROJECT

This is a course in which students integrate and synthesize the learning experience acquired in the IT program. Students will demonstrate mastery through the completion of a structured IT portfolio. The portfolio will consist of a series of core components and an area of specialization. This course should be taken in the final term of student's enrollment, prior to graduation. (See BSIT course sequencing chart). This course is for students majoring in the BS in Information Technology. ***(Offered in Spring B and Fall B terms only)***

LEGAL STUDIES
PREFIX: PLA

301 LAW AND THE LEGAL SYSTEM

Survey of the American legal system and common law tradition, structure of the federal and state court system (emphasis on the Florida court system), the role of the legal assistant in the practice of law, and the code of ethics for legal assistants and attorneys.

310 LEGAL RESEARCH

Instruction on finding, reading and updating law. Research strategies and proper citation form.

315 LEGAL WRITING

Study of legal writing and memorandum preparation. Legal research and writing exercises. Prerequisites: PLA 310 and ENG 302.

320 CIVIL LITIGATION

Civil litigation process emphasizing personal injury law (torts), rules of procedure, filing complaints, pretrial discovery, trial preparation, trial procedures, client and witness interviews.

330 ALTERNATIVE DISPUTE RESOLUTION

This course examines the effect mediation and arbitration have in both the workplace and legal system. It focuses on theories and skills related to alternative dispute resolution, including how to create, organize, and perform a mediation or arbitration. (Same as ADM 330).

335 EMPLOYMENT LAW

This course provides an overview of federal statutes and state-regulated areas that impact the personnel function which must be considered by employers and attorneys and their paralegals. Among topics addressed are EEO and Affirmative Action, OSHA, ERISA, FMLA, and the ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); regulation of discrimination in employment; and wrongful discharge. (Same as ADM 335).

339 HEALTH LAW

Examination of the broad legal aspects that have an impact on the operation of health care, including an introduction to the legal system as it pertains to the health care system, health related legislation, regulatory agencies and issues affecting health care facilities, and medical malpractice. (Same as HSA 339).

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343 BUSINESS ORGANIZATIONS
Formation of corporations, Florida corporate law, preparation of corporate documents. Legal aspects of sole proprietorships, partnerships and limited partnerships, shareholder relations and overview of securities regulations.

350 REAL ESTATE LAW
Basic real estate transactions, mortgages, deeds, leases, recording statutes, title insurance and title searches. Preparation of closing documents and foreclosure procedures.

405 ADMINISTRATIVE LAW AND PROCESS
The role of administrative procedure in state and local governments will be taught together with the principles of administrative procedure, administrative due process and regulatory procedures. (Same as PUB 405).

430 CRIMINAL LAW PRACTICE
Definition of a crime, liability, defenses, justification, conspiracy, larceny, robbery, burglary, assault, homicide, sex offenses, arson, drugs, search, confession, Miranda warnings, sentencing. Criminal procedure is also emphasized.

440 CONTRACTS
Study of contract law. Contract formation, enforceability and remedies. Survey of significant Uniform Commercial Code and Florida statutes affecting contract formation and enforcement. Exposure to various types of commonly used contracts and drafting principles.

452 ENVIRONMENTAL LAW
This course is designed to introduce the major federal environmental statutes and the types of analytical and practical problems encountered in the practice of environmental law and in environmental litigation. Study is devoted to reading and discussion of statutes, cases and problems in the various environmental media including, but not limited to, air, water and toxic waste disposal. The course also looks at the role of legislation, administrative decision making and the common law in addressing environmental problems.

460 PROBATE PROCEEDINGS
Mechanics of probate law, probate court proceedings, estate administration, federal estate and gift taxation and trusts. Emphasis on forms and procedures relating to these areas.

470 IMMIGRATION LAW
Study of federal immigration law including historical perspectives, current theories and practice. Topics to be evaluated include: exclusion/admission policies and practice; immigrant and non-immigrant categories; due process and judicial review; visa classifications and eligibility; deportation grounds and procedure; and refugees and political asylum.

480 BANKRUPTCY
Overview of debtor-creditor law. Topic areas include consensual and statutory liens, security interest, U.C.C. Article 9, the Bankruptcy Code, attachment, garnishment, replevin, and post-judgment collection. Practical instruction on judgment, asset and U.C.C. searches.

483 FAMILY LAW
A study of the substantive and procedural law of family relations (emphasis on Florida law), including: legal ethics; dissolution of marriage; alimony; child support; property distribution; paternity; adoption; and modern trends.

MATHEMATICS
PREFIX: MAT

106 SURVEY OF MATHEMATICS
This survey course enables students to understand and appreciate the history and beauty of mathematics in the world around us. Topics include set theory, logic, graph theory, consumer mathematics, numeration systems, algebra, geometry, counting methods, probability, and statistics. This course meets the distribution requirements. Prerequisite: Placement is by the School's assessment instrument.

154 INTRODUCTION TO STATISTICS
In this introductory course students will develop an understanding of statistical methodology. Topics include descriptive statistics, probability, binomial and normal distributions, sampling distributions, confidence intervals, regression, correlation and hypothesis testing. This course meets the distribution requirements. Prerequisite: Placement is by the School's assessment instrument.

MUSIC
PREFIX: MUS

204 EXPERIENCING MUSIC (Formerly MUS 301)
Course designed to develop perceptual listening skills and to acquaint the student with the evolution of masterworks.

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317 SURVEY OF ROMANTIC AND TWENTIETH CENTURY MUSIC

Development of music and musical styles, including extra-musical influences.

321 HISTORY OF JAZZ

Explanation of different periods of jazz and discussion of famous jazz musicians of each period, ragtime to contemporary.

332 HISTORY OF ROCK MUSIC

An overview of the derivation and evolution of rock music, with emphasis on styles and performers, utilizing a multi-media presentation.

407 MUSIC AND THE MIND

An interdisciplinary investigation into the psychological foundations of musical behavior. Students will synthesize musical concepts and personal experience with concepts related to anthropology, sociology, physics, statistics, mathematics, physiology, and speech as they relate to the psychology of music. Study and discussion of psychoacoustic principles and affective behaviors (response to music) will provide the student with a more complete understanding of the psychological processes associated with music and musical behavior.

NETWORK SYSTEMS ENGINEER PREFIX: NSE

210 NETWORK ADMINISTRATION

This course covers a general foundation in current networking technology for local area networks (LAN's), wide area networks (WAN's), and the Internet. Students are also provided with the knowledge and skills necessary to perform day-to-day administration tasks.

305 ADVANCED PC HARDWARE AND NETWORKING

This course builds upon a student's knowledge of how computers work. Students will maintain, troubleshoot, upgrade and repair PC's. Networking proficiency will be enhanced through the analysis of media, topologies, protocols, and standards; and through the design, implementation, and support of networks. Prerequisite: IT 190.

310 CLIENT OPERATING SYSTEM

This course provides the foundation for supporting a network operating system. Students will be provided with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot using Microsoft Windows Network Operating System. Prerequisite: IT 190.

320 SERVER OPERATING SYSTEM

This course provides for supporting a Windows network infrastructure. Students will be able to design, implement, and support a network operating system in various environments using Microsoft Windows. Prerequisite: NSE 210.

330 WORKING WITH CISCO LAN HARDWARE

This course provides students with the knowledge and skills required work with local area network (LAN) hardware. Covers hardware selection considerations for routers, hubs, and switches. Students are also provided with a strong foundation of network design. Prerequisites NSE 305, IT 310.

405 MANAGING A MICROSOFT NETWORK

This course covers the implementation, management and troubleshooting of Microsoft network and server environments. Topics include administering medium to large size networks that span physical location via Large Area Networks (LANs) and the Internet or Intranets. Prerequisite: NSE 320.

415 LINUX OPERATING SYSTEM

An examination of the Linux network operating system. Students will install, configure, customize, administer, evaluate, optimize, and troubleshoot a Linux Operating System. Prerequisite: IT 310.

425 ADVANCED DIRECTORY SERVICES

Designing a Windows directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and designing an Active Directory structure that meets those needs. Prerequisite: NSE 405.

445 ADVANCED NETWORK SERVICES

Creating a networking services infrastructure for network applications. Students will evaluate the needs of an organization to provide technology solutions for the design of a network foundation, Internet connectivity, and Extranet connectivity. Creating an Integrated Network Services Infrastructure Design will also be explored. Prerequisite: NSE 405.

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ORIENTATION
PREFIX: ORI

202 FUNDAMENTALS OF ADULT LEARNING

An overview of the theoretical tenets of adult learning and the essential skills needed for academic and professional success. The course includes an exploration of the major theories of learning in adulthood, experiential learning, and a synopsis of academic rules and regulations to enable students to successfully navigate their undergraduate course of study. The course also covers campus academic/personal resources, study skills, collaborative service learning, and the elements of prior learning assessment and career planning. **(Mandatory course for new students with 45 transfer credits or less and must be completed within the first year of enrollment). A minimum course grade of C is required.**

PERSONAL FINANCIAL PLANNING
PREFIX: PFP

348 FUNDAMENTALS OF FINANCIAL PLANNING

This course introduces the fundamental issues of personal financial planning. It is designed to provide an understanding of the concepts of the financial planning process, the economic environment, the time value of money, the legal environment, financial analysis, and ethical and professional considerations in financial planning.

350 INCOME TAX PLANNING

This course introduces the application of income tax planning in personal financial planning. It is designed to provide an understanding of the concepts of the fundamentals of income taxation, tax computations and concepts, tax planning, and hazards and penalties.

410 INSURANCE PLANNING

This course introduces the application of insurance planning and risk management in personal financial planning. It is designed to provide an understanding of the concepts of identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation, and principles of insurance taxation.

412 INVESTMENT PLANNING

This course introduces investment planning in the personal financial planning process. It is designed to provide an understanding of the concepts of investment regulation, client assessment, investment theory, environment and financial markets, strategies and tactics, modern portfolio theory, and integration.

414 RETIREMENT PLANNING AND EMPLOYEE BENEFITS

This course introduces the application of retirement planning and employee benefits in personal financial planning. It is designed to provide an understanding of the concepts of the ethical considerations, social security and Medicare benefits, retirement plan types, qualified plan characteristics, distributions and distribution options, group insurance benefits, other employee benefits, and analysis of retirement factors.

416 ESTATE PLANNING

This course introduces the application of estate planning in personal financial planning. It is designed to provide an understanding of the concepts of the fundamentals of estate planning, estate planning considerations and constraints, tools and techniques for general estate planning, and the tools and techniques for special estate planning situations.

PHILOSOPHY
PREFIX: PHI

240 THINKING PHILOSOPHICALLY

An investigation of the methods of philosophical analysis with a particular focus on ethical and critical thinking about the world, the environment, and issues of social justice. Co-requisite: English 202 or equivalent

352 ETHICAL ISSUES IN THE BIOMEDICAL SCIENCES

This course is an interdisciplinary investigation of current ethical issues in the medical and biological sciences. It develops moral reasoning through philosophical reflection on major problems in biomedical ethics, such as allocation of resources, medical experimentation, genetic engineering, euthanasia, reproductive issues, confidentiality, among others. Prerequisite: English 202 or equivalent

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368 CONTEMPORARY PROBLEMS IN ETHICS

A study of ethical theory and applied ethics: analysis of the concepts of moral goodness, the origins and nature of moral law and obligation, comparisons of various moral systems for ethical decision-making. Discussion will include application through consideration of concrete examples. Prerequisite: English 202 or equivalent

POLITICAL SCIENCE PREFIX: POS

303 PUBLIC POLICY AND ADMINISTRATION

This course is an overview of policy formulation and administration in the context of U.S. federal, state and local governments. The relationship between politics and administration will be taught with reference to the classical policy/administration dichotomy.

325 INTERNATIONAL RELATIONS

Analysis of relations among subnational, national, and supranational actors in the international system; foreign policy formation; quest for peace and security in a shrinking world.

355 ENVIRONMENT AND POLITICS

A study and analysis of the United States environmental policies from historical and political perspectives. Attention is given to the theoretical and practical aspects of environmental policy making in a democratic society at the local, state, and national levels. Global policies concerning the environment will also be explored.

408 INTER-AMERICAN RELATIONS

International relations between the U.S. and Latin America and the foreign policies of Latin American states.

PSYCHOLOGY PREFIX: PSY

To avoid duplication of coursework, please note the following is a list of equivalent courses which may not be repeated: PSY 281 to PSY 206, PSY 326 to PSY 325 to PSY 305, PSY 303 to PSY 331, PSY 452 to PSY 462 to PSY 434, MGT 308 to PSY 329, PSY 414 to PSY 416, PSY 382 to PSY 304, PSY 413 to PSY 412.

206 PRINCIPLES OF PSYCHOLOGY

A survey of findings In the core concepts of Psychology, including the brain and mind, individual and group behavior, perception, intelligence, memory, learning, social interactions, personality and mental disorders.

301 PSYCHOLOGY OF DRUG AND ALCOHOL ABUSE

A general orientation to psychopharmacology; the relationship between behavior and the actions and the effects of drugs; terminology of drugs and drug use; prevention and treatment programs; psycho-legal aspects.

304 ESSENTIALS OF LIFESPAN DEVELOPMENT

Exploration of human development from a lifespan conceptualization and perspective. Biological, cognitive, and psychosocial facets of human development from conception through late adulthood will be investigated. Prerequisite: PSY 206.

305 PERSONALITY DEVELOPMENT

This course critically evaluates theories of personality development and their empirical foundations. Prerequisites: PSY 206 & PSY 304.

306 PSYCHOLOGY OF WOMEN

Study of the various issues affecting the changing role of women in today's society; consideration given to psychological and social factors as they relate to contemporary feminine behavior. Prerequisite: PSY 206.

311 PSYCHOSOCIAL ISSUES OF DISASTER PREPAREDNESS AND RECOVERY

This course surveys ethical, cultural, developmental, and research related issues affecting the physical and psychosocial recovery of disaster-exposed individuals and communities. Prerequisite: PSY 206. **(Does not meet distribution requirement).**

320 TESTS AND MEASUREMENTS

Introduction to testing, including discussion of validity, reliability and overview of testing instruments in clinical, educational, and industrial settings. Prerequisite: PSY 206 & MAT 154. **(Does not meet distribution requirement).**

329 UNDERSTANDING AND COPING WITH STRESS

An exploration of the roles of stress and illness; immunology and Endocrinology with help in evaluating one's own level of stress. Effective techniques for alleviating stress and features of the development of the holistic health movement are described. Meditation, autogenic training, bio-feedback, nutrition and exercise to prevent disease are highlighted.

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331 COUNSELING TECHNIQUES FOR MANAGERS (formerly PSY 303)

The course will provide an overview of techniques drawn from management theory, psychology and sociology that will be helpful in counseling employees. **(Does not meet distribution requirements).**

370 SOCIAL PSYCHOLOGY

Cognitive processes, roles, communication and persuasion, aggression and interaction of individuals within small and large groups and studied from a psychological perspective. Prerequisite: PSY 206.

410 GROUP DYNAMICS AND DECISION-MAKING

An exploration of group intimacy, solidarity of groups, group problem-solving, the individual within the group, leadership development (who is involved and how leaders are chosen), and splinter group formations. Prerequisite: PSY 206.

412 ADULT PSYCHOPATHOLOGY

This course provides an overview of psychopathology in adults. Etiology and developmental course of maladaptive behavior patterns in adults will be discussed within a theoretical and empirical framework. An emphasis is placed on description, classification, and factors for persistence as well as available intervention methods. Additionally, the course focuses on ethical, legal and societal issues pertaining to psychopathology. Prerequisite: PSY 206, PSY 304 **(Course does not meet distribution requirements).**

416 DYNAMICS OF ADULT LIVING

This course will explore the conditions necessary for growth and development. It will cover the Passages of life; sexuality; intimacy; life styles, and aging. Prerequisite: PSY 206.

417 PSYCHOLOGY OF AGING (formerly PSY 422)

Analysis of the factors characterizing normal aging: Biological and perceptual changes, social processes, work and retirement, family, sexuality, cognition, personality. Disorders associated with aging are also covered. Prerequisite: PSY 206. **(Does not meet distribution requirements).**

423 INDUSTRIAL PSYCHOLOGY

Application of psychological principles and procedures in a business and industry setting; consideration given to topics such as selection, placement, employee motivation; morale and leaderships. Prerequisite: PSY 206. **(Does not meet distribution requirements).**

425 INTRODUCTION TO PSYCHOTHERAPY AND COUNSELING

Critical analysis and evaluation of models and methods of psychotherapy and counseling used to ameliorate psychological problems in children, adolescents and adults. Topics covered include stages of psychological treatment, therapist/client relationship and engagement, multiculturalism, ethics, and standards of professional conduct. The empirical support for models of psychotherapy along with case applications will be stressed. **(Does not meet distribution requirements).** Prerequisites: PSY 206, PSY 412.

428 HUMAN SEXUALITY

A survey of issues and scientific findings with regard to physiological, developmental and emotional aspects of sexuality, as well as theory and practice related to treatment of sexual dysfunction. Prerequisite: PSY 206. **(Does not meet distribution requirements).**

430 PERSONALITY DISORDERS

This course provides students with an overview of the etiology, development and behavioral expressions of the personality disorders presented in the current DSM. Emphasis is given to theoretical conceptualizations, assessment, as well as treatment approaches. Prerequisite: PSY 305. **(Does not meet distribution requirements).**

434 BEHAVIOR DISORDER IN CHILDHOOD AND ADOLESCENCE

This course provides an overview of behavior disorders in childhood and adolescence. Maladaptive behavior patterns in childhood and adolescence will be investigated within a developmental psychopathology framework. Prerequisites: PSY 206 and PSY 304. **(Does not meet distribution requirements).**

PUBLIC ADMINISTRATION PREFIX: PUB

301 INTRODUCTION TO PUBLIC ADMINISTRATION

An overview of the governmental processes in the United States. The structure of federal, state and local governments will be taught with an emphasis on public administration processes, issues and

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the policy formulation process required at each level. The development of modern public administration will be reviewed and new directions in public management practice will be highlighted.

402 VALUES AND ETHICS IN PUBLIC ADMINISTRATION

This course is designed to outline the current public management environment and to create an awareness and sensitivity to the value and ethical issues inherent in public administration decisions. The Judeo-Christian moral basis for the values and ethical practices in governments today will be taught together with the legal requirements for complying with legislated ethical standards.

403 PUBLIC BUDGETING AND FINANCE

This course is designed to provide the student with an understanding of the very special nature of the revenue sources (taxes) and the expenditure of tax dollars through the budgeting (political) process.

404 CONCEPTS AND ISSUES IN PUBLIC PLANNING

The classic management function of planning will be reviewed in its state and local government contexts. Emphasis will be placed on planning for growth management and on strategic planning in public decision-making.

405 ADMINISTRATIVE LAW AND PROCESS

The role of administrative procedure in state and local governments will be taught together with the principles of administrative procedure, administrative due process and regulatory procedures. (Same as PLA 405).

406 HUMAN RESOURCES IN THE PUBLIC SECTOR

This course will be an overview of public personnel practices including the history and changing role of civil service systems, merit retention systems, labor relations and collective bargaining. Supervisory practices for public administrators will be taught in the context of the several personnel systems.

407 PRODUCTIVITY IMPROVEMENT IN THE PUBLIC SECTOR

This course will provide information on the techniques for measuring and improving productivity in public organizations. Current management thought such as Total Quality Management (TQM) will be taught and analyzed for its potential in the public sector.

408 PUBLIC MANAGEMENT AND THE POLITICAL PROCESS

The classic confrontation between "politics" and "professional management" will be examined in this course. The historical context of the "Good Government Movement" of the Nineteenth Century: the rise of the professions in public management; the issues of responsiveness and patronage will be taught and applications made to current state and local government management practice.

409 CONTEMPORARY ISSUES IN PUBLIC SAFETY

Issues of public safety which are addressed by state and local government will be studied in this course. The traditional roles of public safety will be studied, e.g., fire prevention and suppression, emergency medical practice and emergency transportation, police protection, patrol, community policing. Issues such as contracting with other organizations, creation of public safety departments and collective bargaining in public safety are examples of those which will be addressed.

410 METHODS AND TECHNIQUES FOR PUBLIC ADMINISTRATION

This course is designed to teach research methodologies including research design, hypothesis formulation, descriptive statistics, analytical statistics, sampling and survey techniques, consensus-building techniques and public participation approaches as applied in public administration settings.

SOCIAL WELFARE SERVICES PREFIX: SWS

336 SOCIAL WELFARE AS A SOCIAL INSTITUTION

Beginning course in the social welfare sequence, introducing the student to the field of social welfare from historical, political, program, policy and service points of view; initial identification with the field of social welfare, and knowledge of the contribution of social welfare professions.

401 SOCIAL WELFARE POLICIES AND SERVICES I

Provides a comprehensive knowledge of the social welfare system in the United States while it addresses the changing nature and needs of our society. The crucial role of government is examined, both historically and currently, in the

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delivery of basic human services. The problems of poverty, inequality and oppression are highlighted as conditions that vitally affect the social functioning of individuals, families and groups. Additionally, there is content on policy formulation and models for policy analysis which provides the student with the tools to assess local, state and national policies affecting agencies, clients and practitioners. Prerequisite: SWS 336.

470 HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT I

This course focuses on the physical, social and emotional development and mastery of growth crises from birth to mid-adolescence. Included in the course are current theories and research about the early years of the life cycle, with particular emphasis on the nature and ways in which culture, ethnicity, and community influence and shape development. Prerequisite: SWS 336.

SOCIOLOGY
PREFIX: SOC

201 INTRODUCTION TO SOCIOLOGY

An introduction to the major theoretical perspectives in sociology. Emphasis on the applications of these perspectives to contemporary social issues, including: deviance, marriage and the family, organizations, religion and social change.

301 AMERICAN FAMILY

A study of the history, present agonies, and future of the American Family as an institution.

305 ISSUES IN CULTURE

A topical course to determine the role that culture has played in developing and influencing man's behavior. Our perceptions of economics, religion, family life, employment, aging, law and numerous other aspects of culture will be studied and discussed.

307 RACE AND ETHNICITY

Study of sociological perspectives in minority-majority relations; assimilation ideologies; dynamics of prejudice and discrimination; biological, historical and sociological data on race; survey of American minorities.

317 SOCIOLOGY OF WORK

An examination of the cultural, social and organizational aspects of work in contemporary society. Work is studied as a fundamental human activity, which is socially constructed through complex organizations, power, cultural beliefs and values, the wage system, consumption, management ideologies, and technology. Topics discussed include: the significance of work in everyday life, post industrialization, the relationship between work and family, housework, professionalization, and the consumer culture.

415 WOMEN IN CONTEMPORARY SOCIETY

A course concerning the historical development of women as a basis for their distinctive position in society today. Emphasis is placed on their lateral/horizontal progress in the realms of the economy, society and cultural development. Gender definition and dynamics of the patriarchal system are examined.

417 SOCIOLOGY OF DEATH AND DYING

A course that focuses on death as an event in salvific history based upon cross-cultural analysis of the nexus between the meaning of life and death place within it.

SPANISH
PREFIX: SPA

150, 153 SPANISH FOR BUSINESS I, II

An introductory course in Spanish with an emphasis on business terminology, accurate pronunciation, and practical applications. For students with little or no preparation in Spanish. Not open to native speakers or students with two or more years of language.

SPEECH
PREFIX: SPE

303 VOICE AND ARTICULATION

A course designed to help each student speak more expressively with greater vocal variety and clarity. Each student will receive a complete voice and diction analysis and will work both individually and in groups to achieve effective voice production and correct individual speech problems.

305 THEORIES OF COMMUNICATION (formerly SPE 301)

An overview of the theory of communication. Emphasis on organizational communication, small groups, and public communication in organizations.

402 ORAL COMMUNICATION

A practical study designed to develop effective listening, speaking, and confrontation skills. Use and interpretation of body language.

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403 ORAL INTERPRETATION

An oral interpretation focuses on one of the loveliest of musical instruments, the human voice, and on the body of literature to which the voice can give meaning. Course activities will include study and analysis of various types of literature and the demands that each makes of a reader: shaping and tuning exercises for the vocal instrument; practice in oral reading; and development of criteria for evaluation.

412 PERSUASION

Beginning with Aristotle, this course provides an historical perspective on how persuasion has evolved to modern times. Emphasis on factors such as attention, perception, needs, values, and credibility. Practice in the preparation and presentation of persuasive oral and written communication. Emphasis given to persuasive campaigns.

THEATRE
PREFIX: TH

304 CREATIVE DRAMATICS

A course to develop confidence, creativity, spontaneity, and other communication skills. It will include practice in improvisation, role playing, and character development for personal growth and enjoyment as well as some study of drama for cultural enrichment.

330 AMERICAN CINEMA

This is a history of the American film industry as an art form, as an industry, and as a system of representation and communication. Cinematic Genres are analyzed as art forms. The course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self image.

360 ELEMENTS OF CONTEMPORARY THEATRE

This is a study of the plays and theatrical practices of the contemporary period. The elements of theatre including plot, characterization, setting, dialogue, music, movement, and theme are studied as art forms within an historical context.

THEOLOGY
PREFIX: THE (formerly REL prefix)

209 LIFE AND AFTERLIFE IN WORLD RELIGIONS

This course will provide a general overview of the death and life after death doctrines (eschatology) in Eastern and Western religions, mainly through their scriptures. The implications of these doctrines for life in the world will be explored.

211 ULTIMATE QUESTIONS

This course will explore how theology deals with some fundamental questions about reality and human life including the meaning of God, human freedom, suffering and death, faith and belief, evil, sin, ethics and morality. Furthermore the course will explore the interaction between religion and culture and between theology and other academic disciplines.

317 TURNING POINTS IN CHRISTIAN HISTORY

This course will study major turning points in the history of Christianity focusing on the interplay between religion and culture and the development of ideas. Attention will be given to significant figures, movements, and schools of thought and to their continuing influence in Christianity today.

352 THE AMERICAN RELIGIOUS EXPERIENCE (formerly THE 351)

An exploration of the enculturation of religion, especially Christianity, in the United States. Attention will be given to significant figures, movements and schools of thought in their historical context. An evaluation of their continued influence on religious life today and the question of whether there can be a distinctly American approach to theology will be broached.

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GRADUATE COURSE DESCRIPTIONS

ADMINISTRATION
PREFIX: ADM

505 HUMAN RESOURCES ADMINISTRATION (3)
This course is an overview of Human Resource administrative functions in contemporary organizations including human resource planning, human resource strategy, performance evaluation, employee benefits, compensation, career planning, labor relations, discipline, and safety and health. This course will examine how organizations meet their objectives through human resource administration, and how human resources align with the organization's mission, vision, and strategy.

515 INFORMATION TECHNOLOGY CONCEPTS (3)
This course examines information systems in today's organizations. Managing computer resources will be discussed with emphasis on the way information technology is used to meet organizational needs.

517 FINANCIAL CONCEPTS FOR ADMINISTRATION (3)
The purpose of this course is to provide students in administration and non-financial administrators an opportunity to develop a comprehensive understanding of the use and interpretation of basic financial concepts and how they relate to administrative decisions.

521 APPLIED ORGANIZATIONAL CONCEPTS (3)
The course will address the administration and organizational behavior competencies required to be successful in the 21st century workplace. Emphasis is placed on managing and leading for high performance in today's dynamic, constantly changing work environment.

525 ADMINISTRATIVE STRATEGIES (3)
This course focuses on the goal oriented methods and techniques of developing administrative strategies necessary to lead departments and organizations. Strategy formulation and implementation are complex interactive processes which involve politics, organizational culture, values, vision, mission and administrative styles which influence administrative decisions and outcomes.

535 APPLIED RESEARCH METHODOLOGIES (3)
This course provides an opportunity for students to synthesize their studies and explore topics that relate to administrative and technical processes using research techniques. They are exposed to various tools and techniques for decision-making and applied research. Students undertake an in-depth review and critical analysis to begin a proposal for their capstone course on self-selected topics in the field of administration using qualitative and quantitative analysis presented in class.

545 VALUES AND ETHICS IN ADMINISTRATION (3)
This course is designed to create an awareness and sensitivity to the values and ethical issues inherent in private and public administration decisions. The Judeo-Christian moral basis for the values and ethical practices in government and business today will be presented along with the legal requirements for complying with legislated ethical standards.

553 ADMINISTRATIVE LEADERSHIP THEORY & PRACTICE (3)
This course is designed to develop the understanding and application of administrative leadership theory. The course uses research and analysis of great leaders (however defined) from a variety of domains, social, religious, political, business and athletic, or entertainment…to develop a more sophisticated comprehension of administrative leadership.

568 CHANGING ENVIRONMENT OF ADMINISTRATION (3)
This course addresses the impacts on administrative decision-making from external environments including the political, natural, international, technical and societal environments.

652 DIVERSITY IN THE WORKPLACE (3)
Explores the training and development of a culturally sensitive work force. Examines and explores innovative techniques for dealing with institutional "isms" (e.g., sexism, ageism, etc.) as they relate to management, training, conflict resolution, career development, mentoring, performance appraisals, team-building, and peer rating methods.

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680 PROJECT MANAGEMENT (3)

This course examines the technical and administrative aspects of complex projects. Students will learn the project life cycle and tools and create functional and technical requirements to plan and control projects.

699 CAPSTONE: APPLIED PROJECT (3)

The Applied Project is a supervised capstone for the master's program. It is an independent, web-supported study with a graduate faculty mentor/instructor. The project is designed to build from knowledge gained during the program and to make connections between academic and professional work. Prerequisite: Successful completion of other coursework in the program.

PUBLIC ADMINISTRATION PREFIX: PUB

511W GRADUATE WRITING & RESEARCH (non-credit)

A practical study of academic and professional writing and research for adult learners, focusing on the mastery of the communication skills needed for success in graduate school

Note: *This will be a required workshop for all provisionally accepted MPA Program students whose undergraduate degree cumulative grade point average (GPA) is below 3.0. This workshop must be taken in the student's first term and must be successfully completed with a passing grade ("Pass/Fail" grading) to proceed as fully accepted in the MPA program.*

501 INTRODUCTION TO PUBLIC ADMINISTRATION (3)

This course introduces the history and practice of public administration in the United States at the national, state, and local levels. Topics include public policy, organizational theory, budgeting procedures, intergovernmental administration, human resources, the ethics of public service, and the impact of the information age.

Note: *This will be a required course for all provisionally accepted students who begin the MPA program with undergraduate degrees outside Public Administration. This course must be taken in the student's first term and must be successfully completed with a final grade of "B" or better to proceed as fully accepted in the MPA program.*

503 THEORIES, PRINCIPLES, & PRACTICE OF PUBLIC ADMINISTRATION (3)

The course will focus on the classic writings that have framed the foundation of public administration over the past 120 years. The subject matter will be taught with application to current public administration practice as its principle objective.

535 APPLIED RESEARCH METHODOLOGIES (3)

This course provides an opportunity for students to explore research that relate to administrative and technical processes using various research techniques. Students undertake an in-depth review and critical investigation using qualitative and quantitative analysis. Students will be exposed to various tools and techniques appropriate to applied research and will develop a research design based on an instructor-approved topic. The research design may be used as a foundation for the capstone project.

545 VALUES AND ETHICS IN PUBLIC ADMINISTRATION (3)

This course is designed to create an awareness and sensitivity to the values and ethical issues inherent in public administration decisions. The importance of ethics in maintaining public trust in the context of representative democracies will be emphasized. Classic moral philosophies will be studied as the basis for the values and ethical practices in government today. In addition the legal requirements for complying with legislated ethical standards will be studied.

605 PUBLIC PROGRAM ANALYSIS AND EVALUATION (3)

Program analysis and evaluation is a seminar designed to examine the theory and practice of public program analysis as it is conducted in complex political environments.

609 SEMINAR IN PUBLIC FINANCIAL ADMINISTRATION (3)

This course presents the principles of financial management in the public sector. Topics include public sector operating and capital budgets, expenditures and revenues, and financial reporting and analysis at the federal, state, and local level as well as the role of financial administration in promoting the common good.

611 SEMINAR IN PUBLIC HUMAN RESOURCES ADMINISTRATION (3)

This course presents the principles of public personnel management and human resource administration and examines the balance

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between organizational and individual needs. Topics includes the functional and technical aspects of human resources, strategic and operational concerns, the history of the civil service, constitutional/legal issues., employee benefits, recruiting/hiring/developing/ retaining high quality employees, and labor union/management relations.

622 NON-PROFIT ADMINISTRATION (3)

This course provides the student with an understanding of the role of non-profit organizations in the scope of public-private purposes. It examines the role of boards and staff, vision and mission, funding and accountability, excellence in operations and sustainability.

623 PRODUCTIVITY IMPROVEMENT IN THE PUBLIC SECTOR (3)

This course examines techniques for measuring and improving productivity in public organizations. Current and historical public management theories will be taught and analyzed.

635 LEADERSHIP IN PUBLIC PURPOSE ORGANIZATIONS (3)

Leadership is essential in any organization for it to be effective. This course will review the very special characteristics of leadership in public purpose organizations. Issues such as the impact of the political process on leadership, navigating media storms, leading and empowering employees, and maintaining a focus on public purpose will be addressed.

647 PUBLIC LAW AND ADMINISTRATION (3)

The role of public administrative law and procedure will be taught as it applies to both public and private decision-making. The effects of public administrative law and rule making will be presented along with the oversight provided by legislatures and public policy processes inherent in making and sustaining public policy.

650 PUBLIC/PRIVATE ENTERPRISE (3)

This course will review the scope of public/private enterprise structures in the United States. Further, it will review the scope of public purchasing, public/private partnerships, privatization of public services and contracting for public services from the private sector.

660 PUBLIC POLICY AND THE ADMINISTRATIVE PROCESS (3)

The this course. The historical context of the "Good Government Movement" of the Nineteenth Century; the rise of the professions in public management; the issues of responsiveness and patronage will be taught and application made to current state and local government administrative practice. The political process and public policy making will be examined.classic confrontation between "politics" and "administration" will be examined in

670 PUBLIC PLANNING AND CHANGE MANAGEMENT (3)

The classic management function of planning will be reviewed in its state and local government contexts. Emphasis will be placed on planning for change management applications to social equity and on strategic planning in public decision making.

699 CAPSTONE: APPLIED PROJECT (3)

The Applied Project is a supervised capstone for the master's program. It is an independent, web-supported study with a graduate faculty mentor/ instructor and a professional in the field to guide relevance to current public administration practice. The project is designed to build from knowledge gained during the program and to make connections between academic and professional work.

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ACE INSTITUTE FOR TRAINING AND PROFESSIONAL DEVELOPMENT

(NON-CREDIT) PROGRAMS

In addition to undergraduate and graduate degree programs, the School of Adult and Continuing Education offers a variety of continuing education non-credit programs and services designed to respond to the diverse educational interests and lifelong learning needs of individuals of all ages. These programs and services offer opportunities for acquiring and updating knowledge and skills for purposes of professional advancement and personal enrichment. They expand the School's ability to establish community-based partnerships, pilot innovations, and position itself on the leading edge of current issues.

The ACE Institute for Training and Professional Development also offers customized in-house training and consultation for business and nonprofit organizations throughout the state. Please consult the Barry Website for more information at www.barry.edu/ce.

Whether one's interest is in obtaining CE credits required to maintain current status in a particular occupation, learning new skills needed for a present position, retraining for a new position or filling leisure time in meaningful ways, the School of Adult and Continuing Education has programs that will be responsive. The training and professional development programs place heavy emphasis on quality, practicality, accessibility, affordability, timeliness, relevance and service. All offerings contribute to the self-fulfillment and intellectual stimulation that are the rewards of lifelong learning pursuits.

Some programs carry continuing education units (CEU). The CEU is a nationally recognized method for measuring and recording participation in continuing education programs that do not carry credit toward a degree and cannot be automatically converted to degree status, but do meet established administrative criteria. The CEU is defined as "ten contact hours of participation in all organized continuing education experiences under responsible sponsorship, capable direction and qualified instruction." Programs of less than ten contact hours in length can carry a percentage of a CEU. Individuals enrolled in a degree program, which has a portfolio option, or requirement at Barry University may include records of CE professional development training in their portfolio of learning from work experience.

POLICIES REGARDING CERTIFICATE PROGRAMS

1. All Professional & Continuing Education students are expected to have adequate English language proficiency unless otherwise indicated on the course description or class schedule.
2. To receive CEUs, students must be present for the entire course or program.
3. Certificates of Completion are issued to students who have satisfactorily completed a course or program of study. Students are expected to attend all class sessions.
4. Students enrolled in the Emergency Management Technician (EMT) program will be graded for all work completed.
5. Students are expected to follow University rules and regulations.

PROGRAM DESCRIPTIONS

Advanced Cardiovascular Life Support course (ACLS): Approximately 12 contact hours. The ACLS course is intended for healthcare providers who either direct or participate in the resuscitation of a patient, whether in or out of hospital. Through the ACLS course, providers will enhance their skills in the treatment of the adult victim of a cardiac arrest or other cardiopulmonary emergencies. ACLS emphasizes the importance of basic life support CPR and ALS interventions.

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ACLS is based on simulated clinical scenarios that encourage active, hands-on participation through learning stations where students will practice essential skills individually, as part of a team, and as team leader. Realistic simulations reinforce the following key concepts: proficiency in basic life support care; recognizing and initiating early ACLS management of peri-arrest conditions; managing cardiac arrest; identifying and treating ischemic chest pain and acute coronary syndromes; recognizing other life-threatening clinical situations (such as stroke) and providing initial care; ACLS algorithms; and effective resuscitation team dynamics.

Aviation English Training: The International Civil Aviation Organization (ICAO) has set new standards for English proficiency for pilots and air traffic controllers. Barry University's Aviation English program provides the training and testing to meet this licensing requirement.

Basic Life Support (BLS): Approximately 4 contact hours. The BLS Healthcare Provider Course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or nonlicensed healthcare professionals.

Business and Professional Communication: Heightened global competition coupled with flattening management hierarchies, the growth of team-based management, today's culturally diverse workforce, innovative communication technologies and secretaries being replaced with workstations have created a demand for new proficiencies in business communication skills. This 30 hour course provides the communication skills necessary to function effectively in today's changing workplace. ***Classes are offered on demand.***

Case Management: This course will help individuals responsible for case management functions to identify appropriate providers and facilities throughout the provision of services and to ensure that available resources are being used in a timely and cost effective manner. The case management function will be presented in a manner that can be applied in a wide variety of human service organizations and with a broad spectrum of clients: elderly, youth, homeless, indigent, offenders, etc. This certificate includes 30 hours of coursework.

Certified Employee Benefits Specialist (CEBS®): CEBS® is a highly regarded professional designation that can be earned by benefits professionals through a comprehensive and rigorous program of study. Many major corporations have validated the program by requiring their benefits officers to have the CEBS® designation. Several major new developments in the CEBS® program reflect the changes in the benefits industry. The preparation courses for the Group Benefits Associate (GBA) designation and the Retirement Plan Associate (RPA) designations offered at Barry require 120 hours of instruction each. The Compensation Management Specialist (CMS) preparation courses can also be obtained and ***classes are offered on demand.***

Certified Financial Planner (CFP): This program provides participants with a broad background in financial planning and will satisfy the educational requirements needed to sit for the CFP® Certification Examination that is administered by the CFP Board. The program covers 89 financial planning topics incorporated into 7 courses: estate planning; fundamentals of financial planning; income tax planning; insurance planning; investment planning; retirement planning and employee benefits; and special topics. The program is at least 225 contact hours.

Certified Pharmacy Technician: The certificate workshop trains individuals to work under the supervision of a licensed pharmacist in a hospital, community or retail setting. Pharmacy technicians typically assist the pharmacist by receiving and preparing prescriptions; establishing and maintaining patient profiles; preparing insurance claim forms; and stocking and taking inventory of

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prescription and over-the-counter medications. Upon successful completion, participants will also be prepared to take the Exam for the Certification of Pharmacy Technicians (ExCPT) offered by the Institute for the Certification of Pharmacy Technicians (ICPT). This is a 30-hour comprehensive workshop that includes medical terminology specific to pharmacy, prescription interpretation and basic calculations, HIPAA and legal issues, dosage forms and more.

Drop It At The Door – A two-day training program to gain new skills, techniques, tools and tips to handle difficult situations, manage anger, reduce stress, improve relationships and develop positive thinking.

Emergency Medical Technician (EMT): This is a 16-week training course leading to a Certificate of Completion. The course, approved by the State of Florida's Bureau of Emergency Medical Services, provides preparation for the EMT certification exam has been designed to exceed the minimum requirements of the State of Florida. Along with classroom work, there are skills labs in which techniques are demonstrated, learned and perfected, externships – ride-time with fire-rescue units and on ambulances where students primarily observe but may well be called on to participate in crises situations, and internships – observing and participating in life-saving stabilization techniques in hospital emergency rooms. Students who earn the EMT License who wish to pursue an academic degree at Barry University will receive 6 lower level credits for this license if they enroll in the School of Adult and Continuing Education. Licensure credits are only accepted by the School of Adult and Continuing Education for baccalaureate programs. The program consists of EMT Lecture 120 hours; EMT Lab 44 hours; Hospital Clinical 24 hours; Ambulance/Fire Rescue Ride Time 48 hours.

Medical Coding and Billing: This 60 hour course will prepare students to take the certification examination sponsored by the American Health Information Management Association (AHIMA). A **Certified Coding Associate (CCA)** primarily focuses on converting a medical procedure, diagnosis, or symptom into specific codes to submit a claim for reimbursement. Course content includes various topics such as Introduction to Health Insurance, Medical Laws and Ethics, The Insurance Claim Process, Coding, Medical Documentation, Medicare, Medicaid, Computerized Billing, etc.

My PC Series: This program offers hands-on, jargon-free classroom based computer classes that Microsoft has developed for adult learners. The Windows® 7 and Windows Live™ Essentials curriculum has been designed for the less tech-savvy consumers who want to learn new computer skills.

SHRM Essentials ® of Human Resources Management (EHRM): This two-day program provides participants with a complete overview of the human resources roles and responsibilities. This course is a true introduction to human resource management. This course covers real-life HR issues and current, vital topics including: employment law; selecting qualified employees; compensation; orientation and training; and the performance management process. There are six modules which are offered within 15 contact hours.

SHRM Global Learning System® Certificate Program (GPHR®): HR has changed in the past decade, expanding across borders, cultures and economies. The SHRM Global Learning System® is a powerful educational tool for HR professionals with international and cross-border responsibilities and a comprehensive test preparation system for the Human Resource Certification Institute (HRCI®) Global Professional in Human Resources (GPHR™) certification exam. The GPHR preparation course consists of a minimum of 38 contact hours of instruction.

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SHRM Professional Human Resources (PHR®) and Senior Professional Human Resource (SPHR®) Program: This course is designed to provide an overview of key areas in HR management, the SHRM Learning System Course will provide you with a solid foundation for managing the HR Challenges faced in today's demanding work environment. It supplies a current reference of HR practices, broadens the perspective of functional specialists and strengthens individual competencies and productivity. In addition to being an excellent professional development opportunity, the Learning System is a powerful tool to assist you in preparing for the PHR and SPHR certification exams. The PHR/SPHR preparation course includes 38 contact hours of instruction.

Social Etiquette for Business Success: This one-day seminar has been designed to provide participants with valuable information and practical skills that will allow them to acquire a competitive edge to succeed in the professional world. Attendees will learn key social and dining etiquette skills to make a positive impact and impression in business related functions.

Wastewater Treatment Operation, Class C: This course provides you with an understanding of the basic principles required for the proper operation of a domestic wastewater treatment facility. Information presented includes the role and responsibilities of a treatment plant operator, an explanation of why wastes must be treated, and detailed descriptions of the equipment and processes used in a wastewater treatment plant. Operators learn to operate and maintain racks, screens, sedimentation tanks, trickling filters, rotating biological contactors, package activated sludge plants, oxidation ditches, ponds, and chlorination facilities. Topics covered include conventional activated sludge processes, sludge digestion and solids handling, effluent disposal, plant safety and good housekeeping, plant and equipment maintenance, laboratory procedures and chemistry, use of computers for plant operation and maintenance, analysis and presentation of data, and records and report writing. Operators also learn to analyze and solve operational problems and to perform mathematical calculations relating to wastewater treatment process control. This is an interactive course including class lecture and laboratory. 132 hours

Water Treatment Operation, Class C: This is an entry level course for the student just beginning studies in the water treatment field. This course covers the fundamental principles involved in water treatment plant operation. Information is presented on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, intake structures, drinking water regulations, fluoridation, instrumentation and advanced lab procedures. Administrative procedures for dealing with budgeting, setting rates, recordkeeping, personnel administration, public relations, and emergency planning are also covered in this course. Water treatment practices vary widely in different areas of the country; however, a limited number of distinct processes can usually be identified in any treatment plant. This is an interactive course including class lecture and laboratory. 132 hours

For further information or for upcoming course dates visit the schedule on our website at http://www.barry.edu/ce.

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SCHOOL OF ADULT AND CONTINUING EDUCATION
ADMINISTRATIVE ORGANIZATION

2012 - 2013

(Revised 5/16/12)

Interim Dean, School of Adult and Continuing Education ..... Andrea Allen, Ph.D.
Executive Assistant to the Dean ..... Rosa M. Rodriguez, B.L.S.
Associate Dean, Enrollment Management ..... Charles Bell, Ph.D.
Assistant Dean, Corporate Relationship Management ..... Joseph Keener, M.S.W.
Recruiter / Admission Support Specialist (Broward) ..... Christopher Gardner, M.S.
Recruiter / Admission Support Specialist (Brevard) ..... Christina S. Davis, M.A.
Recruiter / Admission Support Specialist (Jacksonville) ..... Holly Ann Haines-Kohl, M.A.
Recruiter / Admission Support Specialist (Southwest Florida) ..... TBA
Recruiter / Admission Support Specialist (Orlando) ..... Michelle Czechowski, M.A.
Recruiter / Admission Support Specialist (Miami) ..... Linda Arney, M.P.A.
Recruiter / Admission Support Specialist (Palm Beach) ..... TBA
Recruiter / Admission Support Specialist (Tampa) ..... Rebecca Lawcock, M.B.A.
Associate Dean, Marketing and Advertising ..... Heidi McLaughlin, D.B.A.
Associate Dean, Experiential Learning / Director, Portfolio ..... Judith O. Brown, Ed.D.
Director, Portfolio Program Support ..... Joanne Longo, M.S.
Director of Data Management ..... Joanne Suarez, M.S.
Associate Director, of Data Management ..... Jennifer Harris, M.P.A.
Coordinator of Data Management ..... Caridad Garrido
Interim Associate Dean, Academic and Student Affairs ..... Cynthia Davis, Ph.D.
Assistant Dean ..... Kathy Weigand, M.S.
Assistant Dean, Student Affairs ..... Marie Ange Levasseur, M.S.W.
Coordinator, Student Affairs ..... Nicole Picconi, B.S.
Coordinator of Assessment ..... TBA
Director of Academic and Student Support Services ..... Janice M. Dowsett, M.A.

<u>Academic Coordinators</u>:

Academic Coordinator, Administration ..... John Rushing, D.B.A.
Academic Coordinator, Behavioral Science ..... David J. Romano, Ph.D.
Academic Coordinator, Distance Learning ..... Jeffrey Larson, Ph.D.
Academic Coordinator, English and Foreign Languages ..... Patricia Feito, Ph.D.
Academic Coordinator, Health and Emergency Administration ..... Barry J. Brock, Ed.D.
Academic Coordinator, Information Technology ..... Antonio Pita, M.S.
Academic Coordinator, Legal Studies ..... Eric D. Olson, J.D.
Academic Coordinator, Mathematics ..... Carol Warner, Ed.D.
Academic Coordinator, Public Administration/Emergency Mgt. ..... John J. Carroll, Ph.D.
Academic Coordinator, Theology ..... Ann Swaner, Ph.D.
Director of Instructional and Faculty Coordination ..... Peter W. Brewer, D.M.A.
Director, Bachelor of Science Information Technology ..... Khaled Deeb, Ph.D.
Director, Bachelor of Liberal Studies ..... Celeste Fraser Delgado, Ph.D.

<u>Full Time Faculty</u>:

Associate Professor of Behavior Science ..... Andrea Allen, Ph.D.
Assistant Professor of Music ..... Peter W. Brewer, D.M.A.
Assistant Professor of Health Services Administration ..... Barry J. Brock, Ed.D.
Assistant Professor, Public Administration ..... John J. Carroll, Ph.D.

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Professor of English ..... Cynthia Davis, Ph.D.
Associate Professor of Information Technology ..... Khaled Deeb, Ph.D.
Professor of Public Administration ..... Lee Dutter, Ph.D.
Assistant Professor of Philosophy ..... Sean Erwin, Ph.D.
Associate Professor of English ..... Patricia Feito, Ph.D.
Associate Professor of English ..... Celeste Fraser-Delgado, Ph.D.
Assistant Professor of Human Resources ..... Marilyn Jenkins Ph.D.
Assistant Professor of Information Technology ..... Pamela Luckett, Ph.D.
Assistant Professor of Speech and Behavioral Sciences ..... Richard Maybee, Ph.D.
Associate Professor of Administration ..... Jalane Meloun, Ph.D.
Assistant Professor of English ..... Jillian Mitchell-Reed, M.A.
Assistant Professor of Legal Studies ..... Eric D. Olson, J.D.
Professor of Public Administration ..... Richard G. Orman, Ph.D.
Assistant Professor of Information Technology ..... Antonio Pita, Ed.S.
Associate Professor of Organizational Behavior ..... Michael Provitera, D.B.A.
Assistant Professor of Administration ..... Sandra Roberts, Ph.D.
Assistant Professor of Behavioral Sciences ..... David Romano, Ph.D.
Assistant Professor of Administration ..... John Rushing, D.B.A.
Professor of Organizational Behavior ..... Robert Scully, D.B.A.
Assistant Professor of Public Administration ..... Sandra Schrouder, Ph.D.
Assistant Professor of Public Administration ..... Eric Smith, Ed.D.
Professor of Organizational Leadership and Sociology ..... Carol Sodano, Ed.D.
Associate Professor of Public Administration ..... Stephen E. Susssman, Ph.D.
Associate Professor of Theology ..... Ann S. F. Swaner, Ph.D.
Associate Professor of Mathematics ..... Carol Warner, Ed.D.
Associate Professor of Environmental Sciences ..... Anita Zavodska, Ph.D.
Assistant Dean, Continuing Education ..... Youdaris Mira-Bohigas, M.S.
EMS Program Director ..... Roddy Barnes, B.S.
EMS Program Medical Director ..... Joseph Nelson, D.O.
Program Coordinator ..... TBA
Manager, Open Enrollment ..... TBA
Interim Associate Dean of Business Process ..... Marilyn Jenkins, Ph.D.
Business Process Manager ..... Rachel Sangiovanni, B.S.
Assistant Dean of Operations ..... Pamela Luckett, Ph.D.
Director of Operations ..... Marvin Hattaway, M.S.
Kendall Site Manager ..... Rebecca DeCardenas, M.B.A.
Academic Advisor/Recruiter ..... Mary McVeigh, M.S.W.
Cutler Bay Site Manager ..... Renee Glover-Hodge, M.S.
Doral Site Manager ..... Tai-Li Frazer, M.Ed.
Miami Shores Site Manager ..... Lauren Eadeh, M.A.
Academic Advisor/Recruiter/Instructor ..... Carole Huberman, Ph.D.
Academic Advisor/Recruiter ..... Carla Davidson, M.A.
Academic Advisor/Recruiter ..... Sr. Lucy Cardet, M.A.
Academic Advisor/Recruiter ..... Utley Bush, M. Ed.
Tallahassee Site Manager ..... Margaret Bowden, M.P.A.
Academic Advisor/Recruiter ..... Elain D. Carroll, M.S
Port St. Lucie Site Manager ..... Ginger Greenstein, M.A.
Associate Director ..... Sister Grace Flowers, O.P., Ed.S.
Broward County Director ..... Charles McBee, M.S.
Davie Senior Enrollment Manager/Site Manager ..... Rosanne Visalli
Pembroke Pines Academic Advisor/Recruiter ..... Maria Elena Buria, M.S.

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Palm Beach Site Manager.....Millicent Kelly, M.S.
Academic Advisor/Recruiter/Instructor.....Melissa Houston, M.S.
Ft. Myers Site Manager .....Trisha L. Herman, Ed.D.
Academic Advisor/Recruiter..... Kathleen Cureton, M.S.
Brevard, Duval and Polk Counties Regional Director .....Lynn Grant, M.A.
Cape Canaveral Site Manager..... Kimberly A. Watzek, M.A.
Melbourne Site Manager.....Elizabeth Francisco, M.B.A.
Jacksonville Site Manager/Instructor..... Rodney Watson, M.B.A.
Orange, Lake, Marion, and Counties Regional Director .....Dolores Lukomski, M.S.
Orlando - Alafaya Site Manager ..... Alejandro Hernandez, M.S.
Orlando - Sand Lake Academic Advisor/Recruiter..... Karen Gates, M.A.
Pinellas, Hillsborough, Manatee and Pasco Counties
Regional Director.....Michael E. Green, M.A.
Tampa Site Manager.....Natasha Goodley, J.D.

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SCHOOL OF ADULT AND CONTINUING EDUCATION FACULTY

2012 – 2013

		Site Location
Andrea Allen, Ph.D.	Associate Professor of Behavioral Science	Miami Shores
Peter W. Brewer, D.M.A.	Assistant Professor of Music	Kendall
Barry J. Brock, Ed.D.	Assistant Professor of Health Services Administration	Orlando – Sand Lake
John J. Carroll, Ph.D.	Assistant Professor, Public Administration	Pembroke Pines
Cynthia Davis, Ph.D.	Professor of English	Pembroke Pines
Khaled Deeb, Ph.D.	Associate Professor of Information Technology	Miami Shores
Lee Dutter, Ph.D.	Professor of Public Administration	Tampa
Sean Erwin, Ph.D.	Assistant Professor of Philosophy	Kendall
Patricia Feito, Ph.D.	Associate Professor of English	Miami Shores
Celeste Fraser-Delgado, Ph.D.	Associate Professor of English	Miami Shores
Marilyn Jenkins, Ph.D.	Assistant Professor of Human Resources	Fort Myers
Pamela Luckett, Ph.D.	Assistant Professor of Information Technology	Melbourne
Richard G. Maybee, Ph.D.	Assistant Professor of Speech and Behavioral Sciences	Ft. Myers
Jalane M. Meloun, Ph.D.	Associate Professor of Administration	Miami Shores
Jillian Mitchell-Reed, M.A.	Assistant Professor of English	Tampa
Eric D. Olson, J.D.	Assistant Professor of Legal Studies	Miami Shores
Richard G. Orman, Ph.D.	Professor of Public Administration	Palm Beach Gardens
Antonio Pita, Ed.S.	Assistant Professor of Information Technology	Kendall
Michael J. Provitera, D.B.A.	Associate Professor of Organizational Behavior	Cutler Ridge
Sandra Roberts, Ph.D.	Assistant Professor of Administration	Miami Shores
David Romano, Ph.D.	Assistant Professor of Behavioral Science	Orlando – Sand Lake
John Rushing, D.B.A.	Assistant Professor of Administration	Tallahassee
Robert Scully, D.B.A.	Professor of Organizational Behavior	Miami Shores
Sandra Schrouder, Ph.D.	Assistant Professor of Public Administration	West Dade (Doral)
Eric Smith, Ed.D.	Assistant Professor of Public Administration	Melbourne
Carol Sodano, Ed.D.	Professor of Organizational Leadership and Sociology	Fort Myers
Stephen E. Sussman, Ph.D.	Associate Professor of Public Administration	Palm Beach Gardens
Ann S. F. Swaner, Ph.D.	Associate Professor of Theology	Miami Shores
Carol Warner, Ed.D.	Associate Professor of Mathematics	Palm Beach Gardens
Anita Zavodska, Ph.D.	Associate Professor of Environmental Sciences	Davie

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NOTES

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BARRY UNIVERSITY CAMPUS • *Miami Shores, Florida*

1 Cor Jesu Chapel
2 Thompson Hall
3 Monsignor William Barry Memorial Library
4 Broad Center for the Performing Arts
5 Pelican Theatre
6 Fine Arts Quadrangle
7 O'Laughlin Hall
8 College of Health Sciences (Natural and Health Sciences Building)
9 Adrian Hall
10 Wiegand Center
11 Wiegand Annex
12 Kelley House
13 Farrell Hall
14 LaVoie Hall
15 Weber Hall
16 Browne Hall
17 Sage Hall
18 Dunspaugh Hall
19 Dalton Hall
20 Mottram Doss Hall
21 Flood Hall
22 Powers Hall
23 Andreas Building
24 Lehman Hall
25 Garner Hall
26 R. Kirk Landon Student Union
27 Health and Sports Center
28 John and Neta Kolasa Hall
29 Benincasa Hall
30 Dominican Hall
31 Center for Community Health and Minority Medicine
32 Silvester Tower
33 Alumni House
34 11600 Building
35 Holly House Apartments
36 Hopper Building
37 Villa
38 School of Adult and Continuing Education (ACE)
39 Penafort Pool

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ACE SCHOLARSHIP APPLICATION

The annual ACE Scholarship provides monies for ACE undergraduate students who demonstrate financial need and who are academically successful. In order to be considered for this competitive scholarship, applicants must:

1) have completed a minimum of 12 graded credits at Barry,
2) have a minimum cumulative 3.5 GPA in ACE coursework,
3) file a completed 2013-2014 Free Application for Federal Student Aid (FAFSA) by May 15, 2013,
4) submit this application and accompanying written statement. Submission deadline: **June 14, 2013.**

Please attach a one-page (minimum) typed statement giving your reasons for applying, elaboration on the reasons for financial need, information on your educational background prior to coming to Barry University, your current salary and combined household income. ***(This statement is required in order to be considered for the scholarship)***

Selection is determined by committee decision based upon the completed application, grade point average and need. Although the actual amount awarded is not large, it is intended to assist with or supplement tuition and other costs. All applicants must have filed the new Federal Financial Aid Form (2013-14 FAFSA) and be students in an ACE degree program. The scholarship committee generally meets in July to review applications.

Name: _____

Address: _____ Apt: _____

City: _____ Zip: _____

Student ID #: _____ Date: _____

Tel. No.: H ( ) _____ W ( ) _____

Employer: _____

(continued on reverse side)

(detach here)

6 Fine Arts Quadrangle 12 Kelley House 20 Mottram Doss Hall 28 John and Neta Kolasa Hall 35 Holly House Apartments

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Are You Eligible for Corporate Reimbursement? Yes No

If Yes, How Much? _____

Have You Filed a Federal Financial Aid Form (FAFSA)? Yes No

Date Filed _____

Are You Currently Receiving a Tuition Discount? Yes No

If Yes, How Much? _____

Anticipated/Projected Degree Completion Date _____

Number of Credits Completed at Barry: _____

Advisor: _____

Current GPA: _____

Degree Program at Barry: _____

Return to:
Barry University
School of Adult and Continuing Education
Attn.: ACE Scholarship Committee
11300 NE 2nd Avenue
Miami Shores, FL 33161

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