

ACCREDITATION

Barry University is accredited by the Southern Association of Colleges to award bachelor's, master's, specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Barry University. 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 that is approved by the Florida Department of Education (DOE) Bachelor of Science in Education with an M.S. option in the following areas of specialization: Early and Middle Childhood (Elementary Education), Infancy and Early Childhood (PreK-approved by the Florida Department of Education with endorsements in English for Speakers of Other Languages (ESOL) and Reading.

Due to Florida's reciprocal certification agreement, graduates of this program 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 (Section of Legal Education & Admissions to the Bar, ABA, 321 N. Clark St., Chicago, IL 60654; (312) 988-6738)

On December 2, 2006, the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (ABA) granted full accreditation, effective immediately, to Barry University School of Law. The School of Law, established in 1999, had been provisionally approved by the ABA in February 2002.

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 Undergraduate 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

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

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 life-long 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.

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.





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 Phone: (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
Suite 1018 and 1019
Melbourne, FL 32901
Phone: (321) 409-5553
Fax: (321) 409-5754

BROWARD COUNTY

Davie Site
4900 South University Drive, Suite 210
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 & CLAY COUNTIES

Jacksonville Site
Potter's House Christian Fellowship
Kingdom Plaza
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

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

Contact the Main Campus
Phone: (305) 899-3300
Toll Free: (800)-945-BARY
Fax: (305) 899-3346

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, Suite 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, Building 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***Contact Orange County – Alafaya Site***

Phone: (321) 235-8450
Fax: (321) 235-8460

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
NOTE: After December 2013,
Contact the Palm Beach Garden's Site
Phone: (561) 622-9300
Fax: (561) 622-0158

ACE UNDERGRADUATE ADMISSIONS

The admissions policies of the School of Adult and Continuing Education are designed to meet the needs of adult students. Students who have a high school diploma from a regionally accredited school or equivalent (GED) and three to five years full-time work experience can be provisionally admitted and may register for up to 12 undergraduate credits before submitting official transcripts or test scores and prior to acceptance to the University.

Students who intend to earn a degree through the School of Adult and Continuing Education must submit all required credentials before subsequent enrollments and/or after 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 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.

Those who are unable to complete the admission requirements (see Criteria for Full Acceptance) at the time of application are limited to twelve credit hours at Barry University. To enroll in additional coursework, the student must submit all required credentials before subsequent enrollments.

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 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 of 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 APPLICANTS

Transfer applicants are required to submit official transcripts from each college previously attended. Incomplete transcripts must be updated as soon as all coursework is completed. Transcripts in the applicant's possession will not be accepted unless in an official sealed envelope from the issuing institution.

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, 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, 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 when the credits have been transcribed 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 when such credits have been transcribed 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.

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

Transfer credit equivalencies at Barry University are determined by the Academic School. The school of the student's program is responsible for the 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.

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.

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.

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 173 on the computer-based English as a Foreign Language (TOEFL) or 81 on the Internet-based TOEFL. An applicant who scores less than 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

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).



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 (Non-refundable)	\$375.00
Technology Fee for CAT and IT Prefix courses.....	50.00
Distance Education 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-reversible Late Payment Fee	250.00
Returned Check Fee	100.00
Portfolio Tuition Fee	1,850.00
Portfolio Materials	20.00
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 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.

- **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/classsschedule 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. Students who drop individual courses during the drop/add period will be charged 20% and receive a "W" grade. 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 or stop attending classes before completing 60% of the 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.

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 full balance due plus any late payment fees, collection agency fees, attorney's fees for time spent by any in-house attorney, court costs and all other charges associated with the collection of this debt.

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, extension 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 8:30 am to 7:00 pm

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.

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

Federal Student Aid Authorization which can be found in WebAdvsiior 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.



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 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.

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

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.

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 \$574 to \$5,645.

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 1.051% 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 4.204% 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 1-315-738-

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 4.204% combined. There is no 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 \$2,500 per academic year, subject to state appropriations. You must complete the Florida Residency Affidavit prior to the Start of the Fall and Spring semesters. 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.

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.

VETERANS' AND ELIGIBLE DEPENDENTS' EDUCATIONAL ASSISTANCE

The Federal Government has programs which provide financial assistance for veterans and eligible dependents of certain veterans. Information may be obtained from the local or regional Veterans Administration Offices or online at www.Gibill-va.gov. A student must be fully accepted into a degree-seeking program approved by the State Approving Agency for Veterans Training. The Veterans Administration will make determination of eligibility for benefits.

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

FINANCIAL AID PROGRAMS

Type of Aid	Eligibility	Award Amounts	Application Information
Federal Pell Grant	<ul style="list-style-type: none"> ▪ 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) 	<ul style="list-style-type: none"> ▪ \$574 - \$5,645 per academic year, dependent upon financial need 	<ul style="list-style-type: none"> ▪ 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)	<ul style="list-style-type: none"> ▪ 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) 	<ul style="list-style-type: none"> ▪ Approximately \$2,500 per academic year ▪ Subject to funding by the State of Florida 	<ul style="list-style-type: none"> ▪ Complete a Florida Residency Affidavit. You may obtain the form at: www.barry.edu/faforms
Florida Student Assistance Grant (FSAG)	<ul style="list-style-type: none"> ▪ 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) 	<ul style="list-style-type: none"> ▪ Approximately \$400 per academic year ▪ Subject to funding by the State of Florida 	<ul style="list-style-type: none"> ▪ Submit the Free Application for Federal Student Aid (FAFSA) ▪ Complete a Florida Residency Affidavit. You may obtain the form at: www.barry.edu/faforms

FINANCIAL AID PROGRAMS

Type of Aid	Eligibility	Award Amounts	Application Information
Direct Stafford Student Loan (Subsidized)	<ul style="list-style-type: none"> ▪ Degree-seeking ▪ Enrolled at least half-time (6 credits for Undergraduate Students; 4 credits for Graduate Students) ▪ U.S. citizen or permanent resident ▪ Enrolled or accepted for enrollment ▪ Dependent or independent student ▪ Satisfactory Academic Progress (<u>SAP</u>) 	<ul style="list-style-type: none"> ▪ Up to \$3,500 per academic year for freshmen; \$4,500 for sophomores; \$5,500 for juniors and seniors. (Graduate Students are not eligible for Subsidized Loans) 	<ul style="list-style-type: none"> ▪ Submit the Direct Stafford Loan Master Promissory Note (<u>MPN</u>) ▪ Complete the Student Loan Entrance Interview Session (<u>ENT</u>) ▪ The MPN and ENT can be completed online at www.studentloans.gov. ▪ Submit the Free Application for Federal Student Aid (<u>FAFSA</u>)
Direct Stafford Student Loan (Unsubsidized)	<ul style="list-style-type: none"> ▪ Same as above for Subsidized ▪ Meet criteria for independent student 	<ul style="list-style-type: none"> ▪ Up to \$6,000 per academic year for freshmen and sophomores; \$7,000 for juniors and seniors; \$20,500 for graduate students. 	<ul style="list-style-type: none"> ▪ Same as above for Subsidized
Federal Parent Loan for Undergraduate Students (PLUS)	<ul style="list-style-type: none"> ▪ 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 (<u>SAP</u>) 	<ul style="list-style-type: none"> ▪ Up to the difference between the cost of education minus other financial aid 	<ul style="list-style-type: none"> ▪ Submit the Federal Direct PLUS Loan Master Promissory Note (MPN) ▪ Complete the Student Loan Entrance Interview Session (<u>ENT</u>) ▪ 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	<ul style="list-style-type: none"> ▪ 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 (<u>SAP</u>) 	<ul style="list-style-type: none"> ▪ Up to the difference between the cost of education minus other financial aid 	<ul style="list-style-type: none"> ▪ Submit the Direct Graduate PLUS Loan Master Promissory Note (MPN) ▪ Complete the Student Loan Entrance Interview Session (<u>ENT</u>) ▪ 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.			

DIVISION OF INFORMATION TECHNOLOGY

IT SUPPORT DESK

Darrell D. Duvall, M.S., Director

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 help-desk@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, M.S., 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

John Beynon, M.S., Manager

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

BROWARD COUNTY

Pembroke Pines	(954) 443-0561
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
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TAMPA	(813) 806-8980
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TALLAHASSEE	(850) 385-2279
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JACKSONVILLE	(904) 394-0875
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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 state-wide, 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.

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, B.S., Director, Server &
Messaging Systems**

**Kerri-Quaan Stewart, B.S., 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 web 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.

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

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.

- 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.

VIOLATIONS

Violations of this policy will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the University, and legal action. Violations of some of the policies may constitute a criminal offense. Barry University employees are responsible for understanding and observing the provisions of this policy.

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



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 Administrator. Should students feel that no fair solution has been presented, students may then ask the Site Administrator to bring the issue before the ACE Office of Student Affairs. Advisors and Site Administrator 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.

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.

OFFICE OF THE DEAN OF STUDENTS AND STUDENT ADVOCACY

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.

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.

CAMPUS MINISTRY

Located directly behind Cor Jesu Chapel, in the center of the Miami Shores Campus

305-899-3650

E-mail: campusministry@mail.barry.edu

Web: www.barry.edu/campusMinistry

The Department of Campus Ministry, in accordance with the mission of Barry University, our Catholic identity, our Adrian Dominican foundation, seeks to provide students, faculty and staff opportunities for the development of their faith, and celebration of religious practices. Grounded in the teachings of the Second Vatican Council and Jesus' call to love God and love neighbor, the Campus Ministry staff seek to provide a presence and be a resource for Barry University and its' members of all faiths and religions. We offer opportunities for individual and communal prayer, spiritual formation, retreats, worship and sacramental celebrations, community service and reflection. All students are encouraged to seek a fitting response to the presence of God in their lives while fulfilling their academic pursuits.

In collaboration with the Dean of Students and the Vice-President for Student Affairs, the Office of Campus Ministry promotes a non-proselytization policy.

CAREER SERVICES

Landon Student Union, Suite 105

Phone: 305-899-4010

E-mail: careerservices@mail.barry.edu

Web: www.barry.edu/careerservices

Career Services strives to provide a holistic approach to career development in order to assist students and alumni of Barry University in exploring and discerning career vocations. The following services are offered in an effort to give students a transformative education in their career development:

1. Career Counseling
2. Career Assessments
3. Resume and Cover Letter Assistance
4. Job Searching Assistance
5. Interview Preparation
6. On Campus Interview Opportunities
7. Graduate and Professional School Application Assistance.

In addition to the above services, Career Services also collaborates with faculty and staff as well as local and global business and organizations to host the following events:

- Part-Time Job Fair
- Major and Minor Fair
- Graduate School Awareness Week
- Internship Fair
- Industry Specific Career Fairs
- Mentoring and Networking Opportunities
- "Careers in Panels"

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.

CENTER FOR STUDENT INVOLVEMENT

Landon Student Union, Suite 206

Phone: 305-899-3961

E-mail: studentactivities@mail.barry.edu

Web: www.barry.edu/student-involvement/

The Center for Student Involvement (CSI) is committed to the mission of Barry University and the Division of Student Affairs. The guiding philosophy of CSI 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.

CSI encompasses New Student Orientation, Leadership Development, Student Programs and Events, Student Clubs and Organizations, Fraternity and Sorority Life, and Commuter Student Resources. 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 Center for Student Involvement 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 Weeks of Welcome, Barry Community Fest, Martin Luther King Day of Service

and BucFest, to Campus Activities Board events, and workshops offered by the Adventure Series, Mosaic: Culture and Creative Arts Series and Project LEAD, 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.

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

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 beeper system. Residence Life and Public Safety have the pager number.

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. An initial fee of \$65 and a follow up fee of \$25 will be charged to the student's Barry insurance or their student account (reimbursable through private insurance). All 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.

DePORRES CENTER FOR ETHICAL LEADERSHIP

**Landon Hall, Suite 108
305-899-3088**

Email: deporrescenter@mail.barry.edu

Website: www.barry.edu/campusMinistry

The De Porres Center for Ethical Leadership is a joint effort between the Department of Ministry and the Center for Student Involvement (CSI) to educate and form student-leaders who will contribute to the creation of a just and humane world. The Center serves as a resource and catalyst to help

students make connections between faith, mission, service and justice. The vision of the Center for Ethical Leadership is to promote Barry University's mission and Core Commitments (Knowledge and Truth, Inclusivity, Social Justice, and Collaborative Service), and to help students integrate these values so they might develop passions and skills for ethical leadership, become responsible and engage citizens, nourish capacities for critical and Integrative thinking, to create shared solutions to important public problems, and to contribute to the common good.

The De Porres Center is named after Saint Martin de Porres, a saint of the Dominican Order, who lived in Lima, Peru in the 16th century. He devoted his life to prayer, love of neighbor and care for creation and worked tirelessly in service to the poor and to bring reconciliation among those people divided by race, ethnicity and religion. Following his example of service to others across all boundaries of race, ethnicity and religion, the Center provides opportunities for students and student organizations to engage in authentic reflection and spiritual formation activities, develop skills and competencies in diversity and multiculturalism, and social justice training.

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 can purchase a commuter meal plan through the Cashier Business Office or make cash "FLEX BUCS" or credit/debit card purchases at any of the dining facilities. Check the campus website at www.barrydining.com for dining locations, meal plan information, menus, hours of operation, updated information and schedule changes that may occur during break periods and holidays.

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 or the Barry website 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 if the student is not insured either by the primary or supplemental student insurance plan.

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 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)

**Landon Student Union, Suite 202
305-899-3082**

Email: impservices@mail.barry.edu

Website: www.barry.edu/imp

The Office of International and Multicultural programs 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-1 or J-1 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.

Programming Component

IMP seeks 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 through collaborative service and the pursuit of social justice. Finally, IMP functions as a crucial liaison among the Barry community, and various local, state and federal agencies for and on the behalf of Barry's international student population.

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

1. Festival of Nations
2. Immigration Seminars, IMP forums, workshops and events

3. International Assistant Program
4. International Education Week
5. Black History Month
6. Hispanic Heritage Month
7. Women's History Month

Students should feel free to bring their ideas, concerns and questions regarding the international and multicultural community to IMP.

PUBLIC SAFETY

Landon Student Union, Room 100
305-899-3335

Email: psdoffice@mail.barry.edu

Web: www.barry.edu/publicSafety

Crime Prevention Office
Thompson Hall, Room 111
305-899-3335

The Public Safety Department (PSD) at Barry University is committed in working with the community to facilitate the development and maintenance of a safe environment and support the continued evolution of the Barry University Mission.

A safe campus is everyone's responsibility. Do your part to protect yourself and others. Increased awareness by all of us can help prevent crime and keep our community safe. Crime prevention and awareness is not the sole responsibility of the PSD. IT is a joint venture with the community which it serves. The Public Safety Department provides information, assistance, and service to aid campus occupants in the protection process.

Campus Security
(24 hours per day/7 days a week)
305-899-3333

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: 305-899-4000

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. A number of schools and departments also publish their own newsletters. In addition, the *Barry Buccaneer* is written and published monthly by students.

STUDENT UNION OFFICES

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

Landon Hall, Suite 103

Phone: 305-899-4900

E-mail: studentunion@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.

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 ACE Bulletin, distributed by the student's advisor, 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 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.

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 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.
- 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.

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 the appropriate advisor and dean, a student may repeat a course to improve the cumulative grade point average. **Withdrawals are counted as attempts.**

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; 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

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

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 undergraduate 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 Assistant Dean of Student Affairs may grant exception to the Standards of Academic Progress in circumstances where the Assistant Dean determines that causes for unsatisfactory progress have been removed. In such a case, the Assistant 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 Assistant 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.

ACADEMIC GRIEVANCE AND APPEALS

Procedure for Appeal of Grades

There will be a standing University Committee, the purpose of which is to address requests for revision of academic grade(s) after preliminary means of appeal have been exhausted.

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 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.

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 Assistant 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 Assistant Dean will conduct an investigation and will render a decision within 20 calendar days, informing the student, the faculty member and the Academic Coordinator in writing.
- c) If reconciliation is not achieved at the level of the Assistant Dean for Academic Affairs, the student may file an appeal with the Associate Dean for Academic & Student Affairs. The appeal must be

filed no later than five working days after receiving the Assistant Dean's decision in the case. The Associate Dean will conduct an investigation and will render a decision within 20 calendar days, informing the student and the faculty member and the Academic Coordinator in writing.

- d) 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.

- e) 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.

- f) 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.

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 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 HARASSMENT

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).
- 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, the specialization and the minor.
- 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 students must apply for graduation. Graduation application deadlines appear in the academic calendar section of the semester schedule. Graduation may be postponed for anyone submitting a graduation application after the deadline and 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 semester of anticipated degree completion

will not qualify for graduation. A student then will be required to reapply 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/>.



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.

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.

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. Online students must complete the ORI 202 within the first semester of study or at first opportunity after evaluation of transfer credits.

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 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.

The minimum requirement for taking an online course is completion of the Moodle training and the English placement assessment. Students must place into ENG 202 or ENG 302.

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 in face to face programs must fulfill this requirement during the first year of enrollment unless they wish to take online courses. Students in fully online programs or face to face programs who wish to take online classes must fulfill this requirement before or during the first semester of study (session A or B) or before their first enrollment in an online class. Only students with excellent computer literacy skills should attempt CAT 102 online. 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
- 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 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/writingcenter>

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)

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. For more information call (305) 899-3760.

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. - 10:00 p.m.

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.