

# ACADEMIC INFORMATION

## KNOWLEDGE OF REGULATIONS

Students are responsible for compliance with the regulations of the University and should familiarize themselves with the provisions of this bulletin, posted official notes, and official instructions given to students.

## 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 notify promptly in writing both the appropriate off-campus advisor and the Miami Office of a name change, an address change, and/or a telephone number change.

Notification of a change of name must be accompanied by a photocopy of appropriate legal documents, such as a marriage license or divorce paper. It is recommended that a student notify his/her instructors of the changes.



## 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.

## ENGLISH PLACEMENT TESTING

Before or during their first semester of enrollment, students must take the English Placement Test during which they have 50 minutes to write a brief essay on one of two general interest topics. The essays are evaluated by two experienced teachers of ACE English composition courses who must independently arrive at the same conclusion about the essay's correct placement. Possibilities are: ENG 212, ENG 329, or exemption from English composition. Since students must take a course in English composition during the first or second semester of enrollment, they are advised to sit for the English placement test as soon as possible.

## MATHEMATICS SKILLS PLACEMENT TEST

The Mathematics Skills Placement must be taken by students who do not have college-level mathematics transfer credits accepted by Barry University and must be taken during the first semester (Session A and B) at Barry. The Mathematics Skills Placement Test consists of forty multiple choice questions which the student will have one hour to answer. The scores will be converted to course placement as follows:

Correct answers	Course
0-27	Mathematics Skills Review (MA 050)
28-31	MAT 107
32 or more	MAT 107 or MAT 152

The Mathematics Skills Review must be taken within the first year and subsequent mathematics classes need to be taken as soon as possible following the review, as delay in taking the mathematics classes may lead to a loss of proficiency in the subject matter.

The Mathematics Skills Review is a series of developmental sessions that does not carry academic credit and is offered to students free of charge. Attendance is expected at all nine weekly 2 1/2 hours meetings.

## COMPUTER PROFICIENCY REQUIREMENT

All students are required to demonstrate computer proficiency. This requirement may be satisfied by completion of a Barry University course with an IT, CAT, or CS prefix. Also, the requirement may be satisfied through computer coursework accepted in transfer by Barry University. Students who believe that they already have proficiency may request the computer challenge test for CAT 102, IT 190, or IT 200. There is a fee for the challenge tests. Computer proficiency must be demonstrated prior to completion of the application for degree completion.



## LIBRARY RESOURCES AND SERVICES

### MONSIGNOR WILLIAM BARRY MEMORIAL LIBRARY Estrella Iglesias, Director of Library

Library hours are posted in the library and on the library web. Hours are changed during final exams and special holidays.

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 400 electronic journals. Access to the online catalog and to the electronic databases may be obtained remotely by navigating to <http://access.barry.edu>, logging in and selecting the Library link. Bibliographic instructions are conducted by a professional librarian by calling (305-899-3772).

Library books are loaned for three weeks to undergraduate students and six weeks to graduate students with a valid university ID card. Overdue fines and lost book charges are the responsibility of the student. Fines and charges will be sent via the university Billing Office. Reserve material will be found at the circulation desk and will be on loan according to the established library policies.

Materials **not** in the online catalog (BLISS) may be obtained through the Interlibrary Loan online form or picking up a form at the circulation desk. Students accessing the system from one of Barry's outreach centers will receive the material at the outreach center.

### INTERLIBRARY LOAN

The service by which materials are sent to off-campus sites is called interlibrary loan (ILL). Students may use this service to request items owned either by the Barry Library or to ask the Barry Library to borrow materials from other libraries. Students may borrow materials directly from libraries participating in cooperative agreements with Barry University. For a current list, please contact the Distance Services Librarian, Val Power by sending email to [vpower@mail.barry.edu](mailto:vpower@mail.barry.edu) or by calling toll-free 1-800-756-6000 x4832 or (305) 899-4832.

Patrons must make all ILL requests at their off-campus site office or by completing an online form on the Library's website. For those making requests from off-campus, the Library's website can be accessed by navigating to <http://access.barry.edu>, logging in and selecting the Library link. When materials arrive at the off-campus site, patrons must pick them up there. A valid Barry student ID card must be presented to borrow materials. Under no circumstances will books be sent to patrons' homes. All books must be returned to the off-campus site by the due date. For periodicals, patrons will receive photocopies of articles that may be kept. Ordinarily, patrons will pick up their articles at the off-campus site, however they can request to have articles faxed or e-mailed.

Below are the loan periods for borrowing Barry Library materials:

Circulating books.....3 weeks(renewable once)  
In-house use only:  
    Audiovisual materials  
    Reference materials  
    Periodicals

If an item has been checked out of the Barry Library to another patron, a student may contact the library and place a hold on it. When the book is returned to the library, it will be shipped to the off-campus site. A student will be notified of the item's arrival and would check it out at the off-campus site.

### Fines and Lost Books

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

### REFERENCE

Reference Librarians offer reference and research assistance to students. Librarians are available for on-site consultation at the Reference Desk of the library, and off-campus through Reference Desk Online (RDO). The RDO e-mail form can be completed on the Library's website, which can be accessed off-campus by navigating to <http://access.barry.edu>, logging in, and selecting the Library link. Students may also telephone the reference department at (305)899-3772, or toll free at (800)756-6000, ext 3772.



## DIVISION OF INFORMATION TECHNOLOGY

### IT SUPPORT DESK

**Darrell D. Duvall, Director of the IT Support Desk**

The IT Support Desk provides a number of communication channels that students can utilize for support.

Walk-in support (main Campus)      Garner 241  
 On-line: <http://help.barry.edu>  
 E-mail: [helpdesk@mail.barry.edu](mailto:helpdesk@mail.barry.edu)  
 Phone: (305) 899-3604

Students are encouraged to visit <http://help.barry.edu> to browse the knowledgebase of common problems students encounter, and the resolutions to them. The hours of operation are accessible by calling, or by visiting <http://help.barry.edu>.

Barry University also 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. Visit <http://help.barry.edu> for further information.

### INSTRUCTIONAL COMPUTING SERVICES

Hernan Londono, Assistant Director for Instructional Computing Services

#### Main Campus Computer Labs

Four computer labs are available to students on the main campus. The computer lab in Garner 247 is the largest, with 80 PC's, scanners and laser printing in both black and white and color. Its hours of operation are available on-line at <http://help.barry.edu>, or by calling (305) 899-3893. The other three computer labs are unsupervised, with specific information below.

Location	Hours	Equipment
Library 205	Open while the library is open	24 PC's, Laser Printer
Dalton & Dunspaugh Residence Hall	24 hours/day, 7 days/week	24 PC's, Laser Printer
Kolasa Residence Hall	24 hours/day, 7 days/week	11 PC's, Laser Printer

### PRINTING SERVICES

Laser printing is available in all the computer labs for a fee. Black and white laser printing is \$0.05/page. Color laser printing available in Garner Hall 247 is \$1.00/page. Printing on media, such as transparencies or posters, is also available. For further information, contact a lab supervisor in Garner 247 at (305) 899-3893.

## OFF-CAMPUS COMPUTER LABS

The following locations are equipped with a classroom lab for Information Technology courses that are taught at the site. 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.

WEST DADE/DORAL.....(305)591-7240  
 TREASURE COAST.....(772)871-8000  
 SOUTH MIAMI-DADE  
 Professional Village.....(305)275-2761  
 Clock Tower Shopping Center.....(305)969-5833  
 BREVARD COUNTY  
 Merritt Island.....(321)453-6253  
 Melbourne.....(321)498-5553  
 LEE/COLLIER COUNTIES.....(239)278-3041  
 ORLANDO AREA  
 Florida Mall Business Center.....(407)438-4150  
 East Orlando Center.....(407)673-8400  
 BROWARD COUNTY  
 Pines Professional Center.....(954)443-0561  
 Executive Airport Business Center.....(954)493-8892  
 PALM BEACH COUNTY  
 Gardens Professional Center.....(561)622-9300  
 TALLAHASSEE.....(850)385-2279

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

### AUTHORIZED ACADEMIC TESTING CENTER (AATC)

Barry University is a Virtual University Enterprises (VUE) testing center. VUE is the electronic testing division of NCS Pearson, servicing the Information Technology industry and the Professional Certification and Licensure markets. To register for a certification exam, contact Rosanne Visalli, IT Certification Coordinator, Pembroke Pines-(954) 392-0455

### AUDIOVISUAL DEPARTMENT

The Audiovisual Department serves the Barry community by providing, different types of audiovisual equipment for use on the main campus. Mobile computers and projection systems are only a few of the many types of equipment available for scheduling by faculty and staff. Students who wish to use a computer and projector for presentations need to have their professor schedule the equipment for them at least 24 hours in advanced. Reservations may be submitted on-line at <http://bucwis.barry.edu/ics/audiovisuals>. For additional information, please call 305-899-3764.

### DAVID BRINKLEY TV STUDIO

The David Brinkley TV Studio provides resources for Communication students to work and learn on state-of-the-art equipment. 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, please call 305-899-3462.

## UNIVERSITY WEB SERVICES

Michel Sily, Director of University Web Services and Internet Marketing

### STUDENT WEB

The Student Web Site (<http://student.barry.edu>) is a channel of communication used to provide pertinent information to its students. In addition to news and event highlights, sports related activities and student activities, quick links are provided to student centric content and resources, such as e-mail, live streaming audio of WBRY (the campus radio station), Library services and WebAdvisor.

### INTERNET WEB SITE

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.

### NETWORK & INFORMATION SYSTEMS SERVICES

Yvette Brown, Associate Dean & Director of Network & Information Systems Services

Network & Information Systems is responsible for the administration of the primary servers for the campus-wide Ethernet network - "BARRYNET". The servers run on the Microsoft Windows 2000 platform and 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 a computer account. The account provides access to all University computing resources, including e-mail, web resources, and network applications.

### WEB BASED E-MAIL SYSTEM

Students have access to a web based e-mail system (<http://webmail.barry.edu>) that provides them with calendar and task management features in addition to student electronic mailboxes.

### BARRY REMOTE ACCESS SERVICES

Barry University maintains a web based proxy server (<http://access.barry.edu>) that provides students with access to restricted access web based resources such as the library, the student web and other instructional sites.

## COMPUTER AND NETWORK USAGE POLICY

### Purpose and Scope

The computing facilities are provided for the use of registered students. 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 all users of the Division of Information Technology facilities and services. 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.

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

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

## APPENDIX WHO'S WHO

Associate Vice President, CTO &  
Dean for Information Technology.....John M. Beaubrun  
Associate Dean and Director, Network  
& Information Systems Services.....Yvette Brown  
Assistant Dean for IT Administration.....Glendon Redway  
Director, Desktop Computing Services.....Viju Kootungal  
Director, IT Support Desk.....Darrell Duvall  
Director, Library Services.....Estrella Iglesias  
Director, Network Infrastructure Services.....Terry Kushi  
Assistant Director, Instructional  
Computing Services.....Hernan Londono

## THE LEARNING CENTER

The Learning Center, located in Garner 113, serves as a tutoring and writing center for all students, traditional and non-traditional, as well as a diagnostic testing agency for incoming students. The center offers math tutoring for all university courses ranging from basic mathematics through calculus, trigonometry, and statistics, serves as the writing center and reading lab for all subject areas, presents study skills seminars throughout the fall and spring semesters and CLAST review sessions prior to each testing, conducts an athletes' study hall, and compiles all University statistics regarding internal test scores.

The mission of the Learning Center is three-fold: to offer free tutorial help for all students in the basic areas of mathematics, reading, writing, and specific content courses; to give student effective diagnostic testing in the areas essential for college success; and to provide the institution with accurate and useful testing statistics.

## 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.

## 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.

## 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.

## POLICY FOR TUTORIAL/INDEPENDENT STUDY

### 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 class, and which now will delay graduation, and no substitute class 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.

All exceptions to the above policies must be approved by the dean in consultation with the appropriate associate dean.

### 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/director, 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.

## STUDENT CLASSIFICATION AND STATUS

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 212 and ENG 329 may only be attempted twice. Withdrawals are counted as attempts.

With prior written authorization from an academic advisor, a student may repeat a course to improve the cumulative grade point average. 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. For example: If a student has an F and repeats the course and receives an A, only the A counts in the cumulative grade point average.

## GRADING SYSTEM

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

- |                             |           |  |
|-----------------------------|-----------|--|
| <b>Superior Achievement</b> | <b>A</b>  | 4.00 honor points per credit   |
| <b>Above Average</b>        | <b>B</b>  | 3.00 honor points per credit   |
| <b>Average</b>              | <b>C</b>  | 2.00 honor points per credit   |
| <b>Below Average</b>        | <b>D</b>  | 1.00 honor point per credit  |
| <b>Failure</b>              | <b>F</b>  | No honor points credit   |
| <b>Credit</b>               | <b>CR</b> | Awarded for achievement at or above the D level (C level in ENG 103, 111, and 112; MAT 090 100A, 100B, 100C, 105); no honor points; not computed in GPA; equivalent to passing grade A-D |
| <b>Audit</b>                | <b>AU</b> | No honor points per credit   |
| <b>Not Reported</b>         | <b>NR</b> | 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.   |

Effective with the academic year 2001-2002, some schools will implement a plus/minus grading system which will be inaugurated for undergraduate students.

Grades will be assigned the following values

<b>Letter Grade</b>	<b>Numerical Value</b>
<b>A</b>	<b>4.0</b>
<b>A-</b>	<b>3.7</b>
<b>B+</b>	<b>3.4</b>
<b>B</b>	<b>3.0</b>
<b>B-</b>	<b>2.7</b>
<b>C+</b>	<b>2.4</b>
<b>C</b>	<b>2.0</b>
<b>D</b>	<b>1.0</b>
<b>F</b>	<b>0.0</b>

Students matriculating in the 1998-1999 academic year and all subsequent years and all currently enrolled students who have not graduated by spring 2001 will be subject to the new system.

<b>Course in Progress</b>	<b>IP</b>	
<b>No Credit</b>	<b>NC</b>	No credit awarded; achievement below D level (C level in ENG103, 111, and 112; MAT 090, 100A, 100B, 100C, 105); not computed in GPA; equivalent to F grade.
<b>Incomplete</b>	<b>I</b>	An income 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 may result in postponement of graduation. Upon completion of the course, the student must reapply for the next graduation.
<b>Incomplete grade redeemed with grade of A</b>	<b>IA</b>	4.00 honor points per credit
<b>redeemed with grade of A-</b>	<b>IA-</b>	3.70 honor points per credit
<b>redeemed with grade of B+</b>	<b>IB+</b>	3.40 honor points per credit
<b>redeemed with grade of B</b>	<b>IB</b>	3.00 honor points per credit
<b>redeemed with grade of B-</b>	<b>IB-</b>	2.70 honor points per credit

redeemed with grade of C+	<b>IC+</b>	2.40 honor points per credit
redeemed with grade of C	<b>IC</b>	2.00 honor points per credit
redeemed with grade of D	<b>ID</b>	1.00 honor point per credit
redeemed with grade of F	<b>IF</b>	No honor points per credit
redeemed with grade of CR	<b>ICR</b>	Credit but no honor points awarded
redeemed with grade of NC	<b>INC</b>	No credit
<b>Withdrew</b>	<b>W</b>	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 mis-information 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.

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. 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 re-apply for the next graduation.

**Withdrawal** Granted to students who officially withdraw before the last four (4) weeks of a regular session.

## GRADE REPORTS

Grade reports are issued at the end of the session. Any error in designation or omission should be reported to the Registrar within two weeks of receipt.

## GUIDELINES FOR GRADES ON WRITTEN WORK

Students legitimately want to know how grades are assigned to their writing. This is a difficult question to answer because written language is complex and because so much variation in usage is possible. Hundreds of teachers have labored over the years to find ways to describe or to analyze good writing. Teachers do not find it easy to assign grade levels to student writing, nor is it easy for teachers to agree on descriptive standards such as those below. However, in Barry University's School of Adult and Continuing Education, the following characteristics typically appear in written work at the levels defined. The descriptions below are not absolute, and fairly commonly a given piece of writing may demonstrate characteristics from more than one level.

### The A Paper

The most striking characteristic of an A paper is control. The reader senses that a mature person wrote the words. The work is convincing. Its main idea is clear, even interesting. A papers are not perfect; there is not such thing in writing. But A writing gives the impression that the writer is in full control of both the subject matter and the written language. Readers feel as though the writer is expertly guiding them through the material.

The **lead sentences** (and title if applicable) are smooth and indicate to the reader that the writer is clear and confident about what is being communicated.

The **organization** of material is smooth and unified. The reader does not have to reread sections to discover their connections with other parts of the writing. Transitions are smooth and appropriate, perhaps not even noticeable.

**Development** is complete; that is, the writing is full of information. Examples, facts, illustrations, and comparisons seem just right; they suit the topic and the organization.

**Sentences** read well aloud. They are varied in style to suit the writing. Typical syntax difficulties such as comma splices, fragments, and fused or awkward sentences do not mar the writing.

**Word choices** are accurate, sensitive to meaning and even graceful.

**Punctuation** is helpful to the reader and never gets in the way of understanding.

**Grammar, mechanics, and spelling** are accurate; perhaps there are no errors at all, certainly no serious ones.

## The B Paper

B papers share many qualities with A papers, but they tend to have some flaws. The reader is aware that the writer is not in complete control of the material or the language; some tentativeness or clumsiness about material or language, though not terribly serious, is noticeable.

The **lead sentences** (and title if applicable) are clear but less than fully appropriate or effective.

The **organization** is clear; the reader is not confused about what is being discussed. However, transitions between parts or paragraphs of the paper may be abrupt or absent.

**Development** may be thin; the reader feels a need for more or different information. Examples, facts, illustrations, and comparisons may seem forced, inappropriate, or incomplete. Information may be repetitious or not fully convincing.

**Sentences** lack variety or sometimes may be awkward or wordy. Misplaced modifiers or the occasional comma splice or awkward or overburdened sentence may interrupt the flow of meaning.

**Word choices** are generally clear, idiomatic and accurate but verbs may not be forceful. Wordiness or repeated words may distract the reader from the content.

**Punctuation** is sometimes confusing; the reader may be puzzled about just what something means because of misused punctuation.

**Grammar, mechanics, and spelling** are generally accurate. The few errors noticed by the reader do not hinder understanding; instead the noticed errors tend to be superficial and perhaps reflect the writer's haste, misunderstanding of relatively less serious points of usage, or habitual second-language interference.

## The C Paper

C papers are awkward; they don't read smoothly, either aloud or silently, and they don't give the impression that the writer is very confident or in full control of either the material or the written language. C papers are adequate but fuzzy; the reader's impression is that the writer is neither assured nor accurate regarding the material or the written language. C papers force the reader to work to understand what is being suggested, while the best writing carries the reader along with it.

The **lead sentences** (and title if applicable) do not grab the reader's attention, make fully clear what the writing is about, or does not control the essay. The main idea either is not clear or is not adequately limited.

The **organization** may be confused. The reader may have to reread sections of the paper in order to follow it.

Transitions may be abrupt or confusing. Sometimes a C paper is organized as if the writer has applied a formula or a pattern to be safe.

The **development** may be adequate for a passing mark but barely sufficient; examples and illustrations seem superficial or forced, and some facts may even be inaccurate. The reader's impression is that writer is not fully in control of the material.

**Sentences** are not varied. Phrases are awkwardly placed. Too many sentences are wordy or faulty, and serious syntax errors interfere with understanding. Fragments, comma splices and fused sentences appear several times.

**Word choices** are too often inaccurate, not idiomatic and/or not forceful, and the writing is loose because of wordiness and clichés.

Quite a few serious errors in **grammar, mechanics, spelling, and punctuation** show that the writer does not have full control of matters of usage, or that second-language interference is a serious concern.

## The D Paper

D papers give the impression that the writer was hasty or careless; sometimes the impression is that the writer is unable to write clear, direct, or simple sentences.

The **organization** and development are such that the reader can make sense of the writing only by struggling to fill in or correct what is missing or in error. It is clear that the writer has little control of the material.

**Sentences, word choices, grammar, mechanics, spelling, and punctuation** errors are many and serious. These errors directly interfere with understanding and suggest that the writer does not know or does not care about accurate, standard usage. Sometimes the visual appearance is sloppy as well.

## The F Paper

F papers do not even meet the standards for a D or do not address the assignment; they may be plagiarized in whole or in part or are simply not submitted. Additionally, other criteria established by the individual faculty member may apply here and contribute to failing work.

**This document is modified for Barry University ACE students from standards found in Garrison, R. (1985). *How a writer works, rev. edn.* New York, HarperCollins.**

## ACADEMIC GRIEVANCE AND APPEALS

### Procedure for Appeal of Grades

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

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

A student in the School of Adult and Continuing Education, wishing to challenge 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 an informal 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.

**Note:** Students appealing grades for either ENG 212 or ENG 329 only, should mail a letter to the Academic Coordinator for English and Foreign Languages, using the Guidelines for Grades on Written Work (printed in this bulletin) as a reference and foundation. The letter should address these criteria **directly** when defending any grade change on written work.

- b) If reconciliation is not achieved at the level of the Academic Coordinator, the student may file the appeal with the Associate Dean for Academic Affairs. The appeal must be filed no later than five working days after receiving the Academic Coordinator's decision in the case. The Associate Dean will conduct an investigation, hearing both the student and the faculty member. The Associate Dean will render a decision within 30 calendar days and inform the student and faculty member in writing.
- c) If the student wishes to appeal the decision of the Associate Dean, he or she may file a Grade Appeal Form with the Chairperson of the University Committee on Grades. The form must be filed no later than five working days after the student is notified of the Associate Dean's decision. The Committee on Grades will make a formal investigation, hearing both student and faculty member. The committee will reach a decision within 30 calendar days and notify the student, the faculty member, and the Vice President for Academic Affairs in writing. The decision will be either that the grade will stand, or that faculty member change the grade as recommended by the committee. If the faculty member disagrees with the recommended change, he or she will promptly inform the committee chairperson of that decision.

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

- d) The standing committee known as the University Committee on Grade Appeals will consist of three faculty members and two students: one undergraduate and one graduate. The committee members will be proposed annually by the Academic Affairs Council and be approved by the Vice President for Academic Affairs. One of the faculty members on the committee will be named chairperson by the Vice President for Academic Affairs. An alternate faculty and student member will also be appointed via the above procedure, and will serve in case of illness or in case a member is party to an appeal. The committee will establish its internal decision-making procedure which will be made public. The committee is free to seek the advice of others when it feels it lacks the expertise in a particular academic area.
- e) The student or faculty member may appeal the decision of the Committee on Grades by sending the Grade Appeal Form to the Vice President for Academic Affairs no later than five working days after notification of the committee's decision. The decision of the Vice President is final. The Vice President will make a decision within 30 calendar days and inform the student and faculty member in writing. In instances where the Vice President recommends a grade change and the faculty member does not follow the recommendation, the Vice President will inform the Registrar that the grade will not affect the student's grade point average, cause the course to be repeated, or prevent continuation in the University.

## 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, 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 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.

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 Vice President for Academic Affairs.

The student may appeal any of the above decisions in writing to the 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

### **Responsibilities of Students**

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.

### **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.



## **PROBATION/SUSPENSION/GOOD STANDING**

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 six (6) credit hours and is ineligible to register for a tutorial or independent study.
3. A student on probation who is unable to earn a cumulative grade point average of 2.00 after having subsequently attempted 12 non-portfolio credit hours will be suspended from the School of Adult and Continuing Education. The Veterans Administration will be notified of the suspension of any such students receiving Veterans Educational Assistance and the student's VA benefits will be terminated.
4. The Associate Dean of Student Affairs may grant exception to the Standards of Academic Progress in circumstances where the Associate Dean determines that causes for unsatisfactory progress have been removed. In such a case, the Associate Dean will establish a time frame to bring the student into compliance and notify the student in writing. During this period, students will not be eligible for Veterans Educational Benefits, but may be eligible for other forms of financial assistance. Failure to meet the objectives for satisfactory progress within this time frame will result in suspension.
5. Students suspended for failure to achieve satisfactory progress may petition for readmission to the Associate Dean of Student Affairs of the School of Adult and Continuing Education after a period of no less than two years. Students accepted for readmission will be subject to the requirements of the Student Bulletin in effect at the time of such readmission.

## **ATTENDANCE**

Students are expected to attend classes. The usual length of a course is 36 hours. At the beginning of the semester, all faculty will define specific requirements for attendance in their classes as these requirements relate to the course grade.

Every class is important, but none more so than the very first class. There is a limited amount of time during the accelerated semester to appropriately cover the subject matter. Faculty begin in earnest at the very first class. 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 class. 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.

## **DEANS LIST**

To be eligible for the Deans 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.

## **PRESIDENTS LIST**

To be eligible for the Presidents 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.

## **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 5-7 business days upon approval from Student Account Services.
- The fee for each transcript is \$5.00.
- 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

## 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.

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.

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 studies 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.

## 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 men and women which recognizes academic excellence and high character. Criteria are noted on the application form. The application may be obtained from the Barry Web Pages.

## GRADUATION APPLICATION

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

## POSTPONEMENT 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 re-apply for the next degree completion date and pay the required fee.

## GRADUATION CEREMONY

Graduation 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.

