

**THE FRANK J. ROONEY SCHOOL  
OF  
ADULT AND CONTINUING EDUCATION**



**2006-2007**

## ACCREDITATION

Barry University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097; Telephone Number: 404-679-4501) to award bachelor's, master's, specialist and doctoral degrees. **The graduate programs in Theology** in the School of Arts and Sciences are accredited by the Association of Theological Schools in the United States and Canada (ATS). **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 graduate programs in Theology** in the School of Arts and Sciences hold associate membership and are a candidate for full membership in the Association of Theological Schools in the United States and Canada (ATS). **The undergraduate and master's programs for the School of Nursing** are accredited by the Commission on Collegiate Nursing Education. The undergraduate nursing program is approved by the Florida Board of Nursing. The Teacher Education programs in the **Adrian Dominican School of Education** and the **School of Human Performance and Leisure Sciences**, (i.e., Physical Education) are approved by the DOE as standard **teacher training programs**, and, because of Florida's reciprocal certification agreement, are in a position to graduate students eligible for teacher certification in most states. The School of Education's **graduate Pre K-Primary/ESOL, Elementary Education/ESOL, ESE/ESOL and Reading programs** are DOE-approved. The **Educational Leadership program** is also DOE-approved. 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 Education Programs (CACREP). The **Montessori Education** early childhood and elementary programs are accredited by the Montessori Accreditation Council for Teacher Education (MACTE). **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 Graduate Medical Sciences**, Program 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 **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 Biology with a Histotechnology specialization** is 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 **Athletic Training Program** is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP).

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

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

## 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 and regulations 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 detail information on the above is contained in the General Information Chapter of the Catalog and in the Student Handbook. Barry University students are responsible for the contents of both 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 INFORMATION CONTAINED HEREIN IS VALID AT THE TIME OF  
PUBLICATION AND MAY CHANGE AT ANY TIME AND WITHOUT NOTICE.**

# ADULT & CONTINUING EDUCATION SITES

<http://www.barry.edu/ace>

## MAIN OFFICE:

Frank J. Rooney Adult Education Bldg.  
11415 N.E. 2nd Avenue  
Miami, FL 33161-6629  
Telephone: (305) 899-3300  
1-(800)-945-BARY  
Fax: (305) 899-3346

## MAILING ADDRESS:

Barry University  
11300 N.E. 2nd Avenue  
Miami, FL 33161-6695  
Main Campus: (305) 899-3000  
1-(800)-551-0586

## ACADEMIC CALENDAR

### Fall Semester 2006

**August 14-December 12, 2006**

Session A August 14-October 9, 2006  
Session B October 18-December 12, 2006

### Spring Semester 2007

**January 8-May 4, 2006**

Session A January 8-March 5, 2007  
Session B March 10-May 4, 2007

### Summer Semester 2007

**May 29-July 23, 2007**

## WEST DADE COUNTY /DORAL LOCATION

Covington Building  
8070 NW 53 Street, Suite 100  
Miami, FL 33166  
Telephone: (305) 591-7240  
FAX: (305) 591-8799

## SOUTH MIAMI-DADE /MONROE COUNTIES

Professional Village  
8990 S.W. 97 Avenue  
Miami, FL 33156  
Telephone: (305) 275-2761  
FAX: (305) 275-8492

Cutler Ridge  
Clock Tower Shopping Center  
18958 S. Dixie Highway  
Miami, FL 33517  
Telephone: (305) 969-5833  
FAX: (305) 969-5971

## BROWARD COUNTY

Rolling Hills Complex  
8001 S.W. 36 Street  
Suite 1

Davie, FL 33138  
Telephone: (954) 434-8858

Pines Professional Center  
18055 NW 8 Street, Suite 103-109  
Pembroke Pines, FL 33029  
Telephone: (954) 443-0561  
FAX: (954) 443-9975

Executive Airport Business Center  
1835 S. Perimeter Road, Suite 170  
Fort Lauderdale, FL 33309-3066  
Telephone: (954) 493-8892  
FAX: (954) 493-6425

## PALM BEACH COUNTY

1501 N Corporate Drive, Suite 230  
Boynton Beach, FL 33426  
Telephone: (561) 364-8220  
FAX: (561) 364-8113

Gardens Professional Center  
9123 North Military Trail #206  
Palm Beach Gardens, FL 33410-4808  
Telephone: (561) 622-9300  
FAX: (561) 622-0158

## TREASURE COAST

337 SE Port St. Lucie Blvd.  
Port St. Lucie, FL 34984  
Telephone: (772) 871-8000  
1-800-947-2279  
FAX: (772) 871-8001

## BREVARD COUNTY

135 East Merritt Avenue  
Merritt Island, FL 32953-3410  
Telephone: (321) 453-6253  
FAX: (321) 453-5857

## MELBOURNE

630 S. Wickham Road, Suite 104  
Melbourne, FL 32904  
Telephone: (321) 409-5553  
FAX: (321) 409-5754

## BARRY UNIVERSITY ON EDISON COMMUNITY COLLEGE CAMPUS

8099 College Parkway SW,  
Building Q, Suite 103  
Fort Myers, FL 33912-1045  
Telephone: (941) 278-3041  
1-800-388-2279  
FAX: (941) 278-3346

## ST. PETERSBURG

St. Petersburg College  
9200 113 Street North  
Seminole, FL 33772  
Telephone: (727) 394-6267  
FAX: (727) 394-6059

## ORLANDO AREA

Florida Mall Business Center  
1650 Sandlake Road, #390  
Orlando, FL 32809-9108  
Telephone: (407) 438-4150  
FAX: (407) 438-9774

East Orlando Center  
2000 N. Alafaya Trail, Suite 600  
Orlando, FL 32826  
Telephone: (321) 23-8400

## TALLAHASSEE

Woodcrest Plaza, Bldg. A.,  
325 John Knox Road  
Tallahassee, FL 32303  
Telephone: (850) 385-2279  
(888) 375-2279  
FAX: (850) 385-7576

## SANFORD/OCALA

Barry University at Seminole  
Community College  
100 Weldon Blvd.  
Sanford, FL 32773  
Telephone: (407) 328-4722 X3609

Barry University at Central  
Florida Community College  
University Center  
3001 SW College Road  
Ocala, FL 34474  
Telephone: (352) 854-2322 X1805  
FAX: (352) 873-5872

# MISSION OF BARRY UNIVERSITY

## PURPOSE

The primary purpose of Barry University, as stated in the Charter, is to offer its students a quality education. Furthermore, Barry University commits itself to assuring a religious dimension and to providing community service and presence within a more caring environment.

## VISION

Barry University seeks to instill in its students St. Dominic's vision of a world that celebrates God's dwelling within us and among us, where life is revered and nurtured, where hatred and injustice are eradicated and where the intellectual life is promoted and supported.

In so doing, Barry University is committed to forming students who

- embrace the intellectual life through study, research and reflection as a means to contribute to the advancement of knowledge and to the refinement of the human spirit;
- understand the value of seeking a personal response to the presence of God in their lives;
- reflect on the fundamental questions of human experience and study the responses to these questions proposed by the liberal arts and sciences;
- pursue continued spiritual, intellectual, physical, and professional growth and development;
- demonstrate concern for all individuals in an atmosphere where Gospel values prevail, where people care for and about one another, where diversity is embraced, where individuals are nourished; and
- assume responsibility in religious, social, economic, environmental, and political affairs as a means of effecting needed change in the Dominican tradition of activist justice.

Grounded in study and reflection and guided by prayer, Barry graduates will make responsible decisions for the common good to help shape global communities where peace and justice prevail.

## NATURE

Barry University is an independent, coeducational Catholic international institution of higher education that fosters academic distinction in the liberal arts and professional studies, in both undergraduate and graduate education, within the Judeo-Christian heritage and the tradition of St. Dominic. Founded in 1940, the University is sponsored by the Sisters of St. Dominic of Adrian, Michigan, and is governed by an independent, self-perpetuating Board of Trustees.

## ENVIRONMENT

Barry University, through its ten academic 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 socioeconomic backgrounds who are committed to taking full advantage of

the opportunities provided for learning and personal growth. 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 lifelong commitment to ethics and

service to the broader community. As a mission driven institution, the School of Law is committed to educating individuals to be excellent lawyers and valuable and contributing members of society.

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

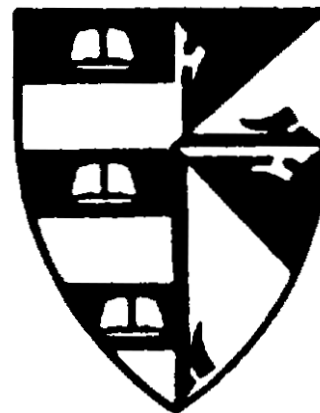
Above all, the purposely intimate scale of the campus and the student body, the careful selection of faculty and staff, and the Judeo-Christian religious dimension combine to create a caring environment.

#### **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.



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# ADMISSION

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/director;
- Submit a completed application form with appropriate fee in U.S.funds;
- Request an official transcript from each college attended. If Applicable, request an official transcript from CLEP and/or DANTES  
If no college credit or fewer than 12 credits have been earned, request an official high school transcript 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.

### Criteria for Provisional Acceptance:

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

New Students should read English Writing Placement, Mathematics Placement, and Computer Proficiency in Academic Information section of this Bulletin.

## SECOND BACHELOR'S DEGREES

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

- A formal application must be submitted to the Division of Enrollment Services.
- 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.
- 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.

## 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. (see Requirements for Graduation).

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.

## **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.

## **TRANSFER CREDIT POLICIES**

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

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 and before the admission decision for applicants to the School of Natural and Health Sciences' Allied Health Programs.

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, The Northwest Association of Schools and Colleges, 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.

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. The Office of Transcript Evaluation maintains a list of approved evaluation agencies. The admission decision and transfer evaluation require official transcripts, translation and professional course by course credential evaluation. The cost of the professional evaluation is the responsibility of the applicant. Once credentials are submitted, they become the property of Barry University and will not be surrendered.

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.

Students 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 will be awarded, under certain conditions, for the Baccalaureate from France, the German Abitur and G.C.E. A-level 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 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 on Education's Program on Non-collegiate Sponsored Instruction and The National Program on Non-collegiate Sponsored Instruction will be accepted in transfer with the permission of the dean of the school into which the credits are transferring. See the Assessment of Prior Learning Fact Book for Licensure Credit Information.

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

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

When a student has not enrolled at Barry University for one year undergraduate and allied health programs) or two years (School of Adult Education) and must reapply, transfer credits are re-evaluated according to the policies of the catalog year in which the student is reapplying.

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

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

Applicants who waive credits earned at a previous institution for purposes of acceptance will be unable to transfer the credits at a later date.

### **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.

### **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. Two types of examinations are offered: Five general examinations (English composition, humanities, mathematics, natural science, and social sciences) and a number of subject examinations.

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. A student may not receive credit for a general examination if he or she has already earned college credit in a discipline covered by the appropriate general examination.
4. 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.
5. Credit will not be awarded in case of duplication nor will equivalencies be changed to remedy such duplication.
6. Maximum CLEP credits in any one discipline may not exceed six.
7. 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 student is a student who has received high school and/or university level education outside of the United States (regardless of citizenship or immigration status) and/or a student who requires a student visa. For immigration purposes, an international student 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.

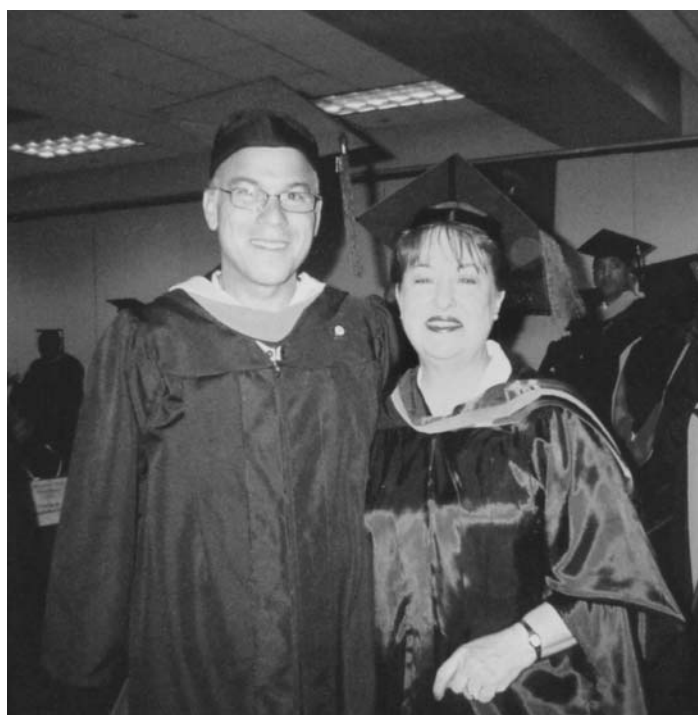
## GENERAL APPLICATION PROCEDURES

### Application Procedures

1. Please follow the application requirements as stated earlier in the catalog.
2. Educational documents must be submitted as follows:
  - Official transcripts should be sent to Barry University directly from all institutions attended.
  - 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. Applicants from countries with school-leaving examinations must submit official examination results.
  - Once credentials are submitted to the Office of Admissions, they become the property of Barry University and will not be surrendered.
  - Please see the Transcript Evaluation policy for international credentials under the Transfer Credit Policies stated earlier in the Bulletin.
  - Documents in a language other than English must be accompanied by certified English translations. Translations supplements but do not replace original documents. Both documents should be submitted.
3. For a student whose native language is not English, proof of English proficiency must be submitted. Satisfactory proof includes one of the following:
  - Test of English as a Foreign Language (TOEFL) results reflecting a score of at least 550 on the paper version or 213 on the computer-based TOEFL, or 80 on the internet based version or College-level Academic Skills Test (CLAST) results reflecting a passing score in the English portion, or A satisfactory score on the verbal section of the Scholastic Aptitude Test (SAT) or the American College Test (ACT).
4. An applicant whose citizenship is outside the United States must submit one of the following:
  - Copy of the Resident Alien card (front and back).
  - A valid student visa.
5. Certification of Eligibility (Form I-20A): Once a

student has been accepted, a financial statement must be submitted in order to obtain the U.S. Department of Justice, Immigration and Naturalization Service Certificate of Eligibility for Nonimmigrant (F-1) Student Status (Form I-20A). There are two types of financial statements:

1. A bank letter addressed to Barry University stating that the student or sponsor have the funds available to pay the total cost associated with attending Barry University for one year. The University determines the required amount.
2. A notarized 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).
3. International students 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 a means of financial support must be attached to the Certificate of Eligibility (I-20A) when applying for the student visa at the United States Embassy or Consular Office.
4. A meeting with the International Student Advisor is also required before registering for classes. Please bring your Passport, Visa, I-94 card, I-20, DS-2019, or other applicable documentation.
5. A Transfer Eligibility Form is required if transferring from another U.S. institution (if attended within the past six months).



## **INTERNATIONAL STUDENT SERVICES (O'LAUGHLIN INTER-CULTURAL CENTER)**

The International Student and Scholars Services Department known as the O'Laughlin Inter-cultural Center (ICC) provides immigration advising, advocacy, support and other key resources and services to international students and scholars. The Center seeks to challenge existing cultural stereotypes and misconceptions, to enhance the university's 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. ICC further provides resources, services and programs designed to develop the multicultural and international dimensions of Barry University. Finally, it functions as a crucial liaison within the Barry community, and various local, state, and federal agencies.

All international students must make sure they are in compliance once admitted to Barry University by checking with ICC.

### **MAINTAINING STATUS**

The following is a listing of some of the more important do's and don'ts students should follow. Remember, if you are not certain about something, check with an International Student Advisor.

**Students must** carry enough credit hours to be a full-time student; 12 hours for undergraduate, 9 hours for graduate per semester. If you need to register for less than full time, check with the International Student Services prior to dropping a course.

**Students must** keep their passport up-to-date. Immigration rules state that your passport must be valid at all times. To update your passport, contact your home country's embassy or consulate for information and instructions.

**Students cannot** work off-campus without first getting permission from the United States Citizenship and Immigration Services(USCIS), and from the International Student Advisor, if eligible.

**Students cannot** ask for permission to work off-campus until they have been in the United States for at least one academic year.

**Students must not** drive without a driver's license or without liability insurance.

**Students must not** leave the United States without first checking with one of our International Student Advisors to obtain a signature on INS Form I-20 (Student) copy, or to request a new I-20.



# FINANCIAL INFORMATION

## TUITION

Tuition is \$390.00 per undergraduate credit hour payable by check or money order to Barry University. Tuition is \$725.00 per graduate credit hour. (\$595.00 off the Miami Shores campus). The canceled check, money order, or credit card is a permanent record of payment.

## FEES

Application Fee, payable once, non-refundable.....\$30.00  
Deferred Payment Plan Fee.....\$50.00  
Late Payment Plan Fee.....\$500.00  
Portfolio Administrative Fee.....\$1600.00  
Returned Check Fee.....\$100.00  
Declined Credit Card Fee.....\$250.00  
CLEP Fee per credit.....\$100.00  
ACE Challenge Exam Fee.....\$75.00  
English Examination Fee.....\$25.00  
Academic Program Fee for NSE Courses..\$300.00/\$500.00  
(non-refundable)  
Academic Program Fee for CAT/CS/IT  
and online/web-blended classes.....\$50.00

## PAYMENT TERMS

1. Any balance due from a prior session must be paid in full before a student may register.
2. Registration **MUST** be accompanied by a check, money order, or credit card number, payable to BARRY UNIVERSITY. Credit cards which are accepted are Visa, American Express, and MasterCard. Payment can also be made on the web. Please go to <http://access.barry.edu>.
3. Payment of tuition and fees is due in full. Payment of one-half (1/2) of the total due is accepted **provided**: a promissory note signed by the student accompanies the registration along with a \$50.00 non-refundable deferred payment plan fee. The deferred payment plan fee can be reduced to \$25.00 if a signed credit card authorization form is included, authorizing the second payment to be charged to an accepted credit card at the due date. A declined credit card fee of \$250.00 will be assessed, if the pre-authorized credit card payment is refused by the credit card company. (Any registration received with less than one-half (1/2) of the amount owed will be returned to the student.)
4. STAFFORD STUDENT LOAN Registration from students with approved student loans will be processed. Students whose loans have not been approved at the time of registration must pay tuition and fees as outlined in #2 and #3.
5. CORPORATE REIMBURSEMENT POLICY  
Students who participate in a corporate reimbursement plan are responsible for the entire tuition and fees charges regardless of their employer's reimbursement policy, and these students must:
  - a. Present written documentation from their employer of employment at the time of their first registration.

The documentation should clearly indicate the level of corporate reimbursement (i.e., 50%,75%, 100%, etc.). Students should supply proof of continued employment during subsequent semesters for which they are participating in corporate reimbursement plans.

- b. Pay in full any difference between the total reimbursable amount and the tuition and fees.
- c. Pay a \$50.00 non-Refundable Deferred Payment Fee and sign a Deferred Payment Plan form 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 semester). For late payment, a fee of \$500 will be assessed.
- d. Under no circumstances will payment be deferred for more than one semester (e.g incomplete grades). Payment becomes due immediately upon course withdrawal or course failure.
- e. Any registration that is paid for by a check that is returned is subject to immediate deletion.

## 6. TUITION REIMBURSEMENT BY VETERANS ADMINISTRATION

Registration must be accompanied by payment as outlined in #3. It is the student's obligation to pay first and then seek reimbursement from the Veterans Administration.

## DROPPED COURSES

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

## TUITION CREDIT 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**  
The above percentages apply to students who have paid their tuition and fees in full.

Special course fees are not refundable

## 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 a student withdraws or stops attending classes before completing 60% of the semester, a portion of the total federal aid received, excluding Federal Work Study earnings, may need to be repaid immediately by the student. The amount of federal aid that the student 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 PLUS Loans
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grants (SEOG)
7. Other Title IV assistance (not including FWS)

**Note:** For students who receive Tuition Assistance Plan (TAP) benefits, your TAP is applied at the rate of tuition charged. In any case where the tuition charges are adjusted, the TAP will be adjusted accordingly.

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

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference.

If more aid was disbursed than was earned, the amount of Title IV aid that the student 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 the student. 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 the student once those charges were covered. Barry University will distribute the unearned aid back to the Title IV programs, as specified by law. The student will be billed for the amount that the student owes 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.

For additional information on refunds to Title IV sources, and other types of aid, please contact the Office of Financial Aid at (305)899-3355 or 800-945-2279.

### REFUND REQUESTS AND CREDIT BALANCES

Adult and Continuing Education(ACE) full-time students whose financial aid award exceeds their tuition and fee charges, generating a credit balance in their accounts, **may not be** eligible for an immediate refund of the excess balance.

If any part of this 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 may be requested.

Students who have borrowed student loans, have a credit balance, and do not need the excess funds for educational-related expenses should consider returning some or all of the credit balance to the lender to reduce their debt.

### 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 by the end of the institution's established add/drop period. The State requires a full refund of monies.

### DELINQUENT ACCOUNTS

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

### GRADES, TRANSCRIPTS, AND DIPLOMAS

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

### STUDENT DISMISSAL

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

# FINANCIAL AID

The purpose of the Office of Financial Aid 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 Office of Financial Aid 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.

For federal financial aid purposes, satisfactory academic progress is defined as successfully completing at least 50% of the credit hours attempted during the academic year (if attending half-time), or 24 credit hours each academic year (if attending full-time) and achieving a cumulative grade point average of 2.00 or above (whether attending half-time or full-time). You must be attempting at least 12 credits per semester to be considered a full-time student.

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 alternative loans. Applications are available at the ACE Financial Aid Office.

## APPLYING FOR FINANCIAL AID

After applying for admission, students should submit the completed packet of financial aid forms available through Barry's Financial Aid Office. The student should complete the following forms: the Free Application for Federal Student Aid (FAFSA) and the application for Federal Stafford Loans. These forms can be obtained through the Financial Aid Office or off-site campuses.

The Free Application for Federal Student Aid (FAFSA) should be mailed to the Multiple Data Processor, using the addressed envelope included in the application. The FAFSA can also be completed on the Internet by connecting to <http://www.fafsa.ed.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, you may add our school by going online at <http://www.fafsa.ed.gov> or call the U.S. Department of Education at 1-800-4FED-AID (1-800-433-3243) to have your SAR sent to us electronically.

The remainder of supporting applications and documentation should be sent directly to the Office of Financial Aid. Students whose applications are selected for verification may be required to submit additional documentation (i.e., tax returns, W-2 statements, etc.). This documentation will be used to verify information submitted on the FAFSA. Students will be notified if parent's or student's tax returns and W-2 statements are required to complete the verification process. Students must apply each academic year for financial assistance.

## 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 from a bank, credit-union or other lending institution. 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 \$400 to \$4,050.

### **FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)**

Low-interest loans for students who are registered at least half-time, are provided by private lenders such as banks, credit unions, savings and loan associations and other organizations. There are three types of FFELP loans for graduate and professional students: the Subsidized Federal Stafford Loan, the Unsubsidized Federal Stafford Loan, and the Graduate PLUS Loan.

**THE SUBSIDIZED FEDERAL STAFFORD LOAN** is need based. The government assumes the interest for the Subsidized Stafford Loan while the student is in school and during the six month grace period. The annual limit is \$8500. The maximum aggregate debt (Lifetime limit) that can be accumulated is \$65,000, including the debt assumed for the undergraduate study. The interest rate is variable tied to the 91 day T-Bill. On July 1<sup>st</sup>, 2006 the interest rate will become a fixed interest rate at 6.80%. There is an origination fee of up to 2% as well as a federal default fee up to 1% which is deducted at the time of disbursement. Repayment begins six months after the student ceases to be enrolled at least half-time.

**THE UNSUBSIDIZED FEDERAL STAFFORD LOAN** provides additional funds for educational expenses. This is a non-need based loan. Graduate and professional students can borrow up to \$18,500 per year, with an aggregate loan limit (Lifetime limit) of \$138,500 minus any funds received under the Subsidized Stafford Loan program. (Students in the Podiatric Medicine Program see Podiatric Medicine (D.P.M.) Loans.) The interest rate is variable, tied to the 91-day T-Bill; however, on July 1<sup>st</sup> 2006 the interest rate will become a fixed interest rate at 6.80%. There is an origination fee of up to 2%, as well as a federal default fee up to 1% which will be deducted at the time the loan is disbursed, Repayment begins six months after the student ceases to be enrolled at least half-time.

**THE FEDERAL PLUS LOAN FOR GRADUATE AND PROFESSIONAL STUDENTS.** The Graduate Plus Loan is an additional loan that graduate or professional students can apply for after they apply for Federal Stafford loans. Students can borrow the Graduate PLUS loan up to the cost of attendance less other financial aid. Students interested in this program must be credit worthy but the credit review is less stringent than with private loans. The interest rate is a fixed rate of 8.5% with no aggregate limit. The loans have an automatic in school deferment so you won't have to make principle payments as long as you are enrolled in school at least half-time.

### **THE FEDERAL PERKINS LOAN PROGRAM**

This low-interest (5%) loan, made by Barry University, but federally subsidized, 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 \$6,000 annually and are subject to funding availability.

### **THE ALTERNATIVE OR 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 graduate and professional students. The 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)**

The 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 \$2,850 per academic year, subject to state appropriations. The FAFSA must be submitted to the Financial Aid Office at Barry University no later than the first day of the semester for which the grant is requested. If only applying for the FRAG, you must complete the FRAG application prior to the start of the Fall and/or Spring semesters. It is available in the Fall and Spring semesters only.

Students must register for courses for both A and B 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. 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.

### **FLORIDA STUDENT ASSISTANCE GRANT (FSAG)**

This need-based grant provides approximately \$1400 per academic year to full-time undergraduate residents and is subject to state budget appropriations. 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.

### **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 and submit the Free Application for Federal Student Aid (FAFSA).

### **SATISFACTORY ACADEMIC PROGRESS**

For federal financial aid purposes, "satisfactory academic progress" defined as successfully completing 24 credit hours each academic year and achieving a cumulative grade point average of 2.00 or above, if the student is registered as full time. Review for satisfactory academic progress is done annually at the end of the spring semester. If a student has not completed 24 credits by the start of the fall semester, or has not obtained a 2.00 cumulative GPA by the end of the spring semester, he/she will be placed on probation for no longer than one calendar year. If that same student has not obtained a 2.00 GPA by the end of the probationary period, and has not completed the required number of credits, he/she will be ineligible for financial aid for the next academic period.

### **VETERANS' AND ELIGIBLE DEPENDENTS' EDUCATIONAL ASSISTANCE**

The Federal Government has programs which provide financial assistance for veterans and eligible dependents of certain veterans. You can obtain further information from your Veterans' Administration representative at Barry University. If you are eligible for veterans' educational benefits, we will provide you with the necessary forms and will certify your enrollment status. Questions regarding veterans' educational benefits may be directed to the Office of Financial Aid (305-899-3673), or to the Veterans' Administration Regional Office at 1-888-442-4551 (Atlanta, GA) or 1-800-827-1000 (Saint Petersburg, FL).

### **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.

**FINANCIAL AID INFORMATION**  
**CALL 305-899-3355**  
**OR TOLL FREE 1-800-945-2279 - OPTION #2**  
**e-mail: [ace-finaid@mail.barry.edu](mailto:ace-finaid@mail.barry.edu)**  
**Web: [www.barry.edu/ace](http://www.barry.edu/ace)**



# FINANCIAL AID PROGRAMS

Programs	Eligibility	Award Amounts	Application Information
Federal Pell Grant	<ul style="list-style-type: none"> <li>● Undergraduate student Attempting 1st bachelor's degree</li> <li>● U.S. citizen or permanent resident</li> <li>● Enrolled or accepted for enrollment</li> <li>● Enrolled in a degree-seeking program</li> <li>● Demonstrate financial need</li> <li>● Satisfactory academic progress</li> </ul>	\$400-\$4,050 per academic year	Complete the Free Application for Federal Student Aid (FAFSA)
Federal Work Study	<ul style="list-style-type: none"> <li>● Same as above</li> <li>● At least half-time attendance (6 credits)</li> </ul>	up to \$3,200 per academic year	Complete the Free Application For Federal Student Aid (FAFSA)
Florida Student Assistance Grant (FSAG)	<ul style="list-style-type: none"> <li>● Full-time student (12 credits or more)</li> <li>● Degree-seeking</li> <li>● Demonstrate financial need</li> <li>● One year or more Florida resident</li> <li>● Attend a public or private Florida college or university</li> <li>● Satisfactory academic progress</li> <li>● Undergraduate Student Attempting 1st bachelors degree</li> <li>● U.S citizen or permanent resident</li> </ul>	Approximately \$1400 per academic year Subject to funding by the State of Florida	Complete the Free Application For Federal Student Aid (FAFSA)
Florida Resident Access Grant (FRAG)	<ul style="list-style-type: none"> <li>● Full-time student (12 credits or more)</li> <li>● Degree-seeking</li> <li>● One year or more Florida resident</li> <li>● Attend a private Florida college or university</li> <li>● Satisfactory academic progress</li> </ul>	Approximately \$2850 per academic year. Subject to funding by the State of Florida	Complete the FAFSA application prior to the start of the Fall and Winter semesters.
Federal Stafford Loan (Subsidized and Unsubsidized)	<ul style="list-style-type: none"> <li>● Degree-seeking</li> <li>● At least half-time attendance (6 credits)</li> <li>● U.S. citizen or permanent resident</li> <li>● Enrolled or accepted for enrollment</li> <li>● Dependent or Independent Student</li> <li>● Satisfactory academic progress</li> </ul>	Up to \$2625 per academic year for Freshmen, \$3500 for sophomores, \$5500 for juniors and seniors	Complete Master Promissory Note, (MPN) and Free Application For Federal Student Aid (FAFSA).
Additional Unsubsidized Stafford	<ul style="list-style-type: none"> <li>● Degree seeking</li> <li>● At least half-time attendance(6 credits)</li> <li>● Enrolled or accepted for enrollment</li> <li>● U.S. citizen or permanent resident</li> <li>● Independent Student</li> <li>● Satisfactory academic progress</li> </ul>	Up to \$4000 per academic year For freshmen and sophomores \$5000 for juniors and seniors Enrolled or accepted for enrollment	Same as above
Federal Parent Loan Undergraduate Student	<ul style="list-style-type: none"> <li>● Degree seeking student</li> <li>● At least half-time attendance(6 credits)</li> <li>● U.S. citizen or permanent resident</li> <li>● Credit-check involved</li> <li>● Dependent student</li> <li>● Satisfactory academic progress</li> </ul>	Up to cost of attendance minus other financial aid	Complete loan application and recommend completion of Free Application for Federal Student Aid (FAFSA).
Federal Perkins Loan Program	<ul style="list-style-type: none"> <li>● U.S. Citizen or permanent resident</li> <li>● Demonstrate extreme financial need</li> <li>● Degree-seeking or accepted for enrollment in a Degree-seeking program</li> <li>● Satisfactory academic progress</li> <li>● At least half-time attendance (6 credits)</li> </ul>	\$1,000 per academic year	Complete the Free Application For Federal Student Aid (FAFSA) Sign a promissory note with the Office of Financial Aid.

**Award amounts and eligibility requirements are subject to change.**

**The student's financial aid file must be complete before financial assistance may be offered.**

# STUDENT LIFE

## VICE PRESIDENT FOR STUDENT SERVICES

Phone: 305-899-3085

Landon Student Union, Suite 300

[www.barry.edu/student-services](http://www.barry.edu/student-services)

As senior administrator in charge of the Student Services 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 Services Division is prepared to assist you with any personal, financial, or academic difficulties.

## THE DEAN OF STUDENTS

Phone: 305-899-4926

Landon Student Union, Suite 101

[deanofstudents@mail.barry.edu](mailto:deanofstudents@mail.barry.edu)

The Office of the Dean of Students provides support for the intellectual and personal development of all students - undergraduate, graduate, adult learners - through a combination of advocacy, programming, and services that enhance the quality of campus life. Additional areas of responsibility include: guidance/counseling, fostering educational goal attainment, making appropriate referrals, promoting faculty-student collaboration, managing the disciplinary process, and facilitating conflict resolution.

## CENTER FOR COUNSELING AND

Phone: 305-899-3950

PSYCHOLOGICAL SERVICES

[counselingservices@mail.barry.edu](mailto:counselingservices@mail.barry.edu)

While at Barry, you may experience personal concerns that interfere with your academic development and prevent you from realizing your potential. The Center for Counseling and Psychological Services provides confidential personal counseling services and developmental programming. Discussions frequently center on such topics as personal adjustment, social relations, depression, anxiety, stress, self-esteem, health, family issues, relationships, and marriage. Periodically, workshops are offered which can provide you with information that may be helpful. When requested, or when appropriate, referrals are made to the University's consulting psychiatrist, physicians, and/or community agencies.

## Personal counseling can help with:

- stress and anxiety
- substance abuse
- family issues
- grief and loss issues
- physical, sexual, and emotional abuse
- date rape or rape
- difficulty concentrating or studying
- test anxiety
- loneliness
- depression
- relationship conflicts
- problems with sleeping or eating
- identity issues
- sexual orientation
- conflict resolution
- body image and eating disorders
- self esteem

Groups, workshops and educational programs are also offered

## CAREER PLANNING AND PLACEMENT CENTER

Phone: 305-899-4010

Landon Student Union, Suite 105

[careerservices@mail.barry.edu](mailto:careerservices@mail.barry.edu)

The Career Planning and Placement Services (CPPS) seeks to prepare current students like you and alumni to identify personal values, skills, and interests and to become independent in the exploration of career choices. To meet this need, the CPPS provides individual career counseling, interest and personality inventories, career guidance assistance, on-campus recruiting, career placement research, job skills workshops, part-time and full-time job listings, a career library, mock interviews, career expos and career days. The CPPS is invested in meeting the needs of a diverse population of students and alumni on the main campus and at all off-campus sites.

- career fairs and career expos
- career interest testing
- career library resources
- computer-assisted career information search
- federal jobs computer
- e-campus Recruiter
- full-time and part-time job listings
- graduate school information
- internet job search
- internships
- MAT testing
- on-campus recruiting
- resume writing, interview skills assistance

## **OFFICE OF STUDENT ACTIVITIES**

**Phone: 305-899-3961**

**Landon Student Union, Suite 206**  
**[studentactivities@mail.barry.edu](mailto:studentactivities@mail.barry.edu)**

The Office of Student Activities' purpose is to facilitate individual growth and development of Barry students through involvement in extra-curricular activities that complement the traditional educational processes of the University.

In keeping with this objective, the office develops and maintains an extensive extra-curricular program, which provides you with practical opportunities to link classroom learning with the extra-curricular and pre-professional environment. The office recognizes over 80 student organizations, promotes Leadership Development, Greek Life, social and educational programming.

Through increased social interaction, the Office of Student Activities consistently fosters the development of Barry University's commitment to quality education through a more caring environment.

## **CENTER FOR COMMUTER STUDENT AFFAIRS**

**Phone: 305-899-3089**

**Landon Student Union, Suite 108**  
**[commuteraffairs@mail.barry.edu](mailto:commuteraffairs@mail.barry.edu)**

The Center for Commuter Student Affairs is committed to advocating for, and serving the needs of all commuter students, including undergraduate, graduate, ACE, and those attending Barry's many off-campus university sites. As a central point of contact for commuters, the Center offers the following: a comfortable lounge and study area, commuter-oriented programs and services, discounted bus passes, locker rental, information on campus events and activities through its Commuter Information Assistant program, and a commuter Web site with additional resources. The Center also collaborates with academic and administrative departments, as well as with other organizations and institutions, to make sure that commuters attain the most out of their educational experience at Barry.

## **STUDENT UNION OFFICE**

**Phone: 305-899-4900**

**Landon Student Union, Suite 103**  
**[student.barry.edu/Info-Center](http://student.barry.edu/Info-Center)**

Following are some of the many services available for you at our office.

## **CONCIERGE SERVICES**

- Ask our campus specialist about locations, hours, and services offered on campus and in the local community.
- Meet in person with qualified staff that will do everything possible to assist you with your various needs.
- Some of the standard services offered include local phone calls, sending and receiving of faxes, lamination, change for on-campus laundry and vending, on-site daily newspapers, database of information on local and state-wide events and attractions, and more.

## **ID CARDS/DEBIT SERVICES**

- Visit our office to obtain your Barry ID card or to validate the one you already have
- Get information on meal plans and assistance with getting one
- Get information and assistance on bookstore uses for your Barry ID card
- Learn about the upcoming development with the campus-wide enhancement program of the Barry ID card

## **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

Our office is open 7 days a week. Weekday hours are 7:30 am to midnight. Weekend hours are 9:30 am to 12:00pm. Note that hours may vary during summer semesters and holidays observed by the university.

## **OFFICE OF DISABILITY SERVICES**

**Phone: Voice/TDD 305-899-3488**

The purpose of the Office of Disability Services is to provide information, advocacy and academic accommodations to those students with documented physical, visual, hearing, speech, learning, psychological, chronic and temporary disabilities.

Disability Services supports the caring environment of Barry University through its fostering of one-on-one relationships with students while assuring their human and legal rights.

The Office of Disability Services strives to provide a holistic educational experience, which prepares each student to be united and equal with the non-disabled population.

## **STUDENT HEALTH CENTER**

**Phone: 305-899-3750**

**Landon Student Union, Suite 104**  
**[healthservices@mail.barry.edu](mailto:healthservices@mail.barry.edu)**  
**[www.barry.edu/healthservices](http://www.barry.edu/healthservices)**

Student Health Services strives to establish a caring environment for students at Barry University as it relates to health issues. We strive to promote an optimal level of wellness and continuously explore options for the delivery of enhanced health care services in the general community.

### **Services provided at Health Services:**

- Assessment of injury or illness by a registered nurse
- Referral to an on campus nurse practitioner
- Referral to off campus health care providers
- *Provision of over the counter medications*
- Administration of immunizations including: MMR's, Tetanus, Hepatitis A&B, Varivax & PPD's
- Administration of the student health insurance plan
- Assistance with coordination of insurance benefits
- Health education and illness prevention
- Pharmacy delivery service from a local pharmacy

**All resident and international students are required to have adequate insurance coverage while attending Barry University.** Many international insurance plans and out of state managed care plans are not transferable to the Miami area to provide appropriate reimbursements for health care services. Barry offers all students who attend our university a very affordable student health plan. For more information please refer to the insurance brochure which may be obtained by calling Health Services.

### **PARKING**

Parking on the Miami campus is available only with permit.

### **CAMPUS STORE**

The campus store is open for the services and needs of the students of Barry University. Books, supplies, and other sundries are available for purchase. Hours are printed in the semester schedule.

### **DINING SERVICES**

The Campus Dining Hall is available to all students. Commuter students have the option to pay cash at the door or purchase one of four commuter meal plans. In addition to cash, some of the commuter meal plans include "FLEX BUCS" that can be used to make purchases in this location. Dining service hours are printed in the semester schedule.

### **THEATRE**

The Fine Arts Department produces a wide variety of musical and dramatic presentations. Throughout the year, music and theatre students have ample performance and technical opportunities in drama, comedy, musical theatre, music recitals and dance concerts. Students may take advantage of two performance areas: the 994-seat Broad Center for the Performing Arts auditorium and the more intimate, 55 seat Pelican Theatre. Student-directed productions are encouraged and produced in conjunction with the University Theatre Club. The theatre program is actively involved with Alpha Psi Omega, the National Theatre Honor Society and theatre majors regularly intern with local professional theatres.

### **BARRY UNIVERSITY CHORALE**

The University Chorale is an organization dedicated to singing all styles and periods of music. It is open to students and interested community participants.

### **CAMPUS SECURITY EMERGENCY PHONES**

899-3333 or from any campus pay phone \*3

### **RECITALS AND EXHIBITS**

Students specializing in instrumental and vocal music, as well as members of the Music and Theatre faculty, present studio recitals and public concerts.

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.

### **THE OFFICE OF MISSION AND MINISTRY**

**1-305-899-3650**

The Office of Mission and Ministry offers a wide variety of programs on the Barry University campus to coordinate and foster awareness and articulation of Barry's mission values. Students of all faith traditions are invited to deepen their understanding of their faith and live their beliefs out fully in life.

To assist students in this endeavor, the ministry staff provides opportunities for worship, retreats, community outreach, Catholic faith formation and sacramental initiation and interfaith conversations and prayer gatherings. Students are also encouraged to volunteer in the community through participation in Habitat for Humanity, serving at Camillus House, Alternative Spring Break and many other organizations including tutoring, mentoring, etc. The Interfaith Committee offers programs to promote dialogue and engage in discussions of theological importance to Jewish, Christian, Muslim and other faith traditions.

### **PUBLICATIONS**

University publications include the *Barry Magazine* and *Alumni Connection*, both published three times a year, the annual *President's Report* and *For U*, an on-line, employee newsletter posted weekly. Additionally, the *Barry Buccaneer* is written and published monthly by the students.

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

## ALUMNI ASSOCIATION

The Alumni Relations Office is located in the Vivian Decker Alumni House, at 103 N.E. 115<sup>th</sup> Street, Miami Shores (across from the main campus). The main responsibility of the Alumni Relations Office is to offer programs and activities for the alumni and current students in order to foster good will, add a spirit of loyalty, and to promote and encourage alumni to maintain a personal involvement with the University.

Annual events include the Barry University Alumni and Family Weekend and Homecoming which is a celebration of the spirit of Barry and the memories of years past. The Distinguished Alumni Awards Dinner held during alternating Barry University Alumni Family and Friends Weekend years, recognizes Barry alumni in the following categories: Alumni Volunteer of the Year, Meritorious Community Service Award, Professional Achievement Award, Distinguished Graduate of the Last Decade Award, Honorary Alumni Award and the Outstanding Alumni Award. Additionally, several activities are held throughout the year such as the Annual Easter Egg Hunt, Breakfast with Santa, ACE Appreciation Week, regional Alumni Relations events and programs. The Barry University Alumni Relations office also provides the means for alumni to stay connected through the on-line Alumni directory and the Alumni website [www.barry.edu/alumni](http://www.barry.edu/alumni), and E-NEWS, a bi-weekly electronic publication in the "Alumni Connection," a feature section in the "Barry Magazine."

The Alumni Relations Office supports the efforts of the Barry University Alumni Association which is governed by a national board of 24 volunteers, who meet quarterly to plan the annual business of the Association.

## EXCERPTS FROM THE STUDENT HANDBOOK (see Student Handbook for additional information)

### 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.

## STUDENT CONDUCT CODE

The university, through the Division of Student Services, 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.

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

## 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.

