Barry University | LAW



Student Handbook

2026-2027

This Handbook supersedes all prior Handbooks and any other documents or provisions on the subjects it covers. Every student is responsible for knowing and following the rules in this Handbook.

This Handbook is updated and distributed at the start of each academic year. Amendments adopted during the year are published in the online version, and students are notified of changes via their Barry Law student email account. Students are responsible for checking their Barry Law email and the official website regularly to remain informed.

Revised: August 21, 2024; September 18, 2024; August 11, 2025; August 28, 2025; January 2, 2026; March 13, 2026; August 10, 2026; November 6, 2026.

Table of Contents

PART ONE: GENERAL INFORMATION 5

MISSION STATEMENTS 5
DISCLAIMER 6
STATEMENT OF SHARED GOVERNANCE 6
NON-DISCRIMINATION POLICY 7
STATEMENT OF INSTITUTIONAL LEARNING OUTCOMES 8
ADMINISTRATION AND LAW SCHOOL DEPARTMENTS 10
ACADEMIC CALENDAR (2026-2027) 11
BAR ADMISSION INFORMATION 15
BARRY ONLINE BOOKSTORE 15
BARRY UNIVERSITY'S ANONYMOUS REPORTING HOTLINE 16
CAMPUS CAFE 16
CAREER SERVICES 16
CENTER FOR EARTH JURISPRUDENCE (CEJ) 16
CHANGE OF ADDRESS 17
CO-CURRICULAR ORGANIZATIONS 17
COURSE EVALUATIONS 18
DRUG-FREE CAMPUS 18
EMERGENCIES 18
FACILITIES AND MAINTENANCE REQUESTS 18
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) 18
FIREARMS ON CAMPUS 19
FOOD AND BEVERAGES IN CLASSROOMS 19
IDENTIFICATION CARDS 19
INFORMATION TECHNOLOGY 19
LAW LIBRARY 20
LOST AND FOUND 20
MILITARY RECRUITING 20
PARKING, DRIVING ON CAMPUS, AND VEHICLE REGISTRATION 21
PHOTOCOPIERS ON CAMPUS 21
REGISTRAR'S OFFICE 21
RESERVING SPACE ON CAMPUS 21
SECURITY ON CAMPUS 22
SERVICE ANIMALS ON CAMPUS 22
SMOKE-FREE CAMPUS 22
STUDENT COMPLAINTS 22
STUDENT COUNSELING SERVICES 23
STUDENT LIFE 23
STUDENT ORGANIZATIONS 24
STUDENT LOCKERS 24
STUDENT MAIL 24
STUDENTS WITH DISABILITIES 24
SUGGESTION BOX 25
USE OF THE BARRY LAW SCHOOL LOGO 25

STUDENT FINANCIAL SERVICES 26

PAYMENT OF TUITION 26
DISBURSEMENT OF EXCESS FUNDS....27
SCHOLARSHIPS....27
SATISFACTORY ACADEMIC PROGRESS (SAP) 27
INSTITUTIONAL REFUND POLICY 28
RETURN OF TITLE IV FUNDS....29

PART TWO: ACADEMIC RULES....30

SECTION I – GENERAL PROVISIONS AND DEFINITIONS 30
SECTION II – ENROLLMENT AND REGISTRATION....32
SECTION III – ATTENDANCE AND CLASS CANCELLATIONS 36
SECTION IV - EXAMINATIONS 37
SECTION V - GRADING AND ACADEMIC CREDIT 39
SECTION VI - ACADEMIC INTEGRITY RELATED TO ARTICFICIAL INTELLIGENCE....43
SECTION VII - ACADEMIC STANDING....44
SECTION VIII - WITHDRAWAL, TRANSFER, AND LEAVES OF ABSENCE....46
SECTION IX - ADMINISTRATIVE REQUIREMENTS 47
SECTION X - REQUIREMENTS FOR GRADUATION....48
APPENDICES TO THE ACADEMIC RULES 51
APPENDIX A: COURSE PROGRESSION GUIDES 52
APPENDIX B: APPROVED EXPERIENTIAL COURSES....58
APPENDIX C: HONORS CERTIFICATE CURRICULA 59
APPENDIX D: EXAMINATION-DAY INSTRUCTIONS....63
APPENDIX E: REGISTRATION IN THE STUDENT PORTAL 64

PART THREE: STUDENT CONDUCT CODE....66

SECTION I: PURPOSE AND SCOPE....66
SECTION II: DEFINITIONS 66
SECTION III: DISCIPLINARY AUTHORITY 67
SECTION IV: JURISDICTION....67
SECTION V: VIOLATION OF LAW 68
SECTION VI: PROHIBITED CONDUCT 68
SECTION VII: ADMISSION OF VIOLATIONS....71
SECTION VIII: DISCIPLINE PROCEDURES....71
SECTION IX: SANCTIONS 75
SECTION X: APPEALS....75
SECTION XI: IMPLEMENTATION OF SANCTIONS 76
SECTION XII: MAINTENANCE OF DISCIPLINARY RECORDS....76
SECTION XIII: INTERPRETATION AND AMENDMENTS 76

PART FOUR: THE HONOR CODE OF CONDUCT....77

SECTION I: DEFINITIONS....77
SECTION II: CONDUCT INCOMPATIBLE WITH PROFESSIONAL STANDARDS 80
SECTION III: SANCTIONS....84
SECTION IV: PROCEDURE FOR ACTIONS....86
SECTION V: MISCELLANEOUS....94
SECTION VI: NOTICE 95

PART ONE: GENERAL INFORMATION

Barry University Dwayne O. Andreas School of Law is a mission-driven law school located in Central Florida. The School of Law was founded in 1995 and became part of Barry University in 1999. Barry University was founded in 1940 and is sponsored by the Adrian Dominican Sisters. The Mission Statements below guide the programs, priorities, and community at the School of Law.

MISSION STATEMENTS

Barry University Mission Statement

Barry University is a Catholic institution of higher education founded in 1940 by the Adrian Dominican Sisters. Grounded in the liberal arts tradition, Barry University is a scholarly community committed to the highest academic standards in undergraduate, graduate, and professional education. In the Catholic intellectual tradition, integration of study, reflection, and action inform the intellectual life. Faithful to this tradition, a Barry education and University experience foster individual and communal transformation where learning leads to knowledge and truth, reflection leads to informed action, and a commitment to social justice leads to collaborative service. Barry University provides opportunities for affirming our Catholic identity, Dominican heritage, and collegiate traditions. Catholic beliefs and values are enriched by ecumenical and interfaith dialog. Through worship and ritual, we celebrate our religious identity while remaining a university community where all are welcome.

Approved by the President and the Executive Committee of the Administration on May 15, 2008; approved by the Board of Trustees on May 30, 2008; submitted to the General Council of the Adrian Dominican Sisters for final approval; Council approval received via letter from Sister Rosa Monique Pena, OP in June 2008.

School of Law Mission Statement

Barry University Dwayne O. Andreas School of Law is the only Dominican Law School in the United States and the first American Law School to be part of a university founded by religious women. The School of Law endeavors to offer a quality legal education in a caring environment with a religious dimension so that study and reflection lead to informed action and commitment to social justice leads to collaborative service. The School of Law promotes the highest standards of ethics and competence in the practice of law and other pursuits. The School of Law seeks to challenge students to embrace intellectual, personal, ethical, spiritual, ecological, and social responsibilities in an atmosphere of academic freedom. The program strives to equip its graduates to apply the knowledge, values, and skills they acquire to enhance personal growth, the legal profession, the judicial system, society, and the Earth community. Within its Catholic Dominican tradition, the School of Law values matter of faith through religious freedom. The School of Law seeks to enhance diversity in our community and the profession and endorses recruitment and retention of members of underrepresented groups, particularly racial and ethnic minorities, to create a more diverse faculty, staff, and student body.

Amended by the Faculty of the School of Law on Aug. 16, 2013.

DISCLAIMER

This Handbook provides students with formal notice of the School of Law's regulations and is a guide to its operating rules. It contains the policies and procedures currently in force, both faculty-adopted and administrative. All policies are subject to change at any time. A change takes effect when it is announced via email to Barry University student email accounts and the School of Law website.

This Handbook is not a contract. It does not determine the outcome of every situation that may arise, does not create specific rights, does not impose specific duties on the School of Law or its administration, and does not limit the School of Law's authority. The School of Law reserves the right to modify its admission and graduation requirements, to change the program of study, and to amend any regulation affecting students when it determines that such a change is in the best interest of the school or its students.

STATEMENT OF SHARED GOVERNANCE

This statement governs the authority to amend various provisions in this Handbook. It reflects the allocation of governance customary in American legal education, under which the dean and faculty share responsibility for the program of legal education, while the administration exclusively manages the operations that support it. (See ABA Standard 201)

Faculty Authority. The following matters require a majority vote of the faculty for adoption or substantive amendment:

A. the substance of the academic program, including courses required for a degree, credit-hour and residency requirements, other academic graduation requirements (i.e. experiential, upper-level writing, pro bono, and professionalism), and the institutional learning outcomes;
B. academic standards, including the grading scale and grade distributions, the academic requirements for good standing, probation and dismissal standards, and the requirements for honors certificates and graduation honors;
C. the Honor Code of Conduct, which by its own terms may be amended only by faculty vote;
D. the approval of new courses, certificates, and degrees, as well as the required curricula to earn any degree or certificate; and
E. any amendment to the Academic Rules that relate to items (A) and (B), to the extent an amendment would change an academic standard or requirement rather than a procedure.

Administrative Authority. The Dean may adopt or amend the following without a faculty vote:

A. Part One of the Handbook, including but not limited to the academic calendar, fee and payment policies, student services, and institutional procedures;
B. the Student Conduct Code, which governs non-academic conduct and by its own terms is to be amended by the administration;
C. the procedural provisions of the Academic Rules, including filing mechanics, forms, notice methods, and internal deadlines. Whether a petition, appeal, variance, waiver, deferral, or reconsideration is available in each circumstance, together with its grounds, decision-maker, timelines, filing mechanics, and finality, is an administrative matter. However, an individual-review mechanism may not be used to amend generally a requirement or standard that requires a faculty vote, and no individual review mechanism may substitute an administrator's judgment for a faculty member's evaluation of student work.
D. the Appendices to this Handbook, which shall be updated administratively to reflect current offerings and faculty-approved courses; and

E. editorial revisions anywhere in the Handbook, including reorganization, renumbering, cross-references, and restyling, that do not change substance.

University Authority. Policies adopted at the University level, including but not limited to the University Mission Statement, the Non-Discrimination Policy, Title IX processes, disability accommodation processes, and University financial aid and refund policies, are reproduced in this Handbook for convenience but can be amended only through University processes.

Resolution of Doubt. The Senior Associate Dean for Academic Affairs, in consultation with the Dean, determines in the first instance whether a proposed change requires a faculty vote. When that question is fairly debatable, the Dean or any full-time faculty member may present it to the faculty for discussion. Any such discussion is limited to whether the proposed change requires a faculty vote. The Dean, after full consideration of the discussion, makes the final determination on whether the proposed change is subject to a faculty vote, and that determination shall be final.

NON-DISCRIMINATION POLICY

Barry University does not discriminate on the basis of race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, gender expression, genetic information, familial status, marital status, pregnancy, age, disability status or military status. This policy applies to students, employees, applicants, and trustees with respect to participation in any program, benefit, activity, or student/employment opportunity offered by the University. Every member of the University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment.

Further, every University employee has an obligation to observe Barry University policies and implementation of federal and state law as a term of employment. No person shall be retaliated against for reporting violations or concerns about prohibited discrimination or bias through appropriate University channels.

Nothing in this nondiscrimination statement shall require Barry University to act in a manner contrary to the beliefs and teachings of the Catholic Church or the University mission statement.

Barry University Non-Discrimination Policy. Approved by the President and the Executive Committee of the Administration on May 16, 2012; Approved by the Board of Trustees on May 30, 2012.

The School of Law is committed to providing a work and learning environment that is free of discrimination, harassment, and other prohibited conduct. This policy applies to all employees, administrators, instructors, students, and any other person who does business with the School of Law. This policy includes, but is not limited to, the relationship between instructors and students.

Discrimination and Sexual Harassment

It is a violation of this policy for any administrator, instructor, or other employee and/or student to engage in or condone harassment or acts of unlawful discrimination. It is the responsibility of every employee to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this institution are implemented.

Any person who believes he or she has been the subject of harassment or discrimination has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain confidentiality and protect the privacy of all parties.

The Dean's Designee shall be responsible for assisting employees and students seeking guidance and/or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature or any other forms of harassment. For student complaints, the Dean's Designee is the Associate Dean for Student Affairs; if the complaint is against the Dean's Designee, then the complaint should be made to the Dean. Nothing in this section shall preclude a complaint being filed directly with the Dean. This policy and procedure cover all allegations of harassment or discrimination. In all instances the Associate Dean for Student Affairs of the School of Law will refer these matters to the University Title IX Coordinator.

Complaints regarding sex-based discrimination or retaliation, including, without limitation, sexual harassment, sexual violence, and unequal opportunities, may be submitted directly to the University's Title IX Coordinator at titleix@barry.edu.

Prohibited Conduct

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when directed toward an employee, student, or applicant particularly when one or more of the following circumstances are present:

A. Toleration of such conduct is made either explicitly or implicitly a term or condition of the individual's employment, admission, or academic evaluation.
B. Submission to or rejection of such conduct is used as the basis for employment decisions or academic evaluation affecting such individuals.
C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working, or learning environment.
D. Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility towards an individual because of that individual's race, color, religion, gender, national origin, age, sexual orientation, or disability when it has the purpose or effect of: (1) unreasonably interfering with an individual's work performance or (2) creating an intimidating or hostile environment.

STATEMENT OF INSTITUTIONAL LEARNING OUTCOMES

A. ABA Standard 302(a): Knowledge and Understanding of Substantive and Procedural Law

1) Students should demonstrate knowledge and understanding of the law as applied in trial and appellate courts, transactional practice, and as tested, on the bar exam.

B. ABA Standards 302(b): Legal Analysis and Reasoning, Legal Research, Problem Solving, and Written and Oral Communication in a Legal Context

1) Students should be able to produce effective court memoranda and appellate briefs to analyze fact patterns using predictive and persuasive styles of legal writing by synthesizing, analogizing, and distinguishing cases, statutes, and rules with due attention to correctness of expression, organization, and coherent legal analysis.
2) Students should be able to identify and marshal key facts, concepts, and related legal issues raised in hypothetical fact patterns and apply the law to these fact patterns to resolve those legal issues and evaluate possible outcomes.

3) Students should be able to recognize precedent, know the difference between binding and persuasive authority (understanding their respective weight), and plan and implement research strategies to find sources of primary and secondary authority from digital legal databases, books in the law library, and the internet, and be able to provide proper citation forms for such authorities.
4) Students should be able to communicate effectively, integrating doctrine, facts, theory, skills, and ethics, both in writing and orally, state a legal argument one-on-one or to a group, and coherently and persuasively deliver such an argument to a court, with due attention to civility, decorum, and deference.

C. ABA Standard 302(c): Exercise of Proper Professional and Ethical Responsibilities to Clients and the Legal System

1) Students should be able to apply the applicable rules of professional conduct to determine proper and ethical courses of action in the practice of law, consistent with the values and responsibilities of the legal profession and its members and should develop their professional identity in the sense of understanding what it means to be a lawyer and the special obligations lawyers have to their clients, the legal system, and society.

D. ABA Standard 302(d): Other Professional Skills Needed for Competent and Ethical Participation as a Member of the Legal Profession

1) Pursuant to the Mission of the Barry University School of Law to provide quality education in a caring environment with a religious dimension, students should have the ability to work with others of diverse backgrounds and understand the importance of building an inclusive community characterized by interdependence, equality, and compassion for self and others and should promote social and ecological justice through performing pro bono work or community service.

E. ABA Standard 303(c): Education to Law Students on Bias, Cross-cultural Competency and Racism.

1) Students should be able to demonstrate an understanding of the importance of cross-cultural competency to represent clients professionally and responsibly and to fulfill the obligation of lawyers to promotes a justice system that provides equal access and eliminates bias, discrimination, and racism in the law. (Interpretation 303-6).

Adopted by the School of Law Faculty on August 13, 2015, updated by the School of Law Faculty May 6, 2022.

ADMINISTRATION AND LAW SCHOOL DEPARTMENTS

Office of the Dean – Law Advocacy Center, 3rd Floor, Suite 309

Charles Rose III, Dean and Professor of Law

Kelly K. Curtis, Senior Associate Dean for Academic Affairs, Visiting Professor of Law

Davey Jay, Associate Dean for Student Affairs, Assistant Professor of Law

TBD, Assistant Dean of Administration and Faculty Development

Angelo Milone, Associate Dean of Communications, Digital Marketing and Enrollment Management

Mary Ruggeri, Director of Dean's Office Operations

School of Law Departments

Admissions – ALC, 1st Floor. Room 108

Career Services – ALC, 1st Floor. Room 106, 107

Center for Earth Jurisprudence –Clinical Building, Suite 200A

Clinical Programs - Clinical Building, Suite 101A

Comprehensive Legal Academic Success Program (CLASP) – Law Library, 2nd Floor, Room 226

Facilities Department – Modular Building C

Faculty Administrative Assistants – Faculty Building 100A

Finance Department – LAC, 3rd Floor. Room 310F and 310G

Human Resources – LAC, 3rd Floor. Room 310D

Information Technology – Law Library, 1st Floor, Technical Services

Institutional Advancement – LAC, 3rd Floor, Room 310C

Law Library – Euliano Law Library

Registrar's Office – LAC, 1st Floor Room 109E, 109L and 109M

Student Financial Services - LAC, 1st Floor Room 109B, 109C, 109D and 109H

Student Life – ALC, 1st Floor. Room 105

ACADEMIC CALENDAR (2026-2027)

The Academic Calendar is subject to change

Fall Semester 2026	
Academic Deadline or Event	Date(s)
Add/Drop Period	Monday, Aug. 17 - Monday, Aug. 31
PRI	Tuesday, Aug. 18 – Thursday, Aug. 20
Orientation	Tuesday, Aug. 18 – Thursday, Aug. 20
First Day of Classes	Monday, Aug. 24
Last Day to Receive Full Tuition Refund for Dropped Classes*	Monday, Aug. 31
Labor Day Holiday (Closed, No Classes)	Monday, Sep. 7
Columbus Day/Indigenous People's Day (Closed, No Classes)	Monday, Oct. 12
Spring 2027 Enrollment Period	Wednesday, Nov. 4 – Tuesday, Jan. 19, 2027
Veterans Day Holiday (Closed, no Classes)	Wednesday, Nov. 11
Legislative Monday *(see legislative calendar)* **	Monday, Nov. 23
Legislative Wednesday *(see legislative calendar)* **	Tuesday, Nov. 24
Last Day of Classes	Tuesday, Nov. 24
Last Day to Withdraw ('W') from a Regular Session course	Tuesday, Nov. 24
Fall Holiday	Wednesday, Nov. 25
Thanksgiving Break	Thursday, Nov. 26 – Friday, Nov. 27
Reading Period	Monday, Nov. 30 – Sunday Dec. 6
Exam Period	Monday, Dec. 7 – Friday, Dec. 18
Christmas Break (Law School Closed)	Thurs. Dec. 24 – Sunday, Jan. 3, 2027
Fall Grades Due from Faculty	Monday Jan. 4, 2027

*Students considering dropping courses should consult the institutional refund policy in student handbook for full tuition refund schedule.

**A Legislative Day (for example, "Legislative Tuesday") is a specific weekday that follows a different day's class schedule or is taught after the thirteenth week of the semester. It is used as a make-up class day to balance out holidays and ensure that every class meets the number of instructional minutes required by the American Bar Association for the award of credit.

***If needed, to account for unplanned cancellations, faculty may schedule additional makeup classes on the following Saturdays in Fall 2026: **Sept. 12, Sep. 26, Oct.10, Oct. 24, and Nov. 14.**

Spring Semester 2027	
Academic Deadline or Event	Date(s)
Add/Drop Period	Monday, Jan. 4 – Tuesday, Jan 19
PRI	Tuesday, Jan. 5 – Thursday, Jan. 7
Orientation	Tuesday, Jan. 5 – Thursday, Jan. 7
First Day of Classes (all)	Monday, Jan. 11
Martin Luther King Holiday (Closed, No Classes)	Monday, Jan. 18
Last Day to Receive full tuition refund for dropped classes*	Tuesday, Jan. 19
Presidents Day Holiday (Closed, No Classes)	Monday Feb. 15
Spring Break	Monday, Mar. 8 – Friday, Mar. 12
Easter Break	Thursday, Mar. 25 – Sunday Mar. 28
Summer 2027 Registration Period	Wednesday Mar. 31 - Monday, Jun. 4
Fall 2027 Registration Period	Wednesday Apr. 7 - Monday, Aug. 30
Legislative Monday *(see legislative calendar)* **	Friday, Apr. 16
Legislative Thursday *(see legislative calendar)* **	Monday, Apr. 19
Last Day of Classes	Monday, Apr. 19
Last Day to Withdraw ('W') from a regular session course	Monday, Apr. 19
Reading Period	Tuesday, April 20 – Sunday, Apr. 25
Exam Period	Monday, Apr. 26 – Friday May 7
Graduation Ceremony	Friday, May 14
Spring Grades Due from Faculty	Monday, May 24

*Students considering dropping courses should consult the institutional refund policy in student handbook for full tuition refund schedule.

**A Legislative Day (for example, "Legislative Tuesday") is a specific weekday that follows a different day's class schedule or is taught after the thirteenth week of the semester. It is used as a make-up class day to balance out holidays and ensure that every class meets the number of instructional minutes required by the American Bar Association for the award of credit.

***If needed, to account for unplanned cancellations, faculty may schedule additional makeup classes on the following Saturdays in Spring 2027: **Jan. 30, Feb. 20, Mar. 20, Apr. 3, and Apr. 17.**

Summer Term 2027	
Academic Deadline or Event	Date(s)
Add/Drop Period	Tuesday, May. 25 – Friday, Jun. 4
PRI	Tuesday, May 25 – Thursday, May. 27
First Day of Classes (all)	Tuesday, Jun. 1
Last Day to Receive full tuition refund for dropped classes*	Friday, Jun. 4
Juneteenth Holiday Observance (Closed, No Classes)	Friday, Jun. 18
Fourth of July Holiday Observance (Closed, No Classes)	Monday, Jul. 5
Legislative Monday *(see legislative calendar)* **	Monday, Jul. 12
Legislative Friday *(see legislative calendar)* **	Tuesday, Jul. 13
Last Day of Classes	Tuesday, Jul. 13
Last Day to Withdraw ('W') from a regular session course	Tuesday, Jul. 13
Reading Period	Wednesday, Jul. 14 – Sunday, Jul. 18
Final Exam Period	Monday, Jul. 19 – Friday, Jul. 23
Final Grades Due from Faculty	Monday, Aug. 9

*Students considering dropping courses should consult the institutional refund policy in student handbook for full tuition refund schedule.

**A Legislative Day (for example, "Legislative Tuesday") is a specific weekday that follows a different day's class schedule or is taught after the thirteenth week of the semester. It is used as a make-up class day to balance out holidays and ensure that every class meets the number of instructional minutes required by the American Bar Association for the award of credit.

***If needed, to account for unplanned cancellations, faculty may schedule additional makeup classes on the following Saturdays in Summer 2027: **Jun. 12, Jun. 26, and Jul. 10.**

Holidays Observed and Legislative Days

Below is a list of observed holidays and legislative days for the 2026 – 2027 academic year. Note that observance does not, in all cases, require a legislative day where regularly scheduled instructional time is sufficient to meet the ABA standard for contact time.

Fall 2026

Holiday	Date	Makeup Date	Description
Labor Day	Monday, Sep.7	Monday, Nov. 23	**Monday** class schedule will be followed.
Veterans Day	Wednesday, Nov. 11	Tuesday Nov. 24	**Wednesday** class schedule will be followed.
Columbus Day/Indigenous People's Day	Monday, Oct.12	None	**No makeup is necessary.** Increased instructional time during the semester accounts for this Holiday).

Spring 2027

Holiday	Date	Makeup Date	Description
MLK Day	Monday, Jan. 18	Friday, Apr. 16	**Monday** class schedule will be followed.
Easter Break	Thursday. Mar. 25	Monday, Apr. 19	**Thursday** class schedule will be followed.
President's Day	Monday, Feb.15	None	**No makeup is necessary.** Increased instructional time during the semester accounts for this Holiday).

Summer 2027

Holiday	Date	Makeup Date	Description
Juneteenth	Friday, Jun. 18	Tuesday, Jul. 13	**Friday** class schedule will be followed.
Independence Day	Monday, Jul. 5	Monday, Jul. 1219	**Monday** class schedule will be followed.

BAR ADMISSION INFORMATION

Admission to the bar is governed by each jurisdiction's bar authority rather than by the School of Law, and the rules and policies in this Handbook govern only the policies of the Barry University School of Law. Successful completion of a degree is not a guarantee of bar admission in any jurisdiction. Students are responsible for independently verifying and satisfying the admission requirements for every jurisdiction in which they intend to seek admission. Students should regularly consult the National Conference of Bar Examiners (http://www.ncbex.org/), which provides information on each jurisdiction's admissions procedures, character and fitness requirements, and test dates.

All students are encouraged to file a Student Application with the Florida Board of Bar Examiners in their first semester of law school, regardless of the jurisdiction in which they intend to practice. Students who choose to file should submit before the FBBE deadline (January 15 for fall starts and June 15 for spring starts). Early filing may have valuable benefits. First, Florida requires most students who participate in clinical experiences to have applied and passed the background check before participating. Second, the background check might surface potential character-and-fitness issues, which simplifies certification and admission in every jurisdiction. Finally, students who file in their first semester pay a reduced application fee. Because supporting documents take time to obtain, students should begin the application as early as possible. Applications and checklists are available from the FBBE here and the Bar Fellows in CLASP are available to assist.

The Registrar's Office automatically processes Florida Bar certifications for students who selected the Florida Bar on the Intent to Graduate form. Certifications are ordinarily transmitted in mid-July for the July examination and in mid-February for the February examination. Certifications for jurisdictions other than Florida will not be sent automatically based on the Intent to Graduate Form. Students are responsible for submitting the necessary forms and releases to the Registrar's Office in time to meet each jurisdiction's deadline. Non-Florida certifications will be processed in the order received.

BARRY ONLINE BOOKSTORE

All required course textbooks, course packs, course supplements, study aids, basic school supplies, merchandise, and apparel with the School of Law's name or logo are available 24/7 via our online bookstore.

1) Go to www.mybarrystore.com
2) Course Materials
3) Order Textbooks
4) Select Term
5) Department LAW
6) Course-Section-Instructor
7) View Materials
8) Make Selections
9) Add to cart
10) Create an account
11) Choose the payment method (if paying with book voucher, students must use their student ID number as the payment method)

All Barry Law Students **must choose **Ship to HOME** Address to receive any/all orders. **DO NOT choose Pick Up in Store.** Students must use their Barry Law email address for communication purposes. If students have any questions or experience any issues with their orders, contact the Campus Store team at: CampusStore.Barry@BibliU.com

BARRY UNIVERSITY'S ANONYMOUS REPORTING HOTLINE

Students that need to report an issue anonymously at Barry University or the Law School can use the University's Anonymous Reporting Hotline. This service is available in both English and Spanish:

- English: 1-800-398-1496
- Spanish: 1-800-216-1288

The hotline is designed to protect your identity and does not use caller ID, recording devices, or tracking equipment. If you choose to remain anonymous, you will receive a secret identification number or password to check the status of your report.

CAMPUS CAFE

The Sidebar Café is located in a portion of the Moot Court Building and is run by Canteen, an external vendor. They offer food and beverages in a café style setting, including a seating area. The hours of operation during the Fall and Spring semesters are Monday through Friday from 7:30 a.m. to 3:00 p.m., excluding weekends. Upscale vending options are available 24/7, including weekends. Starbucks coffee service is available from 7:30 a.m. to 6:30 p.m., Monday through Friday, excluding weekends during the Fall and Spring semesters. Note that operational times vary during semester breaks, summer session, and holidays.

CAREER SERVICES

The Career Services Office ("CSO") supports the Barry University School of Law's mission by assisting students with their professional development and facilitating connections between students, alumni and employers that support the pursuit of fulfilling career paths. The School of Law seeks to foster individual career development and to empower students and alumni to continually explore, prepare for, and pursue career paths that align with intellectual, personal, ethical, spiritual, ecological and social responsibilities. The Barry University School of Law Career Services Office provides reasonable access to its services for all students and graduates.

All first-semester students must attend a mandatory 1L CSO meeting either in person or virtually. This meeting covers CSO graduation requirements and an introduction to our on-campus platform, 12Twenty Connect ("Connect"). Connect is used to track completion of these requirements, as well as promote and publicize events, professionalism opportunities, internships, fellowships, and employment opportunities both while in school and after graduation. Connect is available to Barry Law graduates and students.

The Career Services Office is responsible for signing off on students' Community Service/Pro Bono hours, Professionalism Enhancement Program (PEP) hours, and Cultural Competency Hours (CCH), all of which are graduation requirements and discussed in more detail in the Requirements for Graduation section of this Handbook.

For more information, students should email CSO here.

CENTER FOR EARTH JURISPRUDENCE (CEJ)

The mission of the Center for Earth Jurisprudence is to advance law, policy, and governance systems aimed to legally protect the sustainability of life and health on Earth.

CEJ is a team of lawyers working to advance legal principles that will protect nature. Our work advances laws and governance systems that reflect humans' interdependent relationship with the natural world - remembering that we are dependent on a healthy Earth. It is premised on the concept that humanity has a

foundational responsibility to care for and protect the long-term health and well-being of all beings and ecosystems that constitute the natural world. CEJ seeks to develop a philosophy and practice of law that respects the natural world in its own right and recognizes humans as an integral member of the Earth community.

The three core concepts that guide our efforts:

- Humans are an integral part of nature.
- We have a fundamental responsibility to protect the long-term health of nature.
- Our current legal systems fail to recognize nature's rights to exist and flourish.

What we do:

- Promote law and policy that protects the integrity and resilience of nature.
- Design and sponsor courses, publications, and events that foster professional and academic discourse on the implications of an emerging jurisprudence needed for the challenges of the first quarter of the 21st century and beyond.
- Partner with others to promote laws and cultural transformation that support ecologically sustainable societies for future generations.
- Inspired by the processes and laws of the natural world that sustain all life forms, a reverence for all creation, and the writings of Thomas Berry and other environmental advocates, the Center for Earth Jurisprudence (CEJ) was created in 2006 with initial funding from the Marie V. Gendron grant at the Schools of Law at Barry and St. Thomas Universities.

CEJ is located on the campus of Barry Law within the Clinic building.

CHANGE OF ADDRESS

All students must provide their current permanent address, local address, and emergency contact information at the time of enrollment. Students are responsible for maintenance and updates to their personal records through the Student Portal. Failure to keep information up to date may prevent students from registering for courses or receiving transcripts.

CO-CURRICULAR ORGANIZATIONS

Co-curricular Organizations are defined as the Law Journals, Trial Team and Moot Court Board. They offer students a way to earn academic credit while gaining experience and developing skills, academic research and writing, litigation experience as well as networking.

Organization Printing Allotment. Students participating in co-curricular organizations should email the IT Department to obtain a printing allotment for their organization.

Organization Budget. The President and/or Treasurer of the organization should contact the Director of Finance to prepare a budget and to secure any items the organization may need to purchase. Students should email Virginia Traver, Director of Finance & Administrative Services to schedule an appointment.

Organization Travel. Organizations that travel for law school competitions are subject to the Barry University Travel Policy. Students must read the policy *before* they travel. Any policy or travel reimbursement questions should be directed to Ms. Traver, Director of Finance & Administrative Services.

COURSE EVALUATIONS

At the end of each semester, students can evaluate each course in which they are enrolled. Evaluations are anonymous and are administered through Anthology, and students receive an email notification when evaluations open. Faculty should provide class time for students to complete evaluations, and faculty receive the results only after all final course grades have been posted. The School of Law values thoughtful, constructive feedback about its instructors and courses.

DRUG-FREE CAMPUS

In keeping with the Drug-Free Schools and Communities Act Amendments of 1989, no use of alcohol or controlled or unlawful substances are permitted on the Barry University School of Law property. The only exception to this policy is prior approval by the Dean of school-sanctioned activities where alcohol may be served.

EMERGENCIES

In an emergency, students must comply with the directions of School of Law officials and emergency personnel. Official emergency announcements are sent through email and the University's emergency messaging system. Students must keep their emergency contact information current in the Student Portal under the communication section.

FACILITIES AND MAINTENANCE REQUESTS

To report an issue in a classroom or building that requires a repair, students may either report the issue directly to a faculty or staff member or send an email to facilities staff.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 ("FERPA") provides the following rights for students attending Barry University School of Law:

- The right of the student, with minor limitations, to inspect and review their educational records.
- The right, with certain exceptions, to prevent disclosure to third parties of information from their records.
- The right to withhold public disclosure of any or all items of so-called "directory information" by written notification in the Fall and Spring semesters of each academic year during which such notification is made. Under current School of Law policy, the term "directory information" includes a student's name, University email address, and major field of study.
- The right to file a complaint with the Department of Education concerning the alleged failure of Barry University School of Law to comply with the requirements of the Act and the regulations promulgated thereunder.

The procedures to exercise the above rights are explained in the Barry University School of Law Policy regarding the confidentiality of student records. Included within the Policy is a list of the types and locations of educational records maintained by the Barry University School of Law, with the title and address of the officials responsible for those records.

For University students eighteen (18) years or older, no release is permitted of personally identifiable records, files, or personal information contained in them without the written consent of the student, except to the following:

1. Other officials, administrators, and instructors within the institution who have legitimate education interests.
2. Authorized State and Federal officials as defined in FERPA.

The student may inspect and secure copies of material from their file or records that do not jeopardize the confidentiality of others. Transcripts of academic records shall contain information about disciplinary action when appropriate.

Students are prohibited from disseminating other students' email addresses or contact information to any outside person or entity without the express authorization of the administration.

FIREARMS ON CAMPUS

The possession of firearms and weapons is prohibited on all Barry University campuses, facilities, and events. This includes carrying or storing firearms in vehicles or offices. This prohibition applies to all individuals except on duty law enforcement officers or security personnel. Officers not in uniform must display visible law enforcement identification. Any weapons found in violation of this policy may be confiscated by university personnel or law enforcement.

FOOD AND BEVERAGES IN CLASSROOMS

Food and beverages are permitted in most classrooms. Beverages must be in spill-proof containers and trash must be placed in trash receptacles.

IDENTIFICATION CARDS

Each student will be issued an identification card at orientation. Identification cards are required while on campus and students are required to provide their ID card upon request to authorized personnel. This card must be used only by the student whose name and picture appear on the card.

If a student's ID card is lost or needs to be replaced, there will be a charge to the student's account. Replacement cards can be obtained by contacting the IT Department who will deactivate and replace the card. For assistance, students should email or call the IT Helpdesk at 321-206-5799.

INFORMATION TECHNOLOGY

The IT department is the primary contact for issues relating to email, classroom technology, computer laptop issues, and exam software. For assistance, students should email or call the IT Helpdesk at 321-206-5799.

The IT office is located in the Law Library on the first floor. The hours of operation are 8:00 a.m. – 6:30 p.m. Monday – Thursday, 8:00 a.m. – 4:00 p.m. Friday. Evening support is available Monday – Thursday 5:00 p.m. – 9:00 p.m.

LAW LIBRARY

The mission of Barry University Law Library is to provide the Barry community with a pleasant environment conducive to study, research and the continuation of the educational process. The library is open to Barry Law students, faculty, staff, alumni, and bar members. The Law Library functions as a critical resource for students.

Services provided by library professionals and paraprofessionals:

- **Reference Services:** Our Reference Librarians serve as students' point of contact to answer any questions they may have. Students should consult librarians for questions about legal research, recommendations for study techniques, and any other School of Law-related information. Reference Librarians are available to help with research and instruction questions throughout the day.

  Questions: The quickest way to contact a Reference Librarian is to send an email. A Reference Librarian will get back to students with either the answer to the question or an offer to consult further.

  Students can also make an appointment by filling out a Personal Research Consultation Request Form, available online.

- **Circulation Desk and Access Services:** The Law Library's Reserve Collection is maintained behind the Circulation Desk. These include popular study aids and physical course reserve material, such as books and DVDs. Most physical reserve materials can be checked out for a period of four hours. Digital course reserves, such as copies of articles, can be found online in individual Canvas classes.

- Study aids may also be found digitally on the library website here. It is the Law Library's policy not to collect course textbooks/casebooks. Books for student courses can be obtained from our online bookstore at www.mybarrystore.com

- **Technical Services:** The Law Library Technical Staff work hard behind the scenes to keep books available and databases running smoothly in the Library's Technical Services area. (Not to be confused with IT, which is a separate department.) Students may seek assistance from them if they are having database access issues or need notarization services.

- **Online Resources.** The library offers 24/7 on demand access to most library resources. Online resources and library information can be accessed on the library website here.

- **Library Study Rooms.** The library offers a comfortable place to study, research and collaborate. Study rooms are available and will require a reservation in advance. Students should visit the library website to make a reservation. Available rooms and current library hours can be found on the library website.

LOST AND FOUND

The School of Law's Lost and Found is located in the Law Library at the Circulation Desk and in the Legal Advocacy Center at the Registrar's Office reception window. Any items found in a classroom or on campus should be turned into either location. Items are typically held at these locations for 30 days, after which they are donated or disposed of, as appropriate.

MILITARY RECRUITING

In 1994, Congress adopted 10 USC Sec. 983, a provision known as the Solomon Amendment, which requires schools to provide the military with full access to campus for recruitment purposes or risk termination of federal funds. The School of Law makes its Career Services available to the military as required by federal law. Barry University School of Law is committed to providing a caring and inclusive

environment for all students while respecting the right of every student to choose a career path that satisfies their professional and personal goals.

PARKING, DRIVING ON CAMPUS, AND VEHICLE REGISTRATION

The School of Law requires that all motorists obey all traffic signs while driving on the law school campus.

Parking. All motorists must park in lined parking spaces only. Students are not permitted to park in spaces that are reserved for administration, faculty, staff, visitors or other School of Law officials at any time. Parking of any motor vehicle on medians, sidewalks, and other places not designated for parking is not permitted.

Driving on Campus. Each student is responsible for operating their vehicle in a safe and courteous manner while on campus. Students, Faculty, and Staff must adhere to all traffic and parking signs. Traffic on the campus is one-way; for the safety of everyone on campus, do not drive against the flow of traffic.

Vehicle Registration. All Students are required to register their vehicle(s) and license plate number(s) by completing a Student Vehicle Registration form. Students are responsible for updating vehicle information if any changes occur.

PHOTOCOPIERS ON CAMPUS

There are six photocopiers intended for student use on campus. There are two on the 1st floor, one on the 2nd floor, and one on the 3rd floor of the law library, one in the Student Life Center, and one in the New Law Building. Copies are five cents a page for black and white or thirty cents a page for color. Library copiers can also scan documents to PDF or JPG format and send them to a student's e-mail address, which is free. More information about copying, printing, and scanning can be found at Copying, Printing, and Scanning at the Barry Law Library.

***Students participating in Journals, Moot Court and Trial Team and Dean's Study Fellows should contact the IT Department to receive the specific organization print allotment code.*

REGISTRAR'S OFFICE

The Registrar's Office is the primary contact for services such as course registration information, document requests, petitions, final exam information, and amendment to a student's Law School application. Students should visit the Registrar's Office website to access quick links, forms and policy information.
Students may contact the Registrar's Office here.

RESERVING SPACE ON CAMPUS

The School of Law campus provides access to classroom spaces for faculty, staff, student organizations, and students. Classroom furniture may not be moved without prior permission. Reservations are accepted after all course schedules have been finalized and classrooms are scheduled for each semester. Restrictions may apply during specific times of the semester; the campus follows the semester schedule and its holidays.

- Students should visit https://weblaw.barry.edu/room-reservations/ for rules and the process of making a room a reservation.
- Available rooms may be viewed at https://barrylawschool.skedda.com/booking, no account is necessary to view rooms.
- All reservation requests must be submitted to Law Room Reservation Mailbox at lawrooms@barry.edu.

**Disclaimer: In some instances, it may be necessary to move or reschedule a student reservation based on administrative needs for class or other school sponsored events.*

SECURITY ON CAMPUS

The law school staffs 24-hour security personnel on campus. For all security concerns or if assistance is needed at any time students should contact the "on duty" security staff member at **321-206-5744** or 407-733-9618. Students should dial 911 in the event of a situation that requires emergency response by police or fire departments.

While on duty, the security staff makes frequent rounds throughout the law campus. Students who wish to be escorted between campus buildings for any reason or to their vehicles should contact the security agent on duty for assistance. Surveillance cameras are located throughout campus to record activity in parking areas and building entries. All incidents, regardless of the time of occurrence, involving theft, fire, destruction of property, illegal substance use, assault, or personal injury require an incident report filed with the security staff member on duty. Security personnel are authorized to enforce Law School policies relating to building security and maintaining a safe environment for members of the Law School community.

SERVICE ANIMALS ON CAMPUS

At Barry University, service animals are allowed on campus as they are considered working animals, not pets. They are trained to perform tasks for individuals with disabilities, such as guiding those who are blind or alerting individuals with hearing impairments. Service animals are permitted in all areas where their owner is allowed, including classrooms and dining facilities. No documentation of the animal's training is required, but students must register their service animals with the Office of Accessibility Services (OAS). For more information or to begin the registration process for a service animal, students should contact the Office of Accessibility Services at 305-899-3488. Additional details can be found on the OAS webpage.

Emotional Support Animals (ESAs), on the other hand, are not considered service animals under the ADA. They provide comfort to individuals with disabilities but do not have specialized training. ESAs are not permitted on campus. Notwithstanding, Barry University School of Law may, from time to time, host events at which therapy animals are permitted on campus for a limited period time and a specific purpose.

SMOKE-FREE CAMPUS

Barry University School of Law is a smoke-free campus. We are dedicated to maintaining a safe and healthy academic environment, improving air quality, and promoting the comfort of students, faculty, staff, and guests. Smoking, vaping, or any other smoking products, by any method, including but not limited to cigarettes, cigars, pipes, and e-cigarettes, is not permitted on campus.

STUDENT COMPLAINTS

As an ABA-accredited law school, Barry University Dwayne O. Andreas School of Law is subject to the ABA Standards for Approval of Law Schools. The Standards may be found here. Students must follow the process below if submitting a complaint.

Any student, whether current, former, or prospective, at Barry University School of Law who wishes to lodge a formal complaint or concern regarding compliance with the ABA Standards should bring the matter to the attention of the Associate Dean for Student Affairs by completing a Student Complaint Form found on the Registrar's webpage to initiate a complaint for investigation. The complaint form may be submitted by email, U.S. Mail, fax, or personal delivery. **Anonymous complaints will not be considered.**

If the complaint concerns actions or behavior of the Associate Dean for Student Affairs, then the matter should be brought to the attention of the Senior Associate Dean for Academic Affairs. If the complaint is

filed with the Senior Associate Dean for Academic Affairs, then the responses set forth below shall be provided by the Office of the Senior Associate Dean for Academic Affairs. Upon receipt of a formal complaint, the Associate Dean for Student Affairs will advise the student who filed the complaint and provide the student with a time frame for receiving a formal response.

Procedures for Addressing Complaints:

The Associate Dean for Student Affairs shall acknowledge the complaint within five (5) business days of receipt of the written complaint. The acknowledgment may be made by email, U.S. Mail, or by personal delivery.

Within two (2) weeks of acknowledgment of the complaint, the Associate Dean for Student Affairs shall either meet with the complaining student or respond to the substance of the complaint in writing. The student shall either receive a substantive response to the complaint or information about what steps the School of Law is taking to address the complaint or further investigate the complaint to the extent that the School of Law is able pursuant to federal regulations.

Within ten (10) days of being advised of any action the School of Law will take to address the matter, the student may appeal the decision to the Dean of the School of Law. Any decision made by the Dean shall be final.

A copy of the written complaint and a summary of the process and resolution of the complaint shall be kept in the Office of the Dean of the School of Law for up to eleven (11) years.

STUDENT COUNSELING SERVICES

The mental health and well-being of our students is very important. Counseling services provided by Uwill are available to all enrolled students at Barry University School of Law at no cost. Confidentiality is a foundational principle supporting those services. **Any student experiencing an emergency should immediately contact 911.**

Uwill Mental Health

Barry University School of Law offers its students free and confidential access to therapists and on-demand crisis counseling by the Uwill website and/or mobile app. To access these services, students will need to use their Barry law email to register. Services are available 24/7/365 by logging onto the website or mobile app.

Hotlines

National Suicide and Crisis Hotline - Call 988 Lifeline https://988lifeline.org

Crisis Text Line – Text 741741 https://www.crisistextline.org

STUDENT LIFE

The Office of Student Life ("OSL") is dedicated to supporting students through innovative programs that promote leadership development and experiential learning. Through our recognized student organizations and a wide array of campus events and traditions, OSL provides a dynamic and inclusive environment where students are empowered to pursue their passions and contribute meaningfully to the Barry University Law School campus community. Students may contact Student Life via email here.

STUDENT ORGANIZATIONS

Barry Law students are encouraged to broaden their experiences by participating in the many student organizations offered at the law campus. Barry Law student groups focus on academic, professional, social justice, political, religious, cultural, and social interests. Student groups cultivate a collegial and inclusive environment within the law school community and promote an intellectual exchange in an atmosphere of academic freedom.

When students participate in student groups, it enhances their professional skills and builds rapport with faculty advisors and peers. Whether you are a group member or leader, you will have the opportunity to interact with representatives of the organized bar and the judiciary, which will prove invaluable to your academic and professional career.

A student must have a cumulative grade point average of at least 2.300 to serve as an officer of a student organization or as a Senator in the Student Bar Association, and some organizations set higher requirements. A student who falls below the applicable minimum is disqualified and must resign immediately; if the student does not resign, the Dean or the Associate Dean of Student Affairs will remove the student from office.

STUDENT LOCKERS

The School of Law provides a limited number of lockers located on the first floor OF the library for students who do not own a vehicle and need a place to store their books while on campus. Students must provide their own lock and empty the locker when they leave campus each day. There are three lower-level lockers, which are ADA compliant. Keys for the ADA lockers can be obtained from the Facilities Manager by sending an email to the Maintenance mailbox.

STUDENT MAIL

Student mail folders are available for internal campus use only. The mail folders are utilized by faculty, student organizations and administration as a method to correspond or provide items to students. The mail folders are located in the Law Library on the first floor to the right. It is the student's responsibility to regularly check their mail folders throughout the semester. The student mail folders are NOT to be used as a delivery method for U.S. mail deliveries to students.

STUDENTS WITH DISABILITIES

Under applicable law, accommodation plans are individually tailored to the needs of each person. Thus, people with similar disabilities may be accommodated differently. Accommodations will be provided only at the request of the affected individual and will be evaluated on a case-by-case basis to ascertain the appropriate and reasonable accommodation.

The current procedure is to refer the student who requests an accommodation to the Office of Accessibility Services (OAS). This office coordinates accommodation requests for eligible students on a case-by-case basis each semester in compliance with Federal and State laws. The student seeking an accommodation must provide the office with appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. Once appropriate documentation has been received by the Office of Accessibility Services, the Associate Dean for Student Affairs is notified of the necessary accommodation(s) and they are implemented.

Students should contact the Office of Accessibility Services to arrange accommodations. Voice/TDD (305) 899-3488. Email: accessibility.services@barry.edu

Temporary medical conditions are not covered under the Americans with Disabilities Act. However, if a student is requesting an accommodation due to a temporary medical condition, the student must provide

the Office of Accessibility Services with all documentation verifying the nature of the condition, expected duration of the condition, and what type of accommodation is necessary. All requests must be accompanied by a physician's verification that such accommodation is medically necessary, and requests will be evaluated on an individual basis.

All policies and procedures for assessing and handling requests for reasonable accommodations made by qualified students with disabilities may be found by visiting the Office of Accessibility Services' webpage. It is the sole responsibility of the student to seek the necessary accommodation. No accommodation will be given if the student fails to initiate the request or provide the necessary documentation in a timely manner.

SUGGESTION BOX

The School of Law offers an electronic suggestion box. If students have specific concerns or would like to make suggestions, they may submit an anonymous suggestion to the Suggestion Box found on weblaw. Please include important information and details such as dates, websites or other information regarding the issue so that it may be addressed appropriately.

USE OF THE BARRY LAW SCHOOL LOGO

Any individual or student group seeking to obtain permission to use the School of Law's name, logo, seal, or other trademarked material should direct their request to the Associate Dean of Communications, Digital Marketing and Enrollment Management. Any use of the School of Law's name, logo, seal, or other trademark in a manner which implies affiliation or connection with or endorsement by the School of Law must be approved in writing by the administration. Failure to follow these procedures may be a violation of the Student Conduct Code.

STUDENT FINANCIAL SERVICES

Graduate education represents a significant investment of personal and financial resources. It is the students' responsibility to meet their financial obligation to Barry Law. Students who plan to use financial aid funds to meet their financial obligation must plan early to do so and follow all the application steps and requirements outlined on the Office of Student Financial Services webpage. It is the student's responsibility to read and understand all policies and requirements regarding financial aid eligibility. Students are responsible for maintaining the required enrollment status to receive and retain Federal Financial Aid and Institutional Scholarship eligibility. Students must take a minimum of six (6) semester hours to be eligible for financial aid, Federal Student Loans, Institutional Scholarship and Grant awards.

Additional information about the required enrollment status can be viewed on the Office of Student Financial Services webpage. Federal Student Aid cannot be awarded for classes that do not count toward the student's degree. For example, a student with only three credits remaining towards graduation would be ineligible for financial aid and would be unable to take additional credits to obtain federal financial aid eligibility. A part-time student who is otherwise eligible for financial aid may enroll in additional credits so long as those credits remain within the part-time tuition block of 12 credits.

PAYMENT OF TUITION

All tuition and fees must be paid in full by the published deadline, which is the first day of classes for each semester. Class registration will be cancelled for non-payment of tuition and fees. Failure to meet tuition payment arrangement deadlines will result in a monthly late payment fee of $250 being assessed. The $250 fee will be assessed and posted to the delinquent student account on the first Friday following the start of classes. An additional $250 fee will be assessed on the first day of each succeeding month until the account is paid in full.

Students are prohibited from registering for a subsequent term if they have a delinquent account balance of $1,000 or more.

Satisfactory payment/ satisfactory payment arrangements:

1. If paying by cash or check, if in person, pay by the close of business on the first day of classes; or by mail, must be postmarked no later than the first day of classes.

   Barry University School of Law
   Attn: Finance/CFO Department
   6441 E. Colonial Dr.
   Orlando, FL 32807

2. If paying by credit card: Visa, Master Card, or American Express by the close of business on the first day of classes. NOTE: credit or debit card users will be assessed a separate convenience/service fee of 2.85% of the payment amount. Paying by ACH transactions (entering bank routing and account number to send the funds to the School of Law directly from a bank account) remain FEE-FREE. Also, note that the convenience fee/service charge will not be shown on students' Barry Law Student Account. Barry University does not retain any of this convenience/service fee. Two-line items will appear on students' credit/debit card account or bank statement; one is for the student account payment (Barry Law tuition, other charges, etc.) and the other is for the service/convenience fee being charged by Flywire, a third-party payment processing provider.
3. If using the Monthly Payment Plan, set up an account through the Student Self-Service portal.
4. If paying by a student loan, be sure to meet all published Financial Aid Deadlines.

DISBURSEMENT OF EXCESS FUNDS

Scholarship, grant, and student loan funds are credited to the student account (along with any third-party payments received) prior to the first day of classes. The excess funds beyond tuition, fees, and book charges (if the student charged books to the anticipated financial aid) will typically be disbursed by the end of the second week of classes. Delayed disbursement may occur for the following categories of students:

1. 1L students whose current term grades have not been finalized;
2. Students on Academic Probation whose current term grades put them at risk for dismissal;
3. Students who have not established half-time attendance as determined by School of Law policy; or
4. Any student who is deemed to be at risk of becoming ineligible to attend the School of Law for any reason.

Note: *The School of Law reserves the right to credit student loan funds to student's accounts while delaying the crediting of institutional scholarship and grant awards until eligibility for the institutional funds can be determined.*

Because Federal Regulations require schools to obtain authorization from students to use Federal Student Aid to pay for charges other than tuition and required fees, the student is required to complete the Federal Student Aid Authorization Form on the Student Self Service Portal for federal student aid to be applied to bookstore and other miscellaneous charges.

SCHOLARSHIPS

Scholarships are renewable if the student meets the academic criteria stated in the initial award letter, and renewal for students who begin in the fall is processed automatically after spring grades post. A scholarship is forfeited if the student's cumulative grade point average falls below the award's requirement or if the student withdraws or is suspended. An approved leave of absence does not forfeit a scholarship; the award is suspended during the leave and resumes if the student returns as scheduled and meets the award's grade point average condition. A student whose scholarship is forfeited for a grade point average shortfall may appeal once, in writing to the Dean, within ten (10) business days of the forfeiture notice, based on documented extraordinary circumstances, and the Dean's written decision is final. Forfeiture is otherwise permanent.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations governing the student financial assistance programs stipulate that to continue to be eligible for the Title IV funds (e.g., Direct Unsubsidized, Direct Grad PLUS Loan) students must maintain satisfactory academic progress towards a degree. To maintain satisfactory academic progress toward a degree, students must achieve and maintain cumulative Grade Point Average (GPA) of 2.0 and achieve satisfactory completion of at least 75% of courses attempted.

1. **Maximum Time Frame:** Law Students are eligible to receive financial aid up to 33% over and above the maximum credit hours required to obtain their law degree. Credits attempted during all periods of enrollment (including summer) will be counted toward the maximum time frame. Note: If academically eligible to attend, a student may attend the summer term and pay out of pocket (not utilize Federal Student Aid Funds) to achieve SAP for the new academic year.
2. **Grades and Courses:** All courses with a grade of F (fail), I (incomplete), W (withdrawn), and repeated courses will be considered in the calculation of credit hours attempted but not successfully completed and will be subject to satisfactory academic progress. Audited courses are not considered in awarding financial aid; therefore, they will not be counted in the determination of satisfactory

academic progress. Incomplete (I) grades will be calculated as failing grades regarding credit hour completion until the courses have been satisfactorily completed.

3. **Notification of Satisfactory Academic Progress:** All financial aid awards are considered estimates until the final grades and cumulative GPAs following the spring term are reviewed by the Office of Student Financial Services. Students who have not met the minimum standards of satisfactory academic progress as outlined above, or are academically dismissed, are considered on financial aid suspension and no longer eligible for Federal Student Aid. Notification of the financial aid suspension will be emailed within 14 business days of the suspension determination to the student's Barry email account and designated as "Official Notification."
4. **Reinstatement of Financial Aid Eligibility:** Options for achieving the required GPA and Credit Hour Completion are as follows:
    - Attending and paying out of pocket for summer classes (or following term) to make up the credit hour and GPA deficiencies for the new academic year (or subsequent term); or
    - Appealing the financial aid suspension as described below.
5. **Financial Aid Appeal Process:** Any student who does not meet the satisfactory academic progress standards and is able to document extenuating circumstances may appeal the suspension of financial aid eligibility as follows:
    - Complete and submit the Barry Law Satisfactory Academic Progress Appeal Form to the Office of Student Financial Services, SAP Committee, with all required documentation including written explanation of why SAP requirements were not met. The SAP Appeal Form is available in the Office of Student Financial Services or by email request.
    - Submit an academic plan that has been approved by the Director of Academic Success, explaining how the student plans to meet academic progress standards.
    - *The student will be notified by email and certified mail of the decision within ten (10) business days of the receipt date of the appeal form. This decision shall be final.*

INSTITUTIONAL REFUND POLICY

Students who drop or withdraw from classes will receive a tuition refund based on the schedule below.

During the Fall or Spring Semester:

• Before classes begin and through the first week of classes	100%
• During the second week of classes	80%
• During the third week of classes	60%
• After the third week of classes	0%

During the Summer Semester:

• Before classes begin and through the first week of classes	100%
• Through the third week of classes	50%
• After the third week of classes	0%

During the Practice Ready Institute (PRI) Session:

• Before the first scheduled class meeting	100%
• After the first scheduled class meeting	0%

RETURN OF TITLE IV FUNDS

A. A student who withdraws from all courses, or who stops attending, before completing 60% of the enrollment period must repay a portion of the federal aid received. Aid is earned in proportion to the part of the term completed, measured to the last day of attendance. The same calculation applies when a student is administratively withdrawn for non-attendance, when a leave of absence is granted, and when a student is academically dismissed.

B. The responsibility for returning unearned aid is shared. The federal formula divides unearned aid between University charges, which the institution returns to the lender, and funds disbursed to the student. A student may be required to return unearned aid immediately, which reduces the outstanding loan balance, and depending on timing may also be required to return all or part of any institutional aid, including merit scholarships and grants. A student who withdraws after the tuition-refund deadline but before the 60% point remains liable to the University for the difference.

C. Within forty-five (45) days of determining that a student withdrew, the institution notifies the student of any overpayment and returns the institution's share of unearned aid to the lender. The student then has forty-five (45) days to repay the unearned aid to the University. Re-enrollment is barred until the balance is paid in full. A student who does not repay within the 45-day period must be reported to the U.S. Department of Education as having received an overpayment, becomes ineligible for federal financial assistance at any institution, and may be subject to federal collection measures, including the seizure of tax refunds.

D. Examples of refund calculations are available from the Office of Student Financial Services.

PART TWO: ACADEMIC RULES

SECTION I – GENERAL PROVISIONS AND DEFINITIONS

Rule 1. Scope and Application

A. The Academic Rules apply to all J.D. students, full-time and part-time. A rule that applies to only one division, or to a particular entering class, states that limitation expressly.

B. Provisions specific to LL.M. students are noted where they appear.

C. These Rules govern only the degree requirements for the Barry University School of Law. Each jurisdiction's bar authority establishes its own admission requirements, which may include courses or experiences beyond those required to earn a degree. Students are responsible for satisfying the admission requirements of any jurisdiction in which they intend to seek admission.

Rule 2. Knowledge of the Rules

Students are presumed to know the Academic Rules, including official notices published on the School of Law website and/or sent to Barry Law student email accounts.

Rule 3. Amendments

A. The faculty or the administration may amend the Academic Rules at any time, consistent with the Governance statement in Part One. An amendment takes effect when it is announced via Barry Law student email accounts and applies prospectively to all students from that date.

B. A student who reasonably relied on a prior version of a Rule, and who would be materially and unfairly prejudiced by the application of an amendment, may file a Petition for Variance under Section I, Rule 6 requesting that the prior rule be applied. Relief under this paragraph is within the sole discretion of the Dean or their designee.

C. The Appendices to the Academic Rules contain course lists, progression guides, certificate curricula, and examination instructions. The Registrar or other responsible office may update the Appendices at any time to reflect current offerings, without amendment of these Rules. The requirements, standards, and consequences related to information in the Appendices may be changed only by amendment under paragraph (A) of this Rule.

Rule 4. Interpretation

Questions about the meaning or application of the Academic Rules should be directed to the Senior Associate Dean for Academic Affairs, whose written interpretation is authoritative. If the Senior Associate Dean is unavailable, the Dean may designate another administrator or faculty member to act.

Rule 5. Definitions

A. "Dean" means the Dean of Barry University Dwayne O. Andreas School of Law, any person serving as interim or acting Dean, or the Dean's official designee.

B. "Senior Associate Dean" means the Senior Associate Dean for Academic Affairs, any person serving in that role on an interim or acting basis, or, if there is none, a designee selected by the Dean.

C. “Academic Year” means the period from the first day of the fall semester through the last day of spring examinations, and “Summer Term” means the period from the first day of summer classes through the last day of summer examinations.

D. “Business day” means a day on which the School of Law’s administrative offices are open, and “calendar day” means every day. A deadline stated in days without further specification means business days.

E. Credit hour” means an amount of work that reasonably approximates at least one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different period of time.

F. “Extraordinary circumstances” means serious illness or injury of the student; serious illness, injury, or death of a member of the student’s immediate family; military service obligations; a court appearance that the student is legally required to attend; religious observance; or other similarly compelling circumstances beyond the student’s control, supported by documentation. Travel and other personal plans are not extraordinary circumstances.

G. “GPA” means grade point average, calculated as provided in Section V, Rule 1. Every GPA threshold in these Rules will be applied to two decimal places, without rounding.

H. “Good standing” means that a student has a cumulative grade point average of 2.00 or higher and has not been academically dismissed, suspended, expelled, or withdrawn.

I. “Semester” means a regularly scheduled Fall or Spring academic session amounting to thirteen (13) weeks of course meetings, plus the exam period.

J. “Summer” means the academic session between Spring and Fall amounting to seven (7) weeks of course meetings, plus the exam period.

K. “Successfully complete” means to earn a grade of “D” or higher in a graded course or a grade of “P” in a pass/fail course.

Rule 6. Petition for Variance

A. A student who seeks individual relief under these Rules, including an exception, deferral, extension, waiver, exemption, or reinstatement, must submit a Petition for Variance to the Registrar’s Office using the form available on the Registrar’s webpage. The petition must be in writing and must identify the Rule involved, state the relief requested, set out the supporting facts, and attach all supporting documentation. An incomplete petition may be returned, which will delay the decision.

B. The Senior Associate Dean for Academic Affairs decides petitions unless a specific Rule assigns the decision to another officer or body. The Senior Associate Dean may, in their discretion, refer a petition that presents a significant question of policy to the Academic Standards Committee. The petitioning student has no right of personal appearance before any officer or body.

C. The student will ordinarily receive written notice of the decision within ten (10) business days after the complete petition is filed.

D. Decisions on petitions are final unless a specific Rule provides for further review.

SECTION II – ENROLLMENT AND REGISTRATION

Rule 1. Conditions of Enrollment

Every student must complete their undergraduate degree before beginning law study, unless the student is an approved participant in a 3+3 program. The degree must be verified by an official transcript from a regionally accredited institution by October 15 (fall entrants) or February 15 (spring entrants). Any student who fails to submit their degree verification by the deadline will be administratively withdrawn under Section VIII, Rule 4.

Rule 2. Maximum and Minimum Course Loads

A. A full-time load may range from thirteen (13) to sixteen (16) credit hours per semester. The minimum semester load for full-time students is thirteen (13) credit hours, unless the student is in their final semester and needs fewer credits to graduate. The required first-year program includes the credits shown in the full-time student Course Progression Guide in effect at the time of matriculation.

   A full-time student may petition to enroll in seventeen (17) credit hours in any Fall or Spring semester, but no student may enroll in more than seventeen (17) credit hours in any single semester.

B. A part-time load may range from six (6) to twelve (12) credit hours per semester. The minimum for part-time students is six (6) credit hours, unless the student is in their final semester and needs fewer credits to graduate. The required first-year program includes the credits shown in the part-time student Course Progression Guide in effect at the time of matriculation.

C. The maximum course load for the summer term is nine (9) credit hours for students in good standing and six (6) credit hours for students on academic probation. There is no minimum summer load, although federal financial aid eligibility carries its own enrollment minimums, which are addressed in Part One under Student Financial Services.

Rule 3. Registration Procedures

A. After the first year, students must personally register through the Student Portal, following the instructions sent to their Barry Law student email.

B. After the first year, a student's schedule must be approved by the student's faculty advisor before registration. The advisor will consider the student's academic history, degree and bar-preparation needs, the applicable course progression guide, employment, and co-curricular commitments in deciding whether to approve the schedule.

C. Each division has priority registration in its own sections. Day students must generally register for day sections and evening students must generally register for evening sections. If a course in the student's own division is unavailable or closed, the student may only register in the other division with the permission of the Registrar if seats remain available after the students assigned to that division have had a reasonable time to register.

D. Full-time students enrolled in more than sixteen (16) credits (other than those approved for an overload) and part-time students enrolled in more than twelve (12) credits must correct their schedule at least fourteen (14) calendar days before classes begin. After that date, the Registrar will adjust the schedule and notify the student of the courses dropped. A student dropped from a closed or waitlisted course may rejoin the waitlist at the bottom when the add/drop period opens.

E. Course selection is not confirmed until payment is received, or payment arrangements are verified.

F. The Registrar announces priority registration dates each term. Seats are allocated by proximity to graduation, so that students in their final semester register first, followed by each earlier class in turn. Each division has priority for its own day or evening sections, and J.D. students have priority over LL.M. students for bar-tested courses. Waitlists follow the same order of priority unless the Registrar announces a lottery. A student who is offered a waitlisted seat must respond by the stated deadline, or the seat passes to the next student on the list.

G. Step-by-step registration instructions appear in the Registration Packet sent to students by email and on the Registrar's webpage.

Rule 4. Pre-Requisites

A student must complete every prerequisite with a grade of "C" or higher before registering for the advanced course that depends on it. The Senior Associate Dean may waive a prerequisite or permit concurrent enrollment.

Rule 5. Required Courses and Progression Guides

A. Students must take required courses in the sequence set out in the Course Progression Guide applicable to their cohort and division. The Guides in Appendix A show the sequence of study for each entering cohort and division. A designation in the Course Progression Guide indicating that a course is "required" in a particular semester is binding unless the student receives prior approval from the Senior Associate Dean upon a showing of extraordinary circumstances.

B. Any student who fails a required course must retake and successfully complete the course, or its approved equivalent, within twelve (12) months.

C. Students entering **Fall 2024 through Spring 2025** must successfully complete Civil Procedure; Constitutional Law; Contracts; Criminal Law; Criminal Procedure; Tools for Success; Legal Research & Writing 1 and 2; Property; Torts; Evidence; Professional Responsibility; Business Organizations; Commercial Law; Florida Civil Practice; Bar Essay Writing; Bar Survey; and Florida Constitutional Law.

D. Students entering **Fall 2025 and after** must successfully complete Contracts; Property; Torts; Legal Research & Writing 1 and 2; Introduction to AI; Civil Procedure; Constitutional Law; Criminal Law; Criminal Procedure; Evidence; Professional Responsibility; Business Organizations; Bar Survey; and Bar Essay or Bar Essay (Non-Florida). These students must also complete twelve (12) credit hours selected from the published menu of bar-related courses in Appendix A.

Rule 6. Clinical Programs and Externships

A. Students must apply through the Clinical Programs Office by the posted deadline in the semester before the desired participation, and may not enroll until that Office approves enrollment. When spaces are limited, students who have not yet taken a clinic or externship receive preference.

B. Every clinic and externship placement requires a minimum cumulative GPA of 2.00. Judicial externships require higher minimum GPAs, which are published for each court level by the Clinical Programs Office.

Rule 7. Special Course Rules

A. A single course may not satisfy more than one graduation requirement.

B. Some courses have limited enrollment, and the Registrar will advise students when enrollment in a course is limited.

C. A student must complete eighteen (18) credit hours before taking a Practice Ready Institute (PRI). A student may take only one (1) PRI per term and no more than four (4) PRI total.

D. Permission is required to register for an externship placement, in-house clinic, co-curricular activity, or service as a Teaching Assistant, Research Assistant, Dean's Writing Fellow, Dean's Study Fellow, or Directed Research student. The hour requirements, credit amounts, and eligibility standards for these activities are stated in Section V, Rule 7(D).

Rule 8. Adding, Dropping, and Withdrawing from Courses

A. Subject to the limitations below, students may modify their enrollment by adding, dropping, or withdrawing from courses.

   1. Unless the Senior Associate Dean grants a variance, a student may not drop or withdraw if such action would put the student below the applicable minimum course load.

   2. Dropping or withdrawing from a course may have financial consequences under the Institutional Refund Policy, and students should consult the Office of Student Financial Services before modifying enrollments.

B. The add/drop period for each semester or summer term is established by the School of Law Academic Calendar.

   1. Students may add courses during the add/drop period without approval. No course may be added after the add/drop period ends.

   2. Students may drop elective courses during the add/drop period without approval. A required course may be dropped during the add/drop period only with the prior approval of the Senior Associate Dean, upon a showing of extraordinary circumstances.

   3. Dropped courses will not appear on a student's transcript.

C. Withdrawing from courses after the add/drop period.

   1. Once the add/drop period ends, a student may only discontinue enrollment by withdrawing from a course. In all circumstances, a "W" is entered on the transcript if a student withdraws from a course after the add/drop period.

   2. A student may withdraw from an elective course without approval before the fourth week of classes begins in the fall or spring, or before the second week begins in the summer term. After these deadlines, withdrawal from an elective requires a Petition for Variance demonstrating extraordinary circumstances. No student may withdraw from a course after the last day the course meets.

   3. Withdrawal from a required course requires prior approval of the Senior Associate Dean upon a showing of extraordinary circumstances.

4. Withdrawal from a clinic requires the prior approval of the clinic's Director and the Senior Associate Dean.

5. Withdrawal from an externship requires the prior approval of the Externship Director and the Senior Associate Dean.

6. Withdrawal from No Drop Courses requires the prior approval of the Senior Associate Dean upon a showing of extraordinary circumstances, and this requirement applies from the moment of registration, regardless of when the request is made.

Rule 9. Auditing Courses

A. After the add/drop period, a student may register to audit an elective course with the professor's permission, if the Registrar certifies that space is available. An audit that creates an overload requires the approval of the Senior Associate Dean. Practicing attorneys may audit a course only if space is available and requires the advance permission of the professor and the Senior Associate Dean.

B. An audited course carries no credit and may not later be taken for credit. Attendance requirements apply to audited courses. A student who meets them receives a grade of "AU," and a student who does not receives a "W." Audited courses do not count toward the GPA, the residency requirement, or enrollment status for financial aid or veterans' benefits.

Rule 10. Visiting Status

A. A student may petition to spend one (1) semester as a visiting student at another ABA-approved law school. The Senior Associate Dean must approve the courses in advance, and credits from an unapproved visit will not be accepted. Required courses may not be taken at another school, and no student may visit during their final semester. To be approved, a student must:

    1. be in good standing with a cumulative GPA of at least 2.50;

    2. submit the Visiting or Study Abroad Request Form from the Registrar's webpage;

    3. remain within the course-load limits in Section II, Rule 2; and

    4. demonstrate either a special interest in a concentration of courses in an area of legal specialization not offered at the School of Law, or that substantial hardship will result if the visit is not granted. Proximity to home and lower tuition do not constitute substantial hardship.

B. A visiting student is enrolled in a non-billed course until the host school's official transcript arrives and is processed. Tuition is paid to the host school.

C. A student whose cumulative GPA falls below 2.00 before or during a visit remains subject to Section VII, and permission to visit may be rescinded retroactively based upon poor academic performance in a subsequent semester.

D. Credits from an approved visit transfer only for courses completed with a grade of "C" or higher. They appear on the transcript as total credits accepted and are not computed in the visiting student's cumulative GPA.

Rule 11. Study Abroad

A. Enrollment in the Barry Law Summer Study Abroad Program is limited, and program descriptions are available from the Co-Chairs of the Study Abroad Program. To participate, a student must:

1. be in good standing with a cumulative GPA of at least 2.30;
2. apply by the announced deadline;
3. submit the Visiting or Study Abroad Request Form;
4. pay the program's tuition and fees by its deadlines; and
5. hold all necessary travel documents.

SECTION III – ATTENDANCE AND CLASS CANCELLATIONS

Rule 1. Attendance

A. Regular and punctual class attendance is required to earn academic credit.

B. Each student must personally sign the attendance roster for every class session. The Student Portal is the official attendance record, and attendance tracked anywhere else, including Canvas, is not official. A student who attended class but failed to sign the roster may ask the professor to verify attendance by a single email sent no more than twenty-four (24) hours after the class. A student who is unprepared, arrives late, or leaves early may be counted absent for that day.

C. No absences are permitted in PRIs or Barry Law Study Abroad Programs. In all other courses, a student may be absent, for any reason and without explanation, up to the following limits:

1. during the fall and spring semesters: two (2) absences in a course that meets once a week, four (4) absences in a course that meets twice a week, and six (6) absences in a course that meets three times a week;

2. during the summer term: one (1) absence in a course that meets once a week, two (2) in a course that meets twice a week, and three (3) in a course that meets three times a week.

D. A student who has exhausted, or will exhaust, the permitted absences may file a Petition for Variance requesting a limited number of additional absences from the Senior Associate Dean. Additional absences will be granted only for documented extraordinary circumstances, including but not limited to, medically necessary pregnancy-related absences, approved accommodations for a disability, or religious observance. Additional absences will not be permitted for personal travel or plans. If additional absences are granted, the Senior Associate Dean may impose conditions, including make-up work.

E. A student whose absences exceed the applicable limit will receive written notice of pending administrative withdrawal from the course and will have five (5) business days to demonstrate that the attendance record is erroneous or that the absences should be allowed under paragraph (D). If the student makes no such showing, the Senior Associate Dean will withdraw the student from the course with a grade of "W," and the student will not be permitted to sit for the final examination. The student remains responsible for the tuition and fees associated with the course.

Rule 2. Class Cancellations

When an emergency requires the cancellation of classes, the School of Law notifies students by email and through the University's emergency messaging system. Under ABA requirements, every cancelled class or examination must be made up at a scheduled time, which may include evenings and weekends, and attendance at the make-up session is mandatory. The academic calendar includes built-in make-up days and students are expected to be available to attend class on published make-up days.

SECTION IV - EXAMINATIONS

Rule 1. Evaluation and Examination Administration

A. Student achievement is evaluated by written examinations of suitable length and complexity, papers, or other assessments. Evaluation may also include assessment of student performance in the role of a lawyer, including clinical work, Moot Court, Trial Team, legal research and writing assignments.

B. Each term, ExamSoft assigns every student an anonymous examination number. Students must keep their numbers confidential and must enter them on all examination materials. All examinations are graded anonymously. Papers, seminar work, Legal Research and Writing assignments, Directed Research, experiential courses, and clinics, need not be graded anonymously.

C. To preserve anonymity, students may not communicate with a professor about an examination, including to request a deferral, from the beginning of the examination period until final grades for the course are released. A student who has a concern during an examination should raise it with the proctor, who will refer it to the Administrator on Duty. Any violation of this paragraph will be referred for investigation under the Honor Code.

D. All required courses must give closed-book examinations, and no materials are permitted. In other courses, the professor must identify any permitted exam materials in the examination instructions.

E. A professor may give a take-home examination, completed in ExamSoft, except in required courses. Students must certify compliance with the Honor Code and submit the examination by the deadline. A late submission will receive a grade of zero.

F. Final examinations are administered by proctors rather than by the course professor.

Rule 2. Examination Schedule; Deferrals and Hardship

A. Students must take examinations as scheduled, including take-home examinations, whether the examination is administered during the final examination period or not. A student who misses an examination that has not been deferred under this Rule will receive an "F" for that examination.

B. The Senior Associate Dean may defer an examination for good cause, which is limited to extraordinary circumstances as defined in Section I, Rule 5(F), and must be documented. Travel and personal plans are never good cause, and students should not make travel plans during any examination period because the exam schedule is subject to change.

A student requesting deferral for good cause must file a Petition for Variance with the Registrar's Office at least twenty-four (24) hours before the scheduled examination. If a deferral for good cause is granted, the student must take the exam on the deferral date set by the Senior Associate Dean. If

the student does not take the exam on the deferral date, the student will receive an "F" for the examination.

C. If a medical emergency, or other good cause, arises within 24 hours of the examination, the student must make all reasonable efforts to contact the Registrar's Office by telephone or email before the examination begins to seek an emergency deferral. If an emergency deferral is granted, the student must take the exam on the deferral date set by the Senior Associate Dean. If the student does not take the exam on the deferral date, the student will receive an "F" for the examination. No deferral will be granted after the scheduled examination begins absent extremely compelling circumstances sufficient to excuse the student's failure to seek a deferral prior to the start of the exam.

D. When a student has two examinations scheduled on a single calendar day, the Senior Associate Dean may, at the request of the student, postpone the date of one such examination to the next regular exam day according to the published examination schedule. The exam to be postponed will be at the discretion of the Senior Associate Dean. For a take-home examination, the due date is treated as the examination day under this Rule.

E. Absent extraordinary circumstances, no examination may be deferred more than ten (10) calendar days or administered on a date and time earlier than the original.

Rule 3. Examination Conduct and Technology

A. Students must report to the assigned examination room at least thirty (30) minutes before the examination begins. A student who arrives late may take the examination but receives no additional time.

B. Students must bring physical photo identification, either their Barry ID or a government-issued ID, to every examination. Photocopies and images on a phone are not accepted. A student without photo identification may not sit for the examination.

C. Examinations are taken in Examplify on the student's own laptop. Step-by-step preparation and examination-day instructions appear in Appendix D and in each term's examination notices. All students must comply with the following rules:

    1. At least forty-eight (48) hours before the first examination, the student must install and register Examplify and must download each examination file onto the laptop that will be used. A student who enters the examination room without the examination downloaded must download in the exam room and will be given no additional time to complete the exam.

    2. Each student is responsible for the student's own equipment and for familiarity with the software. If a laptop fails during an examination, the student must immediately continue in bluebooks. Additional time, or other relief, related to technology failures during an exam may only be granted by the Senior Associate Dean upon a showing that the student bore no responsibility for the failure.

    3. Tampering with or disabling Examplify's security features is expressly prohibited and will be referred for investigation under the Honor Code.

D. Students must follow the proctor's instructions and must not begin until instructed to do so. Students must remain seated after the ten-minute warning, even if they have finished their examination.

E. Students must upload their answers before leaving the examination room and may not leave campus until they receive confirmation of a successful upload. The first confirmation appears on the laptop after the upload, and a second arrives by email. A student who encounters a problem, or fails to receive confirmation within ten minutes, must immediately contact the IT staff, who will retrieve the locked examination. Leaving campus without uploading results in an "F" for the examination and referral for investigation under the Honor Code.

F. At the end of the examination, students must turn in all examination questions, all notes and scrap paper generated during the examination, and, except in open-book examinations, all materials brought into the room, without copying any of them.

G. The standard cover sheet requires each student, before leaving the room, to sign a statement disclosing any information the student has about academic dishonesty during the examination. Failure to report known dishonesty constitutes a violation of the Honor Code.

H. Discussing an examination with anyone before final grades are released may constitute a violation of the Honor Code.

Rule 4. Examination Review

A. Students may review their graded examinations. Student review of exams administered in the Spring and Summer semesters will begin on the second Wednesday in September and will run for fourteen (14) calendar days. Student review of exams administered in the Fall semester will begin on the third Wednesday in January and will run for fourteen (14) calendar days. No reviews are held during the three (3) weeks before an examination period or during an examination period, and an examination is available for review only through the end of the semester in which reviews for that examination begin: fall examinations through the end of the following spring semester, and spring and summer examinations through the end of the following fall semester.

B. Reviews must be scheduled through the Faculty Administrative Assistants at least 48 hours in advance, and the student must provide their name, examination identification number, professor, course title, and section. Students must arrive on time and must leave personal belongings, including phones, outside the review. Reviews of the Bar Essay Writing, APEX, Florida MCQ, and Bar Survey examinations must be scheduled directly with the CLASP Department.

C. Individuals who have transferred, withdrawn, or been dismissed are no longer students and may not review examinations.

SECTION V - GRADING AND ACADEMIC CREDIT

Rule 1. Grades and GPA

A. The grade point equivalency for all coursework is as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0

B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

B. A student's GPA is calculated by multiplying the numeric equivalent of each grade by the course's credit hours, adding the results, and dividing by the number of attempted credits. GPAs are calculated to two decimal places, without rounding, after grades are submitted for each semester and summer term. Approved grades are available in the Student Portal.

C. Courses taken at another school as a transfer or visiting student are not computed in the Barry GPA and appear on the transcript only as total credits accepted.

D. In designated courses, a grade of "P" indicates satisfactory completion and carries no grade point equivalent. A grade of "F" carries 0.0 grade points and is computed in the GPA.

E. An overall GPA of 2.00 is required to complete an LL.M. program. LL.M. students are graded on the same scale but are excluded from the J.D. grade distributions.

Rule 2. Grade Distribution

A. The following grade distributions, adopted by the faculty, apply to all **required** courses other than Legal Research and Writing, upper-division courses with fewer than twenty (20) students, and courses approved for pass/fail grading.

First Year Courses

A, A-, B+	10% - 15%
B, B-	35% - 40% (Combined A/B grades not to exceed 50%)
C+, C	35% - 45%
C- and below	5% - 15%

Upper-Division Courses

A, A-, B+	No more than 20%
B, B-	100% minus total percentage awarded in other ranges
C+ and below	No more than 40%

B. The following grade distribution, adopted by the faculty, is **recommended** for all upper-division elective courses except those with fewer than twenty (20) students or courses approved for pass/fail grading.

A, A-, B+	No more than 20%
B, B-	100% minus total percentage awarded in other ranges
C+ and below	No more than 20%

C. A professor who reasonably concludes that the grades earned in a **required course** warrant a departure from the applicable distribution must submit a written explanation to the Senior Associate Dean for Academic Affairs before the grades are posted. The Senior Associate Dean determines whether the explanation justifies the departure. If the departure is approved, the grades are posted as submitted. If it is not approved, the grades will not be posted, and the professor must resubmit grades that conform to the distribution. The Senior Associate Dean's review extends only to the distribution of grades in the course as a whole and not the assignment of grades to individual students. A professor whose requested departure is not approved may ask the Dean to review the Senior Associate Dean's decision and the Dean's determination shall be final.

D. If the grades in an upper-division elective course substantially deviate from the recommended distribution, the Senior Associate Dean may request a written explanation for the deviation from the professor.

Rule 3. Classroom Performance Adjustment

A professor who announces the policy in the syllabus may raise or lower a course grade by one increment, such as from B to B+ or from a B- to a C+, for a student's classroom performance. No adjustment based on classroom performance may lower a grade from "D" to "F" or raise a grade from "F" to "D."

Rule 4. Repeated Courses

Both the original and the repeated course, with both grades, remain on the transcript, but only the highest grade earned is computed in the student's GPA and class rank. A repeated course earns no additional credit.

Rule 5. Incomplete Grades

A. Upon the approval of the instructor and the Senior Associate Dean, a student may be given a grade of "incomplete" when the required work for any offering has not been completed by the end of the semester due to extraordinary circumstances.
B. Course work must be completed and the grade "incomplete" replaced by a final grade before the end of the grading period for the next regular semester or such "incomplete" shall be converted to an F. Exceptions may be granted in appropriate cases by petition to Senior Associate Dean. No student shall receive credit towards graduation for a grade of "incomplete" and students with a grade of "incomplete" are not eligible for graduation.

Rule 6. Grade Changes and Grade Challenges

A. A grade received by the Registrar is final. Faculty may not conduct a new review of an examination or grade, and disagreement with a professor's academic judgment is not a ground for review by anyone.

B. A professor may change a grade only to resolve an "Incomplete" or to correct a mathematical or clerical error in the determination of the grade, and only with the written approval of the Senior Associate Dean.

C. A student may challenge a posted grade only on the following grounds:

1. a mathematical or clerical error that was not corrected under paragraph (B); or

2. a material procedural irregularity, including a breach of grading anonymity by the faculty member, a gross deviation from the grading method announced in the syllabus, or the consideration of factors other than academic performance and any announced classroom-performance policy.

D. After grades are released, any student who wishes to challenge a grade must first confer with the professor. If the concern is not resolved, the student may file a Petition for Variance with the Registrar within ten (10) business days after the grade posts, stating the grounds under paragraph (C) and attaching supporting materials. The Senior Associate Dean will dismiss any petition that fails to state a prima facie case. If the petition states a prima facie case, the Senior Associate Dean shall recommend a decision to the Dean in writing after whatever inquiry the Senior Associate Dean deems appropriate. The Dean's resolution, including any remedy, is final.

Rule 7. Credit for Non-Classroom Activities

A. Non-classroom credit is posted in the semester in which the work is performed, and eligibility is based upon the cumulative GPA stated for each activity below. The non-classroom activities approved for credit include the field placement portion of externships, Journals and Law Review, Dean's Fellows, Directed Research, Moot Court, Trial Team, Research Assistant, Teaching Assistant, and VITA Coordinator. In-house clinics are classroom credits and do not count against the twelve-credit limit.

B. No student may count more than twelve (12) credits of non-classroom activities toward graduation.

C. All non-classroom credit is awarded as follows to ensure compliance with ABA Standard 310:

1. Before the work begins, the student must meet the eligibility criteria and register for the activity.

2. One credit requires a minimum of forty-five (45) hours of qualifying academic work and each additional credit requires a minimum of forty-five (45) additional hours of qualifying academic work. Where paragraph (C) requires more than 45 hours to earn one credit for a particular activity, the higher number controls.

3. The student must maintain a contemporaneous time record according to the instructions provided by the supervising faculty member. At a minimum, the student must record the date, the hours worked, and a brief description of the work.

4. The student must submit the completed time record to the supervising faculty member every two weeks.

5. The supervising faculty member must provide written certification to the Registrar that the student completed at least 45 hours of qualifying work for each credit awarded and that the work met the standards the faculty has established for the activity. Such written certification must be provided before the grading deadline established by the Registrar. If the faculty member does not certify the work, no credit is awarded.

D. Non-classroom credit is awarded as described below and graded pass/fail except where a letter grade is stated.

1. **Law Review and Journals.** A member of the Law Review, the Child and Family Law Journal, or the Environmental and Earth Law Journal must have completed the required first-year program and earns the number of credits fixed by the faculty-approved credit policy for that publication. The publication's faculty advisor supervises the time records and certifies the credit.

2. **Moot Court.** A Moot Court member must have a cumulative GPA of at least 2.50 and may earn a maximum of one (1) credit per approved interscholastic competition, to be awarded in the semester of the competition. Preparation, practice, and competition time count toward the required hours.

3. **Trial Team.** A Trial Team member must have a cumulative GPA of at least 2.30 and may earn a maximum of one (1) credit per approved interscholastic competition, to be awarded in the semester of the competition. Preparation, practice, and competition time all count toward the required hours.

4. **Teaching Assistant.** A Teaching Assistant in Legal Research and Writing must have a cumulative GPA of at least 2.30, may earn one (1) credit per semester, and must complete at least 120 hours.

5. **Research Assistant.** A Research Assistant must have a cumulative GPA of at least 2.40, may earn one (1) letter-graded credit per semester, and must complete at least 120 hours and no more than 140 hours per semester. A Research Assistant who completes fewer than 120 hours in a semester may elect to carry the completed hours forward and receive the credit upon reaching 120 or to be paid for up to 80 hours.

6. **Dean's Fellow.** A Dean's Fellow may earn one (1) credit per semester with the approval of the Assistant Dean for Academic Success and Bar Preparation. A Fellow may work no more than ten (10) hours per week and must complete at least forty-five (45) hours to earn the credit.

7. **VITA Coordinator.** The VITA Coordinator may earn one (1) credit per academic year and must complete at least 120 hours.

Rule 8. Class Ranks

Class ranks are calculated twice each academic year, once after fall grades and once after spring grades. First-year students receive a percentile band rather than an individual rank.

SECTION VI - ACADEMIC INTEGRITY RELATED TO ARTICFICIAL INTELLIGENCE

Rule 1. Generative AI

A. **Definition.** “Generative AI” refers to tools like ChatGPT that create original text, including research papers, exam answers, or legal analysis. This differs from other Extractive AI tools commonly used in legal research, such as Google, Westlaw, or Lexis, which retrieve and summarize existing information rather than generate new content.

B. **Examinations.** Generative AI may not be used during any examination unless the professor expressly permits it. A student may not prompt, consult, or engage with generative AI in any form during an examination, and every word of an examination answer must be the student's own work, written during the examination period. This policy aligns with existing academic integrity principles that prohibit unauthorized assistance during exams. Students may use generative AI to prepare for examinations, for example by summarizing case law or building outlines, unless a professor's policy provides otherwise.

C. **Papers and assignments.** Generative AI may not be used in a manner that constitutes academic plagiarism. AI-generated content may not be submitted as the student's own work, whether verbatim, paraphrased, or cited. A student may not have AI draft any portion of submitted work, may not rewrite or summarize AI-generated text to present it as the student's own, and may not make AI-generated text permissible by citing the AI as its source.

D. **Course-specific policies.** A professor may adopt a different AI policy for a course. Any deviation from this Rule must be stated in writing in the syllabus and posted on Canvas. Students must review each syllabus for its AI policy and, when in doubt, should ask the professor before using generative AI.

E. **Enforcement.** Violations are addressed under the Honor Code of Conduct. This Rule will be revised as technology and University guidance evolve.

SECTION VII - ACADEMIC STANDING

Rule 1. Good Standing and Notice

A. A student is in good academic standing when the student's cumulative GPA is 2.00 or higher and the student has not been dismissed, suspended, expelled, or withdrawn.

B. A student who is placed on academic support or probation, or who is dismissed, will be notified in writing by the Senior Associate Dean. Notice is sent to the student's Barry Law email and by first-class mail to the home address on file. Non-receipt of a properly sent notice does not affect its sufficiency, but no consequence under this Section may be imposed for failing to respond to a notice before it was sent.

Rule 2. Academic Dismissal

A. A student whose cumulative GPA is below 2.00 at the end of any semester, summer term, or study abroad session will receive written notice of pending academic dismissal.

B. A student who files a timely petition under paragraph (C) may continue to attend classes and participate in activities while the petition is pending. A student who does not file a timely petition is barred from classes and all activities upon notice of pending academic dismissal.

C. A student may petition once, based on extraordinary circumstances, for one (1) semester of academic probation. The petition must:

1. be submitted to the Registrar's Office within seven (7) business days of the notice of pending dismissal;

2. attach a current transcript from the Student Portal;

3. describe in complete factual detail the extraordinary circumstances that caused the deficiency, explain why those circumstances no longer exist and are unlikely to recur, and, if it is not the student's first semester, explain why the student's cumulative GPA was already close enough to 2.00 to fall below it in a single term;

4. explain specifically why the student is likely to restore a cumulative GPA of 2.00 or higher by the end of the probationary semester, to maintain it through graduation, and to pass the bar examination on the first attempt; and

5. attach any supporting documentary evidence.

D. The Registrar refers the petition to a subcommittee of the Academic Standards Committee consisting of the Chair or a designee and two other members. The subcommittee reviews the petition against the criteria above and decides whether to grant or deny the request for a probationary semester. There is no right of personal appearance before the subcommittee. The student will receive the subcommittee's written decision within five (5) business days of the referral. If the petition is granted, the student receives one semester of academic probation. If the petition is denied, the student is academically dismissed.

E. A student who has been granted probation and whose cumulative GPA is below 2.00 at the end of the probationary semester, or at any time thereafter, shall be academically dismissed, and that dismissal is final and not subject to petition or appeal. No student may receive a second semester of academic probation.

Rule 3. Academic Probation

A. A student granted probation must contact the Director of Academic Success within ten (10) calendar days of the notice, meet for counseling, and complete all assigned directives. Directives may include regular meetings, Dean's Study Fellow labs, and CLASP workshops.

B. If the student fails to make timely contact or to complete the directives, the Director of Academic Success may recommend to the Senior Associate Dean in writing that the probation be terminated and the student dismissed. The student receives a copy of the recommendation and has five (5) business days to respond to the Senior Associate Dean by email. The Senior Associate Dean may dismiss the student, may modify or add directives, or may continue the probation unchanged.

C. A student placed on probation based on spring grades remains on probation through the following fall term, regardless of the grades earned in summer courses. Summer grades may affect the GPA but not probationary status because unrestricted advancement is assessed only at the end of the fall and spring semesters.

Rule 4. Readmission After Academic Dismissal

A. An academically dismissed student may apply for admission as a new applicant through the standard admissions process, no earlier than twelve (12) months after the dismissal took effect.

B. In addition to the standard materials, the application must include a written showing that the circumstances that caused the academic deficiency have been identified and remediated. Admission is entirely within the discretion of the Admissions Committee, which may impose conditions of enrollment.

C. A readmitted student retains no credit for prior coursework unless the Senior Associate Dean approves a petition, and then only for courses completed with a grade of "B" or higher. Retained credit is recorded on a pass/fail basis and is not computed in the GPA. Readmission does not erase the prior academic record.

D. This Rule governs only eligibility for readmission. Eligibility for federal financial aid is governed separately by the Satisfactory Academic Progress policy in Part One under Student Financial Services.

Rule 5. Academic Support

A student in good standing whose cumulative GPA is below 2.50 will be placed on academic support. The student must contact the Director of Academic Success within ten (10) calendar days of the notice, meet for counseling, and complete all assigned directives, which may include regular meetings, Dean's Study Fellow labs, and CLASP workshops. A student placed on academic support based on spring grades remains on academic support through the following fall term, regardless of summer grades.

SECTION VIII - WITHDRAWAL, TRANSFER, AND LEAVES OF ABSENCE

Rule 1. Transfer to Another Law School

A. A student considering transfer should meet with the Associate Dean for Student Affairs, who will explain the withdrawal process, required forms, and financial aid exit counseling. The Associate Dean for Student Affairs will also notify the Office of Student Life if the student holds a leadership position in a student organization, or on Law Review, journals, Moot Court Honors Board, or Trial Team.

B. The Registrar will only issue a Letter of Good Standing after the student has met with the Associate Dean for Student Affairs. The letter reports the student's dates of enrollment, academic standing, and disciplinary record, and whether the student is eligible to continue.

C. A student's withdrawal is effective on the date the completed Student Withdrawal Form is received. Until that date, the student remains enrolled and responsible for tuition and fees.

D. A student who has received federal student loans must complete Financial Aid Exit Counseling upon withdrawal, as required by federal law.

Rule 2. Transcripts

Official transcripts must be requested through Parchment. The School of Law does not withhold transcripts except as permitted by law.

Rule 3. Leave of Absence

A. A student may apply for a leave of absence of up to two (2) consecutive semesters for good cause, which may include the student's own illness, the death or illness of a family member, a job change, or an active-duty military assignment. To request a Leave of Absence, the student must submit the Student Withdrawal Form to the Registrar with supporting documentation.

B. The request must ordinarily be submitted before the semester for which leave is sought. If unforeseen circumstances prevent a timely request, the School of Law may still grant the leave if the written request and documentation are received within four (4) weeks of the unforeseen circumstances.

C. A student on leave may not register for coursework or school activities but may complete deferred examinations and outstanding papers.

D. A leave may affect loan repayment and grace periods, institutional scholarships and grants, and veterans' educational benefits, and students should consult the Office of Student Financial Services before taking a leave. When a leave is granted, the Return of Title IV Funds calculation described in Part One uses the student's last day of attendance as the withdrawal date.

Rule 4. Withdrawal from the School of Law

A. **Voluntary withdrawal.** A student may withdraw by submitting the Student Withdrawal Form to the Registrar's Office.

B. **Administrative withdrawal.** The School of Law will administratively withdraw a student who:

1. fails to timely submit the degree verification required by Section II, Rule 1;
2. fails to register within five (5) days after the first day of classes and has no approved leave of absence;
3. registers but fails to attend classes during the first week of the semester or term without approval; or
4. exhausts the permitted absences as described in Section III, Rule 1.

Before an administrative withdrawal takes effect, the Registrar will send the student written notice of the ground and will give the student five (5) business days to correct the deficiency or to show that the ground is erroneous, except where a specific deadline in these Rules has already passed after prior notice.

C. A withdrawn student may seek reinstatement by filing a Petition for Variance with the Registrar. A reinstated student resumes the same academic status held at withdrawal, and no grades are purged from the record. If the petition is denied, the student must apply for admission as a new applicant through the standard admissions process.

D. Failure to follow the withdrawal procedures may affect any refund, and even a properly executed withdrawal may leave the student financially liable to the School of Law. The repayment of unearned federal aid is governed by the Return of Title IV Funds policy in Part One under Student Financial Services.

SECTION IX - ADMINISTRATIVE REQUIREMENTS

Rule 1. Career Services Requirements

A. Every first-semester student must attend a 1L CSO meeting, in person or virtually, before February 15 (fall entrants) or June 15 (spring entrants). The meeting covers the CSO requirements and 12Twenty Connect.

B. Community service hours, which are required by Section X, Rule 3, must be performed with a CSO-approved, registered provider and logged in Barry Connect, and the Volunteer or Pro Bono Supervisor must verify the hours for each placement. The Director of Career Services approves and certifies all hours, and the student then presents the executed form to the Registrar. A student who completes more than fifty (50) hours may be eligible for additional recognition.

C. Professional Enhancement Program attendance, which is required by Section X, Rule 4, is credited only for pre-approved Barry Law programs, and students must log their attendance for each event. Upon completing the required hours, the student submits the certification form to the Director of the CSO for signature and presents the executed form to the Registrar.

D. Every student must attend a CSO exit interview in the final semester of law school. The graduate survey must be completed at or before the interview.

Rule 2. CLASP Requirements

Every student must complete the following requirements through the Comprehensive Legal Academic Success Program (CLASP):

A. Attend an entrance interview with a CLASP counselor in their first semester.

B. Attend four (4) first-year workshops in the first semester and at least two (2) upper-level CLASP workshops in each academic year thereafter.

C. Attend Orientation II.

D. Complete the Diagnostic Examination in the first August after completing Contracts, Property, Torts, Civil Procedure, and Criminal Law. The requirement is waived upon proof of a combined GPA of 3.25 or higher in the tested topics (Contracts, Property, Torts, Civil Procedure, and Criminal Law).

E. Complete one mock MPRE examination after completing Professional Responsibility. The requirement is waived upon proof of a grade of B+ or higher in Professional Responsibility or a score of 80 or higher on the official MPRE.

F. Complete the Simulated Bar Examination on the scheduled Friday before the first day of classes of the semester in which the student takes Bar Survey.

G. Attend an exit interview with a CLASP counselor in the final semester of attendance.

SECTION X - REQUIREMENTS FOR GRADUATION

Rule 1. Graduation Requirements

To graduate, a student must submit the Intent to Graduate Form through the Student Portal by October 15 (spring or summer graduation) or March 15 (fall graduation) and be approved by the faculty. If a student misses a deadline established by this Rule, the Senior Associate Dean determines, upon a Petition for Variance, whether the student may nonetheless graduate.

Students will not be approved by the faculty to graduate unless they have satisfied the following requirements:

A. Successfully complete ninety (90) credit hours, including at least sixty (60) credits at Barry Law.

B. Successfully complete all required courses at Barry Law, except those accepted for transfer credit at admission.

C. Attain a cumulative grade point average of 2.00 or higher.

D. Satisfy the experiential learning requirement. Students entering before Fall 2025 must successfully complete at least six (6) credit hours in experiential courses, and students entering Fall 2025 and after must successfully complete at least nine (9) credit hours in experiential courses. Experiential courses include the simulation courses, law clinics, and field placements that the faculty has approved under ABA Standard 303(a)(3). The current list appears in Appendix B and in the annual course schedule.

E. Satisfy the Upper-Level Writing Requirement.

F. Satisfy the Community Service Requirement.

G. Complete six (6) hours of Professional Enhancement, including at least one (1) cultural competency hour.

H. Complete Financial Aid Exit Counseling, if the student received federal student loans.

Rule 2. Upper-Level Writing Requirement (ULWR)

A. The ULWR develops each student's skills in legal research, analytic reasoning, and writing through an intensive and rigorous writing experience that produces a substantial written product, well organized and clearly written, reflecting significant research and original analysis.

B. The supervising professor must certify the completed paper and submit it to the Registrar by March 15 for spring graduates, June 15 for summer graduates, and October 15 for fall graduates. Note: these are the deadlines for the faculty member to certify compliance with the requirement. It is the responsibility of the student to submit the paper to the professor according to the deadline set by the professor. **A student who misses the deadline set by their professor, thereby causing a delay in the professor's certification, may not graduate with their class.**

C. The student must submit at least one outline or draft and receive individualized written feedback from the faculty supervisor, must meet with the supervisor at least once for feedback and assessment, and must revise the draft as the supervisor directs, whether to improve the organization, to develop the thesis or analysis, or to correct the citations.

D. The paper must be 7,500 words, counting footnotes and excluding appendices; for a sole-authored brief, only the Statement of Jurisdiction, Argument, and Conclusion are counted. The paper must be double-spaced with one-inch margins, bottom-center page numbers, footnotes in standard Bluebook form, and Times New Roman 12-point font.

E. The paper must be the student's original work. It must reflect substantial and thorough research in primary and secondary sources, accurately cited in Bluebook form; describe the state of the existing law and the scholarship in the discipline; advance and defend one or more central theses; and present substantial original analysis that is primarily analytical rather than descriptive.

F. Qualifying papers.

1. A seminar paper written for a graded course taught by a full-time faculty member qualifies if that faculty member approves it as satisfying the requirement. No academic credit is awarded beyond the seminar's own credit.

2. A seminar paper written for a course taught by an adjunct faculty member must be submitted to the Senior Associate Dean, who assigns a full-time faculty member to certify whether it meets the requirement, including the format and evaluation criteria above; a paper that does not meet those criteria will not be reviewed. The adjunct faculty member alone determines the course grade, and the certification decision does not affect it.

3. A Note or Comment qualifies if it is supervised and approved by a full-time faculty member on or before the completion of the student's fifth semester, or the part-time equivalent, whether or not it is published. Law Review credit is earned only through membership, and the ULWR adds no additional credit.

4. A Directed Research paper qualifies if it is written for graded directed research under a full-time faculty member who approves it as satisfying the requirement. The student must be in good standing and may earn no more than two (2) directed research credits in a single semester, and, except for faculty teaching seminars, no faculty member may supervise more than three (3) directed research projects per semester.

5. A sole-authored brief qualifies if it is written for an approved course taught by a full-time faculty member who approves it as satisfying the requirement, and if it meets all other specifications the professor sets.

Rule 3. Community Service Requirement

A. Every student must perform at least fifty (50) hours of community service before graduation, and at least twenty-five (25) of those hours must be pro bono legal service. The requirement reflects the University's mission and the profession's responsibility to provide legal services to those unable to pay. It is intended to teach students the profession's ethical obligations, to encourage a lifelong commitment to public service, and to develop lawyering skills through real experience.

B. Community service includes volunteering at a non-profit charitable organization, serving disadvantaged people or the earth community through a public agency or other organization, and engaging in public service activities with a School of Law student organization or program.

C. Pro bono service includes helping groups or organizations that seek to secure or protect civil rights, civil liberties, or public rights; helping charitable, religious, civic, community, governmental, and educational organizations that cannot afford legal representation; providing information about justice, the law, or the legal system to those who might not otherwise have it; and engaging in activities that strengthen the capacity of the law and legal institutions to do justice. Pro bono service must be law-related, performed without compensation or academic credit, supervised by a licensed attorney or a School of Law faculty member, and address the legal needs of underrepresented individuals or groups. Legal work at a private law firm qualifies only if the attorney has taken the matter on a pro bono basis, for no fee.

D. All hours must be completed, logged, and reported under Section IX, Rule 2 by October 15 of the semester before expected graduation for spring and summer graduates, or by March 15 for fall graduates. A student who misses the deadline may not graduate with their class.

E. Because the VITA program operates only in the spring semester, a student who wishes to complete the remaining hours through VITA in the graduating semester may petition, by October 15 of the prior semester, for an extension to March 15 of the graduating semester. The VITA faculty advisor

must approve the petition first, the student must document at least thirty-five (35) hours already completed, and the student must agree that only service through VITA will satisfy the remaining hours.

Rule 4. Professional Enhancement Program (PEP) Requirement

Professionalism embraces far more than compliance with the minimum standards of professional conduct. Every student must complete at least six (6) hours of Professional Enhancement programming. At least one (1) of the PEP hours must be an approved cultural-competency hour (CCH) focused on building an inclusive community characterized by interdependence, dignity, equality, compassion, and respect. Credit for PEP and CCH is granted only for pre-approved Barry Law programs. The hours must be completed and reported by October 15 of the semester before expected graduation for spring and summer graduates, or by March 15 for fall graduates. **A student who misses the deadline may not graduate with their class.**

Rule 5. Graduating with Honors

Honors are awarded on the basis of the final cumulative GPA at commencement, are noted in the commencement program, and are recognized with a gold honor cord. A student graduates *Summa Cum Laude* with a GPA of 3.75 or higher, *Magna Cum Laude* with a GPA of at least 3.50 but less than 3.75, and *Cum Laude* with a GPA of at least 3.25 but less than 3.50.

Rule 6. Honors Certificates

A. The School of Law offers Honors Certificates in Children and Family Law, Litigation and Advocacy, and Environmental and Earth Law, and each is reflected on the transcript upon completion. A student must register for a certificate program through the Registrar's Office and should register before submitting any paper for certificate-compliance review.

B. The curriculum for each certificate, including its core courses, approved electives, and skills and writing components, appears in Appendix C and is maintained administratively under Section I, Rule 3(c).

C. To earn a certificate, a student must complete the published curriculum with the required minimum GPA in the certificate courses. The minimum is 2.50 for Children and Family Law; 2.80 for Litigation and Advocacy, with at least seven graded certificate credits (a 3.75 earns the Certificate with High Honors); and 2.50 for Environmental and Earth Law, with at least twelve credit hours of core and elective courses.

APPENDICES TO THE ACADEMIC RULES

These Appendices contain additional information and instructions referenced in the Academic Rules. They are maintained administratively and may be updated to reflect current offerings without amendment of the Academic Rules. The requirements, standards, and consequences stated in the Academic Rules control over any inconsistency.

APPENDIX A: COURSE PROGRESSION GUIDES

See Student Handbook, Part Two, Section II, Rules 4 and 5. **Note:** Course progressions vary based on matriculation term (Fall or Spring) and division (full-time or part-time). Make sure to consult the correct guide for your matriculation term and division.

Course Progression for Full-Time Students Matriculating Fall 2024 and Prior*

First Year- Fall: *Civil Procedure (4cr)* *Contracts (4cr)* *Criminal Law (3cr)* *Tools for Success (1cr)* *Legal Research & Writing 1 (3cr)*	First Year- Spring: *Criminal Procedure (3cr)* *Legal Research & Writing 2 (3cr)* *Property (4cr)* *Torts (4cr)*
Second Year- Fall: *Constitutional Law (4cr)* *Evidence (4cr)* *Professional Responsibility (3cr)* Experiential Courses	Second Year- Spring: *Business Organizations (3cr)* *Commercial Law (3cr)* *FL Civil Practice (3cr)* Bar-Related Courses Experiential Courses ULWR
Third Year- Fall: Bar-Related Courses Experiential Courses ULWR	Third Year- Spring: *Bar Essay Writing (2cr)* *Bar Survey (3cr)* *Florida Constitutional Law (2cr)*

* Courses shown in italics must be taken in the semester noted.

Course Progression for Full-Time Students Matriculating Spring 2025 and Prior*

First Year- Spring: *Civil Procedure (4cr)* *Contracts (4cr)* *Criminal Law (3cr)* *Tools for Success (1cr)* *Legal Research & Writing 1 (3cr)*	First Year- Summer: *Criminal Procedure (3cr)* *Torts (4cr)*
First Year- Fall: *Business Organization (3cr)* *Constitutional Law (4cr)* *Legal Research & Writing 2 (3cr)* *Property (4cr)*	Second Year- Spring: *Commercial Law (3cr)* *Evidence (4cr)* *Professional Responsibility (3cr)* Experiential Courses ULWR
Second Year- Fall: *FL Civil Practice (3cr)* Bar Related Courses Experiential Courses ULWR	Third Year- Spring: Bar-Related Courses Experiential Courses ULWR
Third Year- Fall: *Bar Essay Writing (2cr)* *Bar Survey (3cr)* *FL Constitutional Law (2cr)*	

* Courses shown in italics must be taken in the semester noted.

Course Progression for Part-Time Students Matriculating Fall 2024 and Prior*

First Year- Fall: *Contracts (4 cr)* *Criminal Law (3 cr)* *Tools for Success (1 cr)* *Legal Research & Writing 1 (3 cr)*	First Year- Spring: *Civil Procedure (4 cr)* *Criminal Procedure (3 cr)* *Legal Research & Writing 2 (3 cr)*
Second Year- Fall: *Business Organization (3 cr)* *Property (4 cr)* *Torts (4 cr)*	Second Year- Spring: *Evidence (4 cr)* *Professional Responsibility (3 cr)* Experiential Courses
Third Year- Fall: *Constitutional Law (4 cr)* *Commercial Law (3 cr)* Experiential Courses ULWR	Third Year- Spring: *FL Civil Practice (3 cr)* Bar-Related Courses Experiential Courses ULWR
Fourth Year- Fall: Bar-Related Courses Experiential Courses ULWR	Fourth Year- Spring: *Bar Essay Writing (2 cr)* *Bar Survey (3 cr)* *Florida Constitutional Law (2 cr)*

* Courses shown in italics must be taken in the semester noted.

Course Progression for Full-time Students Matriculating Fall 2025 or Later*

First Year- Fall	First Year- Spring
Contracts (4cr) *Property (4cr)* *Torts (4cr)* *Legal Research & Writing 1 (3cr)*	*Civil Procedure (4cr)* *Constitutional Law (4cr)* *Criminal Law (3cr)* *Legal Research & Writing 2 (3cr)* *Introduction to AI (1cr)*
Second Year –Required	Third Year –Required
Criminal Procedure (3cr) *Evidence (4cr)* *Professional Responsibility (3cr)* *Business Organizations (3cr)*	*Bar Survey (3cr)* *Bar Essay (2cr) -or- Bar Essay – Non-Florida (2cr)*
Further Requirements: Bar Related Courses (12 credits) + Experiential Requirement (9 credits) Professional Enhancement Program (6 hours) Upper-Level Writing Requirement Community Service Requirement	

*Courses shown in italics are required in the semester or year noted.

+Students must select a minimum of 12 credit hours from the following menu of Bar related courses:

Florida Constitutional Law (2cr) **	Commercial Law (3cr)
Florida Civil Practice (3cr) **	Remedies (3cr)
Family Law (3cr) **	Conflict of Laws (3cr)
Florida Contracts (3cr) **	Secured Transactions (3cr)
Wills, Trusts, and Estates (3cr) **	

**Strongly recommended for students planning to take the Florida Bar

Course Progression for Full-time Students Matriculating Spring 2026 and Later

First Year- Spring *Contracts (4cr)* *Property (4cr)* *Torts (4cr)* *Legal Research & Writing 1 (3cr)*	First Year- Fall *Civil Procedure (4cr)* *Constitutional Law (4cr)* *Criminal Law (3cr)* *Legal Research & Writing 2 (3cr)* *Introduction to AI (1cr)*
Second Year - Required *Criminal Procedure (3cr)* *Evidence (4cr)* *Professional Responsibility (3cr)* *Business Organizations (3cr)*	Third Year – Required *Bar Survey (3cr)* *Bar Essay (2cr) -or- Bar Essay – Non-Florida (2cr)*
Further Requirements: Bar Related Courses (12 cr) + Experiential Requirement (9 cr) Professional Enhancement Program (6 hours) Upper-Level Writing Requirement Community Service Requirement	

*Courses shown in italics are required in the semester or year noted.

+Students must select a minimum of 12 credit hours from the following menu of Bar related courses:

Florida Constitutional Law (2cr) **	Commercial Law (3cr)
Florida Civil Practice (3cr) **	Remedies (3cr)
Family Law (3cr) **	Conflict of Laws (3cr)
Florida Contracts (3cr) **	Secured Transactions (3cr)
Wills, Trusts, and Estates (3cr) **	

**Strongly recommended for students planning to take the Florida Bar

Course Progression Guide for Part-time Students Matriculating Fall 2025 and Later

First Year- Fall *Contracts (4cr)* *Property (4cr)* *Legal Research & Writing 1(3cr)*	First Year- Spring *Torts (4cr)* *Constitutional Law (4cr)* *Legal Research & Writing 2 (3cr)* *Introduction to AI (1cr)*
Second Year Fall *Civil Procedure (4cr)* *Criminal Law (3cr)* *Business Organizations (3cr)*	Second Year Spring *Evidence (4cr)* *Criminal Procedure (3cr)* *Professional Responsibility (3cr)*
Third Year Fall Bar Related Courses (see below) Experiential Requirement (see below) Professional Enhancement Program Upper-Level Writing Requirement	Third Year Spring Bar Related Courses (see below) Experiential Requirement (see below) Professional Enhancement Program Upper-Level Writing Requirement
Fourth Year Fall *Bar Essay; or Bar Essay – Non-Florida (2cr)* *Bar Survey (3cr)* Bar Related Courses (see below) Experiential Requirement (see below) Professional Enhancement Program	Fourth Year Spring Bar Related Courses (see below) Experiential Requirement (see below) Professional Enhancement Program
Further Requirements: Bar Related Courses (12cr) + Experiential Requirement (9cr) Professional Enhancement Program (6 hours) Upper-Level Writing Requirement Community Service Requirement	

*Courses shown in italics are required in the semester or year noted.

+Students must select a minimum of 12 credit hours from the following menu of Bar related courses:

Florida Constitutional Law (2cr) **	Commercial Law (3cr)
Florida Civil Practice (3cr) **	Remedies (3cr)
Family Law (3cr) **	Conflict of Laws (3cr)
Florida Contracts (3cr) **	Secured Transactions (3cr)
Wills, Trusts, and Estates (3cr) **	

**Strongly recommended for students planning to take the Florida Bar

APPENDIX B: APPROVED EXPERIENTIAL COURSES

Students who matriculated Fall 2025 and after must complete a minimum of nine (9) credits in approved experiential courses. Students who matriculated prior to Fall 2025 are required to complete a minimum of six (6) credits in approved experiential courses.

Adv. Civil Government Externship Field (2-4cr)
Adv. Civil Poverty Externship Field (2-4cr)
Adv. Criminal Defense Externship Field (2-4cr)
Adv. Criminal Prosecution Externship Field (2-4cr)
Adv. Judicial Externship Field (2-4cr)
Adv. Child & Family Externship (2-4cr)
Adv. Environmental & Earth Law (2-4cr)
Adv. Immigration Clinic (2-4cr)
Adv. Juvenile Clinic (2-4cr)
Adv. Legal Research (3cr)
Adv. Legal Writing (3cr)
Children & Families Externship
(Classroom + Fieldwork) (6cr)
Civil Government Externship
(Classroom + Fieldwork) (5cr)
Civil Poverty Externship
(Classroom + Fieldwork) (5cr)
Collaborative Family Law Clinic (3cr)
Commercial Law Trial Advocacy (3cr)
Contracts Drafting (2cr)
Criminal Defense Externship
(Classroom + Fieldwork) (6cr)
Drafting Wills and Trusts (2cr)
Environmental and Earth Law Clinic (6cr)
Environmental Dispute Resolution (2cr)
Florida Evidence Practice (3cr)
Immigration Law Clinic (6cr)
Interviewing, Counseling, & Problem Solving (2cr)
Judicial Externship
(Classroom + Fieldwork) (4 or 6cr)
Juvenile Defense Clinic (6cr)
Law Office Practice (3cr)
Law Practice Technology (3cr)
Mediation (3cr)
Mediation Externship
(Classroom +Fieldwork) (4cr)
Motions and Depositions (3cr)
Non-Profit Corporate Externship
(Classroom + Fieldwork) (5cr)
PRI: Environmental Dispute Resolution (1cr)
Prosecution Externship
(Classroom + Fieldwork) (6cr)
Tax and Estate Planning (3cr)
Trial Advocacy (3cr)

APPENDIX C: HONORS CERTIFICATE CURRICULA

See Student Handbook, Part Two, Section X, Rule 6 for certificate requirements, registration, and minimum grade point averages.

Children and Family Law

A student must apply for the program by contacting the Registrar's Office. Upon completion of the program requirements, the student will receive an Honors Certificate in Children and Family Law, which will be reflected on the student's transcript.

To receive the Children and Family Law Certificate, students must complete five (5) courses, including three (3) core courses and two (2) approved electives; an approved skills component, and an approved writing course. In addition, students who earn the certificate must maintain a 2.5 average GPA in all courses used to satisfy the Certificate.

A. Introductory Children & Families Courses (A student must take all of these courses)

    1. Family Law (3 credits)
    2. Protections: Children & the Law (3 credits)
    3. Rights: Children & the Law (3 credits)

B. Approved Electives Courses (A student must complete two of these courses).

    1. Adoption Law (3 credits)
    2. Education Law (3 credits)
    3. Interviewing, Counseling and Problem Solving (2 credits)
    4. PRI: Collaborative Family Law (The training class for Collaborative Family Law Clinic can be used as a substitute for the PRI: Collaborative Family Law course)

C. Seminars or Upper-Level Writing Paper (A student must complete one seminar or complete their upper-level writing paper in children or family law.)

D. Clinical Courses (A student must take one of these courses).

    1. Juvenile Defense Clinic (6 credits)
    2. Collaborative Family Law Clinic (3 credits)
    3. Children & Family Externship (6 credits) (Department of Children & Families, Regional Counsel, Public Defender Juvenile Division, or Guardian Ad Litem Offices)
    4. Externship in Juvenile Court (2 credits)

E. Other Relevant Courses (Students are not required to take these courses, and these courses do not satisfy any requirement of the certificate program. However, these courses would be helpful to anyone planning to practice children and family law)

    1. Wills, Trusts & Estates (3 credits)
    2. Disabilities Law (3 credits)
    3. Psychology and the Law (3 credits)
    4. Administrative Law (3 credits)
    5. Federal Income Tax (3 credits)

6. Mediation (3 credits)
7. Mediation Externship (2 credits)
8. Motions and Depositions (3 credits)
9. Opinion and Scientific Evidence (3 credits)

Litigation and Advocacy

A student must apply for the program by contacting the Registrar's Office. Upon completion of the program requirements, the student will receive an Honors Certificate in Litigation and Advocacy and will be reflected on the student's transcript.

To receive the Litigation and Advocacy Certificate, students must complete a minimum of seven credit hours of graded credits and complete all of the following:

1. Motions and Depositions (3 credits)

2. A School of Law Trial Advocacy course (3 credits); OR receive credit as an advocate (not a witness) in a Trial Team extramural competition (1 credit); OR receive credit as an advocate in a Moot Court extramural competition (1 credit).

3. A clinical experience in a litigation placement in one of the following:

    A. Juvenile Defense Clinic (6 credits)
    B. Civil Poverty Externship (5 credits)
    C. Criminal Defense Externship (6 credits)
    D. Environmental and Earth Law Clinic (6 credits)
    E. Immigration Clinic (6 credits)
    F. Prosecution Externship (6 credits)

4. Two additional courses from any combination of the following:

    A. Juvenile Defense Clinic (6 credits)
    B. Civil Poverty Externship (5 credits)
    C. Criminal Defense Externship (6 credits)
    D. Environmental and Earth Law Clinic (6 credits)
    E. Florida Evidence (3 credits)
    F. Florida Criminal Procedure (3 credits)
    G. Immigration Clinic (6 credits)
    H. Judicial Externship (2 credits)
    I. Mediation (3 credits)
    J. Prosecution Externship (6 credits)

5. To receive the Certificate, students must have a minimum GPA of 2.80 in the graded courses used to complete the Certificate. To receive the Certificate with High Honors, a student must have a minimum GPA of 3.75 in the graded courses used to complete the Certificate.

Environmental and Earth Law

A student must apply for the program by contacting the Registrar's Office. Upon completion of the program requirements, the student will receive an Honors Certificate in Environmental and Earth Law, which will be reflected on the student's transcript.

This program offers students a practical and visionary curriculum that includes a diverse array of environmental courses, skills and experiential experiences, and rigorous writing opportunities. To receive the certificate, students must:

1. Complete three (3) core courses:

    - Introduction to Environmental Law, Jurisprudence, and Justice (pass/fail) (1 credit)
    - Environmental Law (3 credits)
    - Skills/Experiential Component (at least 2 credits)

2. Complete three (3) approved electives:
    - Administrative Law (3)
    - Admiralty Seminar (2)*
    - Advanced Environmental and Earth Law Clinic (4)
    - Advanced Ethics (2)*
    - Animal Law (2)*
    - Climate Change Law and Policy (2)*+
    - Directed Research on an environmental topic (1-2)*
    - Earth Jurisprudence Seminar (2)*
    - Earth Jurisprudence Survey Course (3)*
    - Energy Law (2)*
    - Environmental Dispute Resolution (2)
    - Environmental Ethics (3)*+
    - Florida Administrative Law and Environmental Regulation (3)+
    - Florida Constitutional Law (2)
    - Hazardous Waste Law (2)*
    - International Law of the Sea (2)*
    - Land Use Planning (2)
    - Ocean and Coastal Law and Policy (2)+
    - Oil and Gas Law (2)
    - Toxic Torts, Superfund, Redevelopment (2)*
    - Water Pollution Law (3)

3. Complete the Environmental Law writing component:

    A. A paper satisfying the requirements for one of the approved electives
    B. Acceptance of an environmental article in the Barry Law Review or the Environmental and Earth Law Journal
    C. A Directed Research paper on an environmental topic; or
    D. An Upper-Level Writing Requirement paper on an environmental topic.

4. Complete at least 12 credit hours of core and elective courses; and

5. Maintain a 2.5 average for all courses used to satisfy the Certificate.

Notes:

- Writing courses are identified by an asterisk (*).
- Courses that are provisionally approved are noted by a plus sign +.
- Environmental Dispute Resolution may satisfy the Skills/Experiential requirement or serve as one of the Approved Electives.
- For exam courses, students may discuss with professors the option of preparing papers that will satisfy the writing requirement.
- To make sure that a paper is considered for compliance with the Certificate Program, a student should submit it to one of the Professors teaching in the Certificate Program (Professor Ahmad or Professor Stewart). This should be done after completing the paper, submitting it to the professor for the course or the Directed Research project, and receiving a grade for the course or the Directed Research project. If the student is graduating the semester in which the paper is completed, submit it for Certificate compliance review at the same time that it is submitted to the professor for the course or the Directed Research project.
- Students should register for the Certificate Program prior to submitting their paper for Certificate compliance review.

APPENDIX D: EXAMINATION-DAY INSTRUCTIONS

See Part Two, Section IV. These instructions are maintained by the Registrar and the IT Department, and each term's examination notices control in the event of a change.

Before the examination period.

Students must install and register Examplify at least forty-eight (48) hours before the first examination and must download each examination file onto the laptop that will be used, because files can be downloaded only once.

Students should confirm that the laptop meets ExamSoft's minimum system requirements (https://examsoft.com/resources/examplify-minimum-system-requirements) and is free of viruses.

Students should take the built-in practice examination, and should take the mock examination offered each semester, so that the IT Department can resolve technical issues before the examination period begins. A student who encounters problems should contact the IT Department (lawhelp@barry.edu, 321-206-5799) at least 48 hours before the first examination and may consult https://examsoft.com/barrylaw.

Students should not plan to borrow an unfamiliar laptop and should confirm that the battery holds at least twenty (20) minutes of charge in case of a temporary power outage.

On examination day.

Students should arrive thirty (30) minutes early with a power cord, an extension cord, the anonymous examination number retrieved from ExamSoft in advance, and a physical photo identification.

A student may launch Examplify and allow it to reboot the computer once the examination password has been provided but must heed the red stop-sign warning screens and must not begin until instructed.

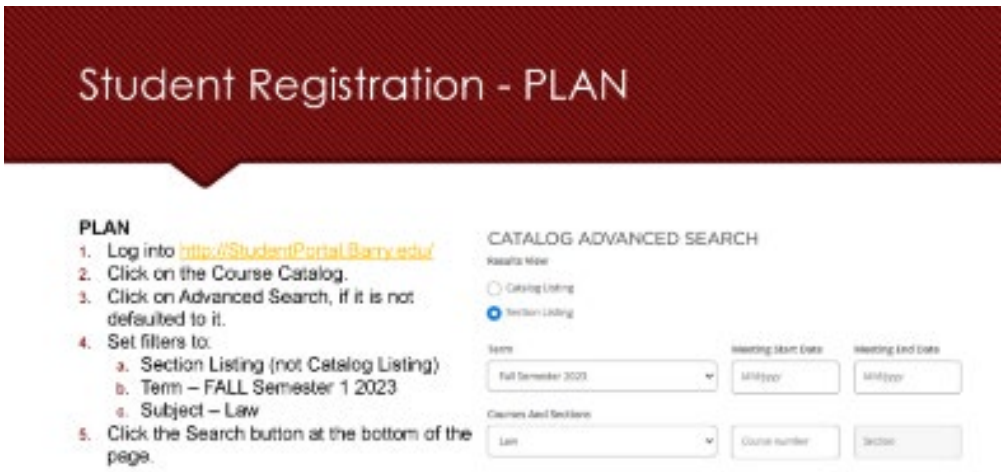
Students should use care when highlighting and deleting, because Examplify can undo only the most recent action.

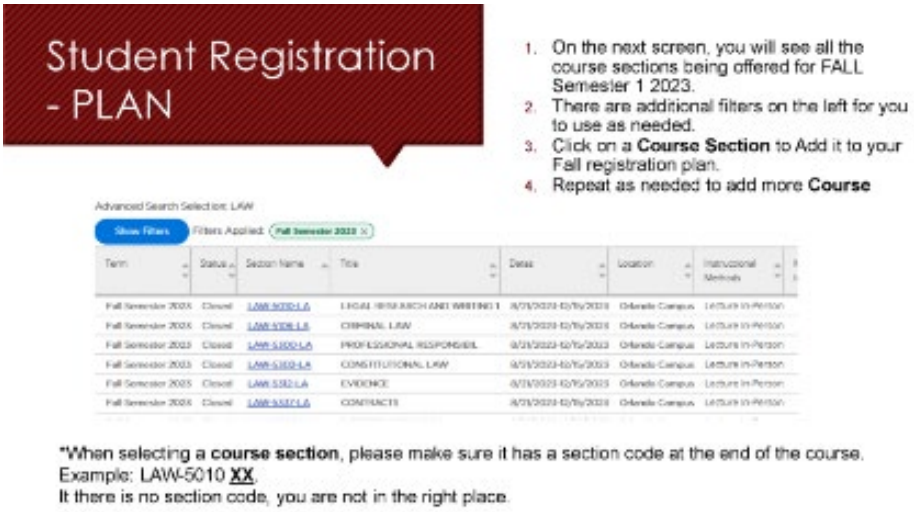
Students must upload their answers before leaving the examination room. Two confirmations follow a successful upload: one appears on the laptop, and one arrives by email to the student's Barry Law account within five to ten minutes. A student who encounters a problem, or who receives no confirmation within ten minutes, must see the IT staff immediately so that they can retrieve the locked examination. Under Part Two, Section IV, Rule 3(e) of the Student Handbook, a student may not leave campus until the upload is confirmed.

APPENDIX E: REGISTRATION IN THE STUDENT PORTAL

Course registration must be done through the Student Portal after the first year of law school. Course descriptions are available on the Student Portal and in the Barry University Graduate Catalog.

Student Registration steps for using the Student Portal are as follows:





*When selecting a **course section**, please make sure it has a section code at the end of the course.
Example: LAW-5010 **XX**.
It there is no section code, you are not in the right place.

Student Registration - REGISTER

1. Once your **Course Sections** are approved you can
   - Register for the open courses by clicking on the **Register Now** button
   - Add yourself to a waitlist by clicking **Add to Waitlist** for each course as needed.
2. If a class has a waitlist, you will register to be on the waitlist
3. If a class has seats available, you will register for a seat.

You may need to confirm your Personal and Emergency information under User Options before the **Register/Waitlist buttons will be available.



Student Registration - GET APPROVAL

1. Go to the Home Page and Click on Student Planning
2. Next, click on Plan and Schedule
3. Under Advising, click Request Approval. This will notify your mentor and they will review and approve/deny your planned schedule.
4. You will see a thumbs up 👍 once approved or a thumbs down if denied.

NOTE: You may see two advisors listed:
1. One is your Academic Mentor
2. One is your CLASP Counselor

Your Academic Mentor is the one to approve your course/section selection(s).

Registration Reminders:

- Registration follows the online process as outlined in the Registration Packet sent to students' Barry Law email address from the Registrar's Office. All students must register and/or waitlist themselves.
- All courses must be approved by the student's faculty advisor prior to registration.
- Course selection will not be confirmed until payment has been received or payment arrangements verified.

PART THREE: STUDENT CONDUCT CODE

SECTION I: PURPOSE AND SCOPE

Enrollment at Barry University School of Law presumes an obligation on the part of each student to act in a manner compatible with the University's purpose, processes, and functions, and to respect the rights and privileges of every member of the Barry community. Because law is a self-regulating profession, the School of Law expects its students to develop professionalism, civility, and accountability, including the discipline of holding themselves and their peers to the profession's standards. This Student Conduct Code (the "Conduct Code" or "Code") establishes the expectations for student conduct and a fair process for determining responsibility and imposing sanctions when those expectations are not met.

The Conduct Code governs non-academic conduct. Academic matters are governed by the Honor Code of Conduct in Part Four. In the event of a conflict between the two codes, the Dean or the Associate Deans will determine the appropriate course of action, and no student may be disciplined under both codes for the same act.

SECTION II: DEFINITIONS

In this Code:

A. "BUSL" and "School of Law" mean Barry University Dwayne O. Andreas School of Law.
B. "Student" means an individual who has received an offer of admission to BUSL and has enrolled in one or more classes, or a current student who has not yet graduated. The Code ceases to apply upon graduation, voluntary withdrawal, involuntary dismissal, or leave of absence, except that it continues to apply to a student who withdraws while a disciplinary matter is pending.
C. "School official" means any person employed by BUSL or serving the School of Law in an official capacity, whether or not directly employed by it.
D. "School community" means every student, school employee, school official, and any other person serving the school in an official capacity.
E. "School premises" means all land, buildings, facilities, and other property that BUSL possesses, uses, or controls.
F. "School-sponsored event" and "school-sanctioned event" mean a School of Law event or activity, held on or off campus, during its advertised timeframe and during the several hours before and after it, where the conduct occurs at or in close proximity to the advertised venue. At an event held at a resort, for example, a student is responsible for their conduct during the entire time the student is on the property with the intention of attending the event or after attending it.
G. "Complainant" means the person who files a Conduct Code Investigation Form, "respondent" means the student against whom it is filed, and "parties" means both.
H. "Associate Dean for Student Affairs" means the member of the administration serving in that capacity or their designee, and references to the "Associate Dean" in this Code mean the Associate Dean for Student Affairs. Whenever the Associate Dean is the complainant or is otherwise conflicted, a designee of the Dean performs the Associate Dean's functions under this Code.
I. "Investigator" means a full-time faculty member, other than the Dean or the Senior Associate Dean, appointed by the Dean in consultation with the faculty.
J. "Advisor" means a person whom a party chooses to assist them in the discipline process, either a currently enrolled student or, at the party's own expense, an attorney.

K. "Suspension" means separation from BUSL for a definite period, after which the student is eligible to return. Readmission after suspension is not automatic, it rests in the sole discretion of BUSL, and any conditions for readmission must be stated in the suspension notice. "Expulsion" means permanent separation. During either, the student may not be present on campus or on any University-owned or -leased property and may not attend any University event, on or off campus.

L. "Days" means business days, that is, days on which the School of Law's administrative offices are open, unless the Code specifies calendar days.

SECTION III: DISCIPLINARY AUTHORITY

A. Final authority for student discipline is vested in the Dean. The Associate Dean for Student Affairs is responsible for administering the Conduct Code. Disciplinary authority may be delegated to specific school officials and committees consistent with policy and must be delegated whenever the Associate Dean is the complainant. The Dean may waive or extend any time requirement in this Code for good cause, with notice in writing to all parties.

B. The Dean may determine that the best interest of the School of Law community requires removing a proceeding from the Conduct Code process. Before removal, the Dean will give the respondent notice of the alleged conduct and an opportunity to respond in writing and may seek the input of any relevant faculty member, student, or administrator.

C. The Dean may impose an immediate, interim suspension at any time if the Dean determines that it is reasonably necessary to protect the safety or well-being of members of the School of Law community or the School of Law itself. An interim suspension is a protective measure and is not a finding of responsibility. If the Dean imposes an interim suspension:

1. The student will receive written notice of the interim suspension and the reasons for it, and the student will be denied access to campus, classes, and all school activities and privileges while the suspension is in effect.

2. The underlying complaint will proceed under Section VIII on an expedited basis, and the School of Law will make reasonable efforts to hold any required meeting or hearing within fifteen (15) days of the interim suspension.

3. A student under interim suspension has the appeal rights provided in Section X.

4. Permanent expulsion will be imposed only after the process in Section VIII or paragraph B of this Section, and carries the appeal rights provided in Section X.

SECTION IV: JURISDICTION

The Code applies to all conduct that occurs on school premises or at school-sanctioned events, and to conduct anywhere that directly impacts members of the faculty, staff, or student body. Each student is responsible for their conduct from the time of admission through the conferral of a degree, exclusive of time during an approved leave of absence, and the Code continues to apply to a student who withdraws while a disciplinary matter is pending. The Code is not applied retroactively to conduct that predates its adoption.

Students are responsible for knowing the contents of the Code, and ignorance of the Code is not a defense.

The Associate Dean for Student Affairs determines jurisdiction during the initial review of a complaint. The Code applies only to students; the conduct of faculty, staff, and administrators is governed by other University policies.

SECTION V: VIOLATION OF LAW

Conduct that violates local, state, or federal law and affects the school community is also a violation of this Code, and any member of the school community may file a complaint based on such conduct. School of Law proceedings are independent of any criminal or civil proceeding arising from the same conduct and are not governed or controlled by the outcome of such outside proceedings. Therefore, responsibility under this Code is determined only through the procedures established by this Code. Every student has an ongoing obligation to disclose in writing to the Associate Dean for Student Affairs, within thirty (30) calendar days, any legal or disciplinary charge brought against them outside the School of Law, using the Amendment to Application form available from the Registrar's Office.

SECTION VI: PROHIBITED CONDUCT

A student who engages in any of the following conduct is subject to sanctions.

A. **Prohibited Conduct Affecting the School Community**

1. Intentional disruption of classes, clinics, meetings, or other school-sponsored or school-related activities.
2. Failure to comply with the reasonable directives of school officials, including security personnel, acting within the scope of their duties.
3. Failure to report a legal or other outside disciplinary charge to the Associate Dean for Student Affairs within thirty (30) calendar days.
4. Acts of dishonesty affecting the school community that are not covered by the Honor Code or the Student Organization Handbook.
5. Violation of the terms of any disciplinary sanction imposed under this Code.
6. Failure to complete any administrative requirement, including but not limited to CSO and CLASP requirements, following reasonable notice of the failure and an opportunity to cure.

B. **Prohibited Conduct Affecting People**

1. Physical or verbal abuse, harassment of any type, threats, stalking, intimidation, or any conduct that threatens or endangers the health or safety of any person.
2. Harassment, meaning verbal or physical conduct that denigrates or shows hostility toward an individual because of that individual's race, color, religion, gender, national origin, age, sexual orientation, or disability.
3. Any act of, or participation in, hazing. Hazing includes any mental or physical requirement, request, or obligation placed upon a person that could cause injury, pain, fright, disgrace, or personal degradation, and a person's consent to hazing is not a defense.
4. Use or display of indecent, unprofessional, threatening, or otherwise inappropriate images, gestures, or written or verbal communications in the immediate vicinity of, or directed at, faculty, administrators, staff, students, or persons associated with the School of Law for an event or program, including security personnel. Students are expected to conduct themselves in a professional, polite, and collegial manner in all such interactions, and disruptive, dishonest, or threatening behavior will not be tolerated.

5. Intentional interference with of a school official engaged in an activity within the scope of their official duties, including an employee managing or controlling a difficult situation.
6. Knowing misuse of this Code against a fellow student, or other conduct of comparable character that affects the School of Law community.

C. **Prohibited Conduct Affecting Property**

1. Attempted or actual theft of, or damage to, property of the school or of a member of the school community.
2. Use of University facilities or resources to send or post threatening or abusive messages or images.

D. **Prohibited Conduct Affecting Health, Safety, and Order**

1. Violent, abusive, indecent, profane, unreasonably loud, or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance or disrupts the normal operation of the School of Law community.

E. **Prohibited Conduct Affecting the Discipline Process**

1. Failure to appear at a disciplinary meeting or hearing.
2. Misrepresentation or falsification of information at a disciplinary meeting or hearing.
3. Attempting to discourage a person's participation in the discipline process, or harassment, intimidation, or retaliation directed at a complainant, witness, respondent, or other participant.
4. Harassment, intimidation, or retaliation directed at a school official or a member of a disciplinary committee.
5. Failure to comply with an imposed sanction.

F. **Violation of Designated School Policies**

A violation of any of the following School of Law policies constitutes prohibited conduct under this Code and may result in sanctions. The following list is non-exhaustive and exclusion from this list does not prevent the imposition of sanctions under other parts of this Code.

1. **Amendment to Law School Application.** Every student signed a certification of accuracy on the application for admission, and the School of Law is required to provide a copy of that application to the board of bar examiners of every state to which the student applies. Students have an ongoing responsibility to keep their applications accurate. Amendments should be made within the first semester where possible and must be submitted as soon as possible for information that arises after the application was filed, including changes of residence and employment. An amendment concerning information that predates the application must explain why the information was omitted and must include the details of the incident, the relevant dates, and the reason for the earlier non-disclosure. Students may amend their applications using the Amendment to Application form on the Registrar's webpage.

2. **Children and Minors on Campus.** Children and minors are not permitted on campus or in classrooms, including the library. This policy does not apply to School of Law events designated for families, to prospective applicants and their families, or to minors meeting with representatives of the Clinical Programs.

3. **Classroom Etiquette.** Students must conduct themselves in a manner consistent with the professional obligations of attorneys. A student may not engage in activities that might reasonably distract other students or the professor while class is in session, including arriving late, leaving early, or behaving disrespectfully.

4. **Computer Use Policy.** The School of Law's computing facilities are provided for the use of registered students, faculty, and staff, and computer use is a privilege rather than a right. Users must use the facilities and their accounts for law-school-related activities only, must use them in an effective, efficient, ethical, and lawful manner, and must respect the integrity of the system. The Barry University Computer and Network Usage Policy applies to all users of School of Law computers and information systems. Suspected violations are reported confidentially to the appropriate School of Law authorities and may result in the loss of computer privileges or further sanctions.

5. **Cyber Communities, Online Social Networks, and Other Electronic Communication.** Students who participate in online communities are expected to exercise discretion and to uphold standards of professionalism, including courtesy, integrity, and civility. This obligation extends to every form of electronic communication, including Facebook, X, Instagram, Snapchat, YouTube, TikTok, texting, email, photography, and video. Students must follow privacy laws when sharing information about other students, faculty, staff, or anyone they meet through the School of Law, and they must obtain permission before recording or taping any person. **Students may not record any class, lecture, seminar, meeting, or workshop, except as an approved disability accommodation or with the instructor's permission.**

6. **Dissemination of Contact Information.** Students may not provide student email addresses or contact information to third parties without the express authorization of the administration.

7. **Drug-Free Campus.** Consistent with the Drug-Free Schools and Communities Act Amendments of 1989, no alcohol and no controlled or unlawful substances are permitted on School of Law property. Student organizations may not serve alcohol at on-campus events. The only exception is a school-sanctioned activity where the Dean has approved the service of alcohol in advance and in writing. Student organizations may not serve alcohol at off-campus events, apart from the annual Barristers Ball, which must be managed and supervised by the Director of Student Life and Event Planning or another administrative employee of the School of Law. Organizations may hold approved events at off-campus venues that serve alcohol.

8. **Firearms on Campus.** The possession of firearms and weapons is prohibited on all Barry University campuses, facilities, and events, including the carrying or storing of firearms in vehicles or offices. The prohibition does not apply to law enforcement officers or security personnel, and officers not in uniform must display visible law enforcement identification. Weapons found in violation of this policy may be confiscated by University personnel or law enforcement.

9. **Identification Cards.** Students must possess their University-issued identification cards at all times while on campus. Students are required to present their University-issued identification card to School of Law personnel upon request. Any intentional misuse or misrepresentation related to University-issued identification cards is expressly prohibited.

10. **Parking and Driving on Campus.** Students must operate their vehicles in a safe and courteous manner, must obey all traffic and parking signs, and must follow the one-way flow of campus traffic.

11. **Smoke-Free Campus.** Barry Law is a smoke-free campus. Smoking and vaping by any method, including cigarettes, cigars, pipes, e-cigarettes, and any other smoking product, are not permitted anywhere on campus.

12. **Use of the Barry Law School Logo.** Any unapproved use of the School of Law's logo, seal, name, or other trademarked material is prohibited.

G. **Other Conduct**

1. Students are responsible for the conduct of their guests on school premises, at school-sponsored activities, and at functions sponsored by any registered student organization.

2. A student may also be sanctioned for conduct not otherwise enumerated in this Section that reflects adversely on the student's honesty, trustworthiness, or fitness to practice law, judged by the standards of the legal profession, as reflected in ABA Model Rule of Professional Conduct 8.4. This paragraph reaches only conduct that a reasonable law student would understand to be incompatible with those standards.

SECTION VII: ADMISSION OF VIOLATIONS

A student who wishes to admit a violation of the Conduct Code should promptly contact the Associate Dean for Student Affairs. After discussing the matter, the student should submit a written statement acknowledging the misconduct. A voluntary and timely admission may mitigate the sanction imposed.

SECTION VIII: DISCIPLINE PROCEDURES

A. Filing a Conduct Code Investigation Form

1. A member of the school community who believes that this Code has been violated must file a Conduct Code Investigation Form within ten (10) days of the alleged incident or, if the incident is discovered later, within ten (10) days of the complainant's discovery of it. The form must be in writing, signed by the complainant, and directed to the Associate Dean for Student Affairs. **An anonymous report is not sufficient to initiate an investigation.**

2. Within five (5) days of receiving the form, the Associate Dean will notify the respondent in writing of the alleged incident or incidents.

3. The complainant must participate in the process from beginning to end, including any disciplinary meeting or hearing, and is responsible for identifying relevant witnesses and providing relevant evidence. The complainant does not, however, present or prosecute the case at a formal hearing; that responsibility belongs to the School of Law under paragraph G.

B. Initial Review

1. The initial review, completed within fifteen (15) days of receipt of the Investigation Form, determines whether the alleged facts, if true, would more likely than not rise to the level of a violation of this Code and are sufficient to proceed as a formal complaint.

2. If the alleged facts have no basis or merit, or if pursuing sanctions is not feasible, the Associate Dean will dismiss the Investigation Form and will notify the complainant and the respondent in writing within twenty-four (24) hours of that determination. In that event, no formal complaint is filed.

3. Otherwise, the Associate Dean will convert the Investigation Form to a formal complaint and will either propose a disposition agreement under paragraph D or refer the matter to the Investigator under paragraph C within an additional fifteen (15) days.

C. Investigation

1. The Investigator may question the respondent and all potential witnesses. Before questioning the respondent, the Investigator will inform the respondent in writing of the conduct under investigation.

2. Within fifteen (15) days of receiving the referral, the Investigator will forward the complete investigation file, together with conclusions and recommendations, including recommendations as to sanctions, to the Associate Dean.

3. Written statements obtained from the respondent, the complainant, or witnesses during the initial review or the investigation may, in the discretion of the Associate Dean, be shared with each party in order to promote a timely resolution. Any statement on which a decision-maker relies for a finding of responsibility must be shared with the respondent before the decision is made.

D. Disposition Agreement

1. If the Associate Dean, in consultation with the Dean, determines that the conduct violates the Code, the Associate Dean may propose an informal and final disposition of the case with appropriate sanctions, known as a disposition agreement. The Associate Dean will report the findings and the proposed sanctions to the respondent in writing within fifteen (15) days of the Associate Dean's receipt of the Investigation Form.

2. If the respondent accepts the disposition agreement, the respondent must sign it and return it to the Associate Dean by the deadline stated in the agreement. Upon its return, the matter is resolved and the agreed sanctions take effect.

3. If the respondent does not accept, the respondent may choose either of the resolution options in paragraphs E and F. Declining a disposition agreement is not held against the respondent, and the sanction ultimately imposed may be less than, equal to, or greater than the proposed disposition.

4. For the avoidance of doubt, an Investigator need not be appointed prior to the Associate Dean proposing a disposition agreement.

E. Disciplinary Meeting (Informal Resolution)

1. If no disposition agreement is reached, the respondent is entitled to an informal hearing, known as a Disciplinary Meeting ("DM"), before the Associate Dean for Student Affairs.

2. At the DM, the respondent may respond to the complaint and present relevant witnesses and evidence, and the complainant may be asked to participate and to do the same. Each party may be accompanied by an advisor, who may advise the party but may not examine witnesses or address the Associate Dean except as permitted.

3. Only a documented emergency excuses a party's absence or tardiness. If a party is late for or misses a second scheduled DM, the meeting proceeds without that party.

4. Within seven (7) days after the DM, the Associate Dean, in consultation with the Dean, will issue a written decision stating the outcome, the reasons for it, and any sanctions. The decision is sent to the respondent's Barry Law email and placed in the student's disciplinary file.

F. Election of a Formal Hearing

If the matter is not resolved by disposition agreement, the respondent may elect a formal hearing before the Discipline Committee ("DC") instead of a DM. The Associate Dean coordinates DC hearings.

G. The Discipline Committee

1. The DC consists of five members: three full-time faculty members appointed annually by the Dean, one of whom the Dean designates as chair of all DC hearings, and two students appointed annually by the SBA President from the five elected Honor Court members. All five members are required to hear a complaint. The Dean or a designee, and the SBA President or a designee, fill faculty and student vacancies respectively when a vacancy or absence would prevent a hearing from going forward.

2. The Dean or the Associate Dean may remove a DC member who fails or refuses to perform the member's duties, and a student member found responsible under the Honor Code or this Code may be removed. Either party may challenge a DC member on the ground of a conflict of interest that might affect impartiality, and a challenged member is disqualified upon a majority vote of the remaining members.

3. At the hearing, the Investigator presents the complaint, the investigation file, and the supporting witnesses and evidence. If the matter was not previously referred for investigation, the Dean appoints an Investigator for the hearing. The complainant participates as a witness and may suggest witnesses and evidence, but the complainant is not responsible for prosecuting the case.

H. Hearing Procedures

1. The respondent will receive written notice of the hearing date at least ten (10) days before the hearing.

2. At least five (5) days before the hearing, each party must submit to the Associate Dean a witness list, a summary of each witness's expected testimony, and any materials to be presented at the hearing. These submissions are shared with the parties.

3. Each party may be accompanied by an advisor, who may advise the party. Whether an advisor may address the Committee is within the chair's discretion.

4. A respondent's failure to appear, or tardiness, is excused only for good cause, meaning a documented medical or other emergency as determined by the Associate Dean or a designee. If the respondent fails to appear within thirty (30) minutes of the scheduled start time, the hearing may proceed without the respondent at the chair's discretion.

5. Witnesses other than the complainant and the respondent are excluded from the hearing except during their own testimony, and no witness may be compelled to testify.

6. The faculty chair exercises control over the proceedings and may exclude testimony or evidence that is not relevant to the charge or to the appropriateness of a sanction. Information is considered if it relates directly to the facts of the complaint or to the sanction.

7. The parties and the Committee may examine the information the chair accepts and may question all witnesses.

8. The respondent may speak on the respondent's own behalf, will not be compelled to speak, and **the respondent's silence will not be used against the respondent.**

9. The standard for determining whether a violation occurred is a preponderance of the evidence, that is, whether it is more likely than not that the respondent violated the Code. The burden rests on the case presented under paragraph G(3), not on the respondent.

10. All participants must keep the hearing confidential until final resolution, unless the respondent waives confidentiality, in which case all parties are relieved of the obligation. Any breach should be brought to the attention of the Associate Dean.

11. The Committee deliberates immediately following the hearing or within three (3) days of it. Responsibility and the recommended sanction are each decided by majority vote. The Committee may recommend any sanction in Section IX, and it may consider the respondent's prior disciplinary record only in recommending a sanction, never in deciding responsibility.

12. The Committee's written recommendation is forwarded to the Dean and the Associate Dean. The Dean may accept or reject the recommendation and may impose a different sanction, up to and including expulsion. If the Dean imposes a sanction more severe than the Committee recommended, the Dean's written decision will state the reasons. The respondent will be notified in writing of the final determination and any sanctions within thirty (30) days of the hearing.

13. The result of the formal hearing is placed in the student's permanent disciplinary file in the Dean's office.

14. The School of Law community may be informed of the nature of the violation, the final decision, and the sanction imposed, with the names of all parties kept anonymous. Violations are disclosed in response to any inquiry from a bar or certifying agency.

SECTION IX: SANCTIONS

Sanctions should be proportionate to the violation, taking into account the nature and seriousness of the conduct, the harm to others, the respondent's prior disciplinary record, and any mitigating or aggravating circumstances. One or more of the following sanctions may be imposed:

A. **Verbal warning**, which is noted in the disciplinary file. Continuation or repetition of the conduct will be cause for further discipline.

B. **Written warning**, which is placed in the student's file. Continuation or repetition of the conduct will be cause for further discipline.

C. **Probation**, a written reprimand for a designated period, which may impose specified requirements or restrictions on the student. A further violation of any school policy during the period will likely result in more severe discipline.

D. **Social probation, restrictions, or loss of privileges or benefits**, meaning the denial or restriction of designated privileges or benefits for a designated period, which may include restriction of membership in organizations or student government or the loss of a scholarship.

E. **Increased mandatory participation** in the Professionalism Enhancement Program.

F. **Community service**, consisting of work assignments or service to the school, the local community, or civic organizations. Hours served as a sanction may not be counted toward any graduation requirement.

G. **Restitution**, meaning compensation for loss, damage, or injury, whether in money or in kind.

H. **Suspension**, meaning separation from the School of Law for a definite period, after which the student is eligible to return, subject to any stated conditions.

I. **Expulsion**, meaning permanent separation from the School of Law.

J. **Revocation of degree**, meaning the rescission of a degree awarded by the School of Law.

K. **Other sanctions**, meaning other proportionate sanctions imposed instead of, or in addition to, those listed above.

SECTION X: APPEALS

A. Either party may appeal the final decision and the sanctions imposed, including an interim suspension under Section III, by submitting a written appeal to the Dean within five (5) days of receiving the decision. An appeal must be based on one or more of the following grounds:

    1. new evidence pertaining to the incident that was not reasonably available earlier;

2. a procedural error that prejudiced the appealing party or substantially prevented a fair hearing; or
3. a sanction disproportionate to the violation.

B. A deviation from prescribed procedures invalidates a decision only if it caused significant prejudice to a party. The Dean will decide the appeal in writing within thirty (30) days of its filing, and the Dean's decision on appeal is final.

SECTION XI: IMPLEMENTATION OF SANCTIONS

Sanctions do not take effect until the appeal process is exhausted or the appeal deadline passes without an appeal. The exceptions are interim measures under Section III and any measures the Dean or the Associate Dean imposes during an appeal to protect the safety and well-being of members of the school community.

SECTION XII: MAINTENANCE OF DISCIPLINARY RECORDS

The Associate Dean for Student Affairs maintains the records of all disciplinary meetings and hearings. Written determinations from formal and informal proceedings are placed in the student's disciplinary file and are released in response to an inquiry from any bar or certifying agency.

SECTION XIII: INTERPRETATION AND AMENDMENTS

The Associate Dean for Student Affairs reviews the Conduct Code annually and resolves questions of its interpretation. The School of Law administration may amend the Conduct Code at any time. Amendments take effect upon notice to students and apply prospectively from that date. The current version of the Code is maintained on the BUSL website.

PART FOUR: THE HONOR CODE OF CONDUCT

Effective April 11, 2008

Law Students are preparing to enter a profession that requires the highest trust, honor and irreproachable conduct and they shall, while in Law School, conduct themselves in a manner that reflects these high standards and conforms to the ethical requirements governing the legal profession.

This Honor Code sets forth the system by which Barry University School of Law regulates the standards of honesty and fairness within the School of Law. The foundation for this system is self-regulation. This principle of self-regulation demands the cooperation of every person in the law school community. Every member of the student body must be committed to the highest standards of conduct. This commitment establishes the foundation for a community of professionals who interact with trust and cooperation and thereby enhances the character and integrity of the school and the legal profession.

The following pledge is to be signed by each student as they enter the School of Law:

> *In registering as a student at Barry University School of Law, I agree to abide by and support the Honor Code in all areas of Law School activity, including my academic work, any statement made to fellow students, members of the Faculty or Administration, and any dealings with the property of Barry University or that of my fellow students.*

It shall not be a defense to any alleged violation of this Honor Code that the accused did not know or understand that their conduct would violate this Code. However, nothing in the foregoing statement shall preclude the accused from disputing "intent" as defined herein with documentary, testimonial or other evidence.

SECTION I: DEFINITIONS

A. "Academic matter" is any matter arising out of a student's admission, enrollment, attendance, matriculation in or graduation from this Law School, including but not limited to all examinations, including practice examinations, any law school competition, any Trial Team, Moot Court or Law Review competition, any outside writing competition, any written work which is a condition of membership in any Law School organization, and any other activity which in any manner affects or results in a law school grade or is in satisfaction of any other requirement for graduation.

B. "Academic record" means law school grade point average, any grade in any law school course, membership in any academic organization such as Trial Team, Law Review or Moot Court, LSAT score, or any work or activity which is a requirement for graduation.

C. "Accused" is any student who is the subject of a hearing on an Honor Code violation or against whom an Honor Code complaint has been filed.

D. "Code" means this student Honor Code of Conduct for Barry University School of Law.

E. "Communication device" is any electronic device designed to be capable of using the internet or communicating with any person, location, or entity in any way, or storing, recording, or transmitting

any textual materials, scanned materials, electronic data, photographs, video, audio or student notes in any form or format.

F. "Complaint" is a written charge alleging a violation of the Honor Code. A Complaint shall be filed against "John Doe" or "Jane Doe" if the name of the alleged violator is not known. Any such Complaint shall also be sufficient to trigger all investigative provisions of this Code. Additionally, any faculty member filing a Complaint shall have the right following any finding of probable cause by the Investigator, to advise the Prosecutor, Senior Associate Dean and/or the Dean of the sanction(s) the faculty member deems appropriate. At all times after the Complaint is filed, and upon request by the faculty member to any of these individuals, the faculty member has the right to be kept advised of the status of the proceedings.

G. "Dean" as used herein means the Dean of Barry University School of Law, any person serving as interim or acting Dean or an official designee appointed by the Dean, or the interim or acting Dean.

H. "Faculty member" includes any full-time professor, visiting or adjunct professor, instructor, or other person with primary responsibility for an academic course or any other academic or competition endeavor or task to be performed by any student.

I. "Fellow student advisor" means any one student currently enrolled at the School of Law who is engaged by the accused to assist in defending any charges of Honor Code violations in any way.

J. "Honor Code Investigation Form," or any form by any other name performing the same function, is the official form used to state facts that should be investigated when a violation of the Honor Code is suspected.

K. "Honor Code Court" means, subject to Section IV(I), a "Court" composed of three members of the student body, all of whom shall have completed their first year of School of Law, and two members of the full-time Faculty. Additionally, two alternate members shall be selected for each Hearing as provided by Section I (N) to serve as alternate jurors, both of whom shall be students. Subject to Section IV(I), any students selected for an Honor Code hearing shall sit upon the Court at least through the conclusion of closing arguments.

L. "Honor Code Court Chair" means the Senior Associate Dean, or any full-time faculty member she or the Dean designates to fill such role on a given Honor Code matter, who shall preside over the Honor Code Court but shall not vote.

M. "Honor Code Court Faculty Member Selection" shall be by appointment by the Dean from among full-time faculty members for each Honor Code hearing to be held, including one faculty member to be ready as an alternate. To the greatest extent possible, different faculty members shall be appointed for each such hearing. The Dean, the Senior Associate Dean, the Investigator, and the Prosecutor are ineligible for appointments as members or alternate members of the Court. Upon faculty being selected for the Court on a given matter, they shall confidentially be informed as to the name of the accused and the general matter to be heard and asked by the Chair if they should be recused and replaced due to a conflict of interest or pre-existing bias, negative or positive, regarding the accused or the matter to be heard. No faculty member who is a designated Mentor for the accused or an actual or potential witness in the matter may serve on the Court. In the discretion of the Chair, and to avoid conflict or bias, said faculty member(s) may be excused and replaced.

N. "Honor Code Court Student Member Selection" shall be made as follows: At the start of each academic year, the President of the Student Bar Association shall submit to the Senior Associate Dean a list of names comprised of one representative from each student organization sanctioned as a member of the Student Bar Association. For each Honor Code hearing that is held, the Senior Associate Dean shall randomly select five names from this list to serve on the Court, three as jurors and two as alternate jurors. No student who is on academic probation, is otherwise not in good academic standing, or who has a conflict of interest or pre-existing bias, negative or positive, regarding the accused or the matter to be heard, is eligible for selection as a member of the Court. Upon students being selected for the Court on a given matter, they shall confidentially be informed as to the name of the accused and the general matter to be heard and asked by the Chair if they should be recused for any grounds stated herein and replaced. In the discretion of the Chair, and to avoid conflict or bias, said student(s) may be excused and replaced. It shall be an Honor Code violation for any such student to (1) fail to be fully forthcoming, in detail, in any response(s) they provide to the Chair, and/or (2) fail to fully serve throughout the entirety of the Honor Court proceeding unless excused by the Chair for good cause shown.

O. "Intent" or "intentionally" is an element of conduct that is satisfied if the student understood the nature of his conduct.

P. "Investigator" means any full-time faculty member appointed by the Dean or Senior Associate Dean to investigate a given Honor Code matter. However, the Investigator may not be (1) the designated Mentor for the accused or an actual or potential witness in the matter, or (2) one who has a pre-existing bias, negative or positive, regarding the accused or the matter to be heard. The Investigator will be any full-time faculty member other than the Dean or the Senior Associate Dean.

Q. "Prosecutor" means any full-time Faculty member, appointed by the Dean or Senior Associate Dean to prosecute a given Honor Code matter. However, the Prosecutor may not be (1) the designated Mentor for the accused or an actual or potential witness in the matter, or (2) one who has a pre-existing bias, negative or positive, regarding the accused or the matter to be heard.

R. "Senior Associate Dean" means the Associate Dean of Academic Affairs of Barry University School of Law, any person serving as interim or acting Associate Dean, her designee, or, if there is no Associate Dean or the Associate Dean is not available, then a designee selected by the Dean.

S. "Signed statement of guilt" means a written statement, prepared by the Prosecutor and signed by an "accused," containing (1) the matters to which the accused is pleading guilty, (2) the Honor Code sections that have been violated, and (3) a statement in substantially the following wording that "I (the accused) understand that the recommendation of the Prosecutor is not binding on the Dean in determining the sanction(s) to be imposed against me; that any sanctions imposed by the Dean may be less than, equal to, or greater than those recommended by the Prosecutor, up to and including expulsion; and that the decision by the Dean in this regard is final in all respects. My guilty plea herein is completely knowing and voluntary, and not the subject of any promises, written or verbal, other than may have been made by the Prosecutor regarding his recommendation as to sanctions."

T. "Statement of charges" shall be prepared by the Investigator and shall include (1) the name(s) of the accused, (2) an attached copy of the Complaint, (3) the dates, places and a description of each violation for which the Investigator finds that probable cause exists to believe the Honor Code has been violated by the accused, and (4) for each such transaction or occurrence, a statement of the

particular Honor Code section(s) that the Investigator finds have been violated.

U. "Statement of no violations" shall be prepared by the Investigator, and shall include: (1) the name(s) of the accused, (2) an attached copy of the Complaint, and (3) a statement that the Investigator finds that no probable cause exists to believe that the Honor Code has been violated by the accused.

V. "Student" means any person enrolled or matriculated as either a full or part-time student at the School of Law at any time relevant to an action under this Code.

W. "Student Bar President" means the duly elected President of the Student Bar Association or any person serving as interim or acting Student Bar President.

X. "Student Bar Vice-President" means the duly elected Vice-President of the Student Bar Association or any person serving as interim or acting Student Bar Vice- President.

Y. "Unauthorized source" means any source or textual material, notes, or method of any kind that is not specifically approved or allowed by the faculty member to be used in completing the examination, project, paper, or other assigned work.

Z. "Vote" means a simple majority vote unless otherwise specified.

AA. Unless otherwise specified, e.g., such as "calendar days," for purposes of calculating the date by which any acts required by this Code are to be done, the term "days" as used herein means a day on which the Dean's office is officially open.

BB. Any use of grammatical gender references shall be interpreted as applying equally to all persons regardless of their sex or sexual identification.

CC. Unless expressly stated in this Honor Code, no stated deadline or time for performance is "jurisdictional." "Jurisdictional" means that the failure to observe the deadline will waive either the relief sought or the right to take the action(s) described.

DD. Notwithstanding any other provisions in this Honor Code, the Dean or Senior Associate Dean may appoint any other faculty member or Dean of any rank to temporarily discharge any of their duties herein, or those of the Investigator or Prosecutor.

SECTION II: CONDUCT INCOMPATIBLE WITH PROFESSIONAL STANDARDS

A. **It is a violation of this Code for any student to intentionally engage in any conduct, directly or indirectly, which, with respect to any academic matter:**

1. gains for that student or any other student an unfair advantage; or,
2. disadvantages unfairly any other student; or,
3. misrepresents a material fact; or,
4. violates the *Florida Rules of Professional Conduct.*

By way of enumeration, but not by way of limitation, the following are examples of conduct that

violate the Honor Code:

B. **With respect to any academic matter:**

1. possessing or appropriating or attempting to possess or appropriate any information or materials the use of which is not authorized by the Instructor;
2. committing, intentionally aiding, or intentionally abetting in the unauthorized giving or receiving of aid or assistance; or requesting unauthorized assistance;
3. consulting or using any "unauthorized source(s)," or, with respect to any competition, any sources prohibited by the rules of the competition involved;
4. owning, possessing, or using a teacher's manual without the express written consent of the faculty member.
5. engaging in plagiarism, defined as the unauthorized appropriation or insufficient acknowledgment of or citation to the ideas, sources or work of another in any submitted draft or final work that is both material to the assigned task and intended to convince a faculty member that the student is the true author. Proof of intent to convince the faculty member may be based solely on the submitted work but is subject to rebuttal by the accused both to the faculty member and in any subsequent Honor Code proceeding.
6. taking or destroying or attempting to take or destroy the academic materials of another student without the other student's consent.
7. removing or withholding Law Library materials from the library without authorization; hiding or obscuring such materials in the library or elsewhere; destroying or mutilating such materials or controlling or attempting to control the use of Library resources so as to disadvantage other students.
8. committing unprofessional conduct in a clinical program, including but not limited to any act or omission which violates the Florida Rules of Professional Conduct or, if the clinical program is conducted outside the State of Florida, the rules of professional conduct for the state in which the clinical program is being conducted.

C. **With respect to examinations**:

1. supplying or attempting to supply to another student, during an examination, any unauthorized source(s).
2. working on an examination other than during the authorized time period or in a room other than the one authorized for the taking of the examination.
3. copying, in any form, in whole or in part, questions on a controlled distribution exam, or, copying or using from any other student or unauthorized source, in any form, in whole or in part, answers to any in- class or take-home examination. For any examination which is scheduled to be given at more than one time or is to be given in different locations at the same time, communicating or commenting in any form or format, directly or indirectly to any other student(s), in any way regarding that examination following the time a student finished his examination and prior to the time all such scheduled examinations have been scheduled to conclude. This includes, but is not limited to, such communications or comments following an examination given at a regularly scheduled time and before any makeup examinations in the same course and under the same professor have been fully

concluded.

4. taking an examination in the place of another student or satisfying any other class requirement imposed on another student.

5. identifying oneself on an exam or paper that is designated by the professor to be anonymous.

6. in regard to ExamSoft

   a. leaving campus before uploading examination answers. If exam answers are not uploaded before leaving campus, the student will receive an F for the course. ExamSoft sends two notices confirming successful uploads. The first confirmation arrives when rebooting the laptop after uploading your answers. The second confirmation is e-mailed to the student's Barry e-mail address. The second e-mail should arrive within five or ten minutes after uploading the exam.

   b. leaving campus without receiving confirmation that his/her exam answers have been successfully uploaded. If technical problems are encountered, or if the student fails to receive confirmation after ten minutes, a student shall immediately see a member of the Information Technology Staff. They will retrieve the locked exam.

   c. answering portions of the examination out of order so as to gain access to his computer or unauthorized sources which would be otherwise unavailable. This includes, but is not limited to, the following scenario. An examination as presented begins with multiple choice questions and then chronologically proceeds to short answer or essay questions. The student uses ExamSoft to answer the short answer or essay questions first, uploads his answers, and then proceeds to answer the multiple-choice questions with his computer available to him/her to use "unauthorized sources."

7. at any time from the scheduled starting time of a student's examination, and until the student concludes the examination and turns in all test materials, having access to, having in the examination building, whether hidden or not, or otherwise possessing "unauthorized sources," cell phones or "communication devices," aside from his own personal laptop computer (if otherwise allowed to be used) and then failing to store any of these items at the front of the examination room throughout the student's taking of the examination.

8. during the time provided or allowed for any student to take any examination on campus, leaving the building in which the examination is to be taken, except after receiving specific permission from the proctor or faculty member to do so, and then signing out and indicating the reason for leaving the building.

9. while still on the premises of the School of Law during or after the taking of an examination, failing or refusing to immediately allow inspection or testing of any materials, papers, "communication devices" or cell phones that a student is believed to have taken into an examination room, after being requested to do so by any faculty member, proctor, Information Technology personnel, or member of the School of Law administration or Registrar's office; provided that, such request must have been made only to investigate a possible violation of any portion of Section II (C) herein and such inspection or testing shall not in any event take any time longer than is reasonably necessary to complete the investigation. "Inspection or testing" as stated herein includes

the requirement that the student immediately provide any and all passwords needed to fully access the device(s) to be inspected or tested. A student upon timely request shall be permitted to witness such inspection and testing.

10. upon concluding an exam, failing to place in the student's exam envelope(s) and thereby turn in (1) all examination questions or materials, (2) all student notes and scrap paper generated or produced during the exam, and (3) except in fully open book and/or fully open notes examinations, all written or published materials of any kind brought into the examination room, all without having made any copies thereof in any form or format, unless the student has received express permission from the professor in charge of the course to do so.

D. **With respect to attendance:**

1. submitting false information regarding class attendance, including written or oral communications.
2. certifying class attendance that is not in accordance with the professor's published policy.
3. signing an attendance/roll sheet for another student.
4. signing an attendance/roll sheet, and then, without the permission of the faculty member, leaving and missing all or a substantial portion of the class.

E. **With respect to employment:**

1. misrepresenting or having misrepresented his academic record, application, background or resume in any material respect to this School of Law, any other educational institution, internship, externship, potential employer, or actual employer.
2. failing to appear for a scheduled legal employment interview, arranged by or through an employee of the School of Law, whether held on or off campus, without providing adequate notice of cancellation (at least twenty-four (24) hours) according to the requirements of the scheduled interview.
3. misrepresenting the extent to which one is or has been employed.

F. **With respect to matters specifically related to this Code:**

1. any failure to submit a completed "Honor Code Complaint Form" to the office of the Senior Associate Dean within five days following the date on which a student, based on personal observation, obtained information sufficient to form a reasonable likelihood in the mind of the student that an Honor Code violation has occurred.
2. no student shall induce a person to violate this Code.
3. notwithstanding any other provisions in this Code, it is a violation of this Code for any student to fail to fully cooperate in an Honor Code investigation or to fail to testify at or fail to bring requested items or materials to a hearing of the Honor Court when so requested by that Court, the Prosecutor or the accused, except that this subsection shall not apply to the accused or to those who cannot comply with the request for good cause shown. Any request to testify before the Court must be made in writing using the Notice to Attend Hearing form available in the Registrar's office.

4. submitting an Honor Code Complaint that is materially false, or, not based on personal observation sufficient to form a reasonable suspicion that an Honor Code violation has been committed by the person or persons complained against.

5. for an accused or his fellow student advisor, whether directly or through the attorney for the accused, to discuss with or take a statement in any form from any potential witness or witness, regarding a Complaint or its investigation, without first informing the potential witness or witness that his participating in any such discussion(s) or giving any statement(s) is strictly voluntary.

6. to harass by any means or directly or indirectly retaliate or threaten retaliation, in any form or by any method, against anyone who has submitted an Honor Code complaint, or, against any witness or potential witness relating to an Honor Code complaint.

7. as Honor Code matters should to the greatest extent possible be kept confidential, commenting, or otherwise speaking to any other person prior to the final conclusion of an Honor Code complaint or matter, in any form or by any method, regarding any of the allegations referred to in an Honor Code complaint or matter. This section does not apply to communications made by an accused to a "Fellow student advisor" or attorney engaged to assist the accused in defending against an Honor Code complaint.

G. **With respect to matters related specifically to the following graduation requirements:**

1. submitting false information, whether orally or in any other form or format, or false documentation to the School of Law in connection with a student's pro bono or professionalism requirements or efforts to satisfy them; this includes but is not limited to the number of hours claimed or the accuracy thereof, or the work or coursework actually done.

2. falsely certifying or claiming completion or satisfaction, in whole or in part, of any graduation requirement, whether made orally or in any other form or format, and whether or not concerning pro bono or professionalism requirements.

SECTION III: SANCTIONS

A. Each failure to meet a responsibility set forth as part of the Barry University School of Law Honor Code shall constitute a separate violation of this Code. For each violation of this Code, a student is subject to discipline under this Code. Such discipline may include, but is not limited to, one or more of the following sanctions:

1. verbal admonition.

2. written admonition.

3. verbal reprimand.

4. written reprimand.

5. exclusion or suspension from one or more functions, benefits, and privileges of the School of Law.

6. removal from any student government office or position in any School of Law sponsored activity or organization or from any other University- sponsored position of trust, responsibility, or interest.

7. prohibited or restricted use of School of Law facilities or services.

8. monetary or other restitution, written or verbal apology, or designated community service.

9. for misconduct related to coursework sanctions may include but are not limited to:

   a. change of grade in a course.

   b. involuntary withdrawal with prejudice from any course or seminar.

   c. withdrawal of academic credit in a course; and/or.

   d. receiving no credit for an academic work product, with or without an opportunity to redo the product.

10. probation.

11. suspension from the School of Law.

12. expulsion from the School of Law.

13. financial penalty as stated in Section III (G) herein.

14. any other reasonable penalty as deemed appropriate.

B. The above-identified sanctions may be imposed concurrently, with the exception of the sanctions of probation, suspension, and expulsion, which shall not be imposed concurrently.

C. For any student found guilty after a Hearing before the Honor Court of any provision of Section II (B)(5), or Section II (C) (1), (3), (5) or (7), the sanction imposed shall be expulsion from the School of Law, subject only to a lesser punishment being recommended by the Dean for extraordinary cause shown. Should the Dean make such a recommendation, she shall report it to the faculty at the next regularly scheduled faculty meeting. The faculty shall consider the recommendation and by secret majority vote decide whether to either impose the specific sanction(s) recommended by the Dean without alteration or expel the accused(s).

D. All sanctions imposed against a student for any HonorCode violation(s) shall be reflected wherever appropriate in his/her permanent School of Law records unless the Dean for good cause shown finds that such would be inappropriate.

E. Any sanctions imposed in regard to this Code, or any withdrawals from Barry University School of Law while facing recommended sanctions, along with a brief description of the alleged underlying event(s), shall be publicly announced in the beginning of the issue of *The Docket* next following imposition of the sanctions; and, additionally, any sanctions or withdrawals from Barry University School of Law while facing recommended sanctions may be publicly announced in any other manner as determined by the Dean. However, in no event shall the name of the accused be stated in any such announcement(s).

F. In determining what sanctions are to be imposed against an accused under this Code, the Senior Associate Dean and the Dean shall be entitled to consider an accused's entire history at the School of Law, including but not limited to any prior history of Honor Code violations.

G. Any student who in any semester or summer session pleads guilty to an Honor Code violation or is found guilty after a Hearing before the Honor Court, may lose between 25% and 100% of all scholarship monies otherwise due or to be available to him/her from the School of Law from the date

of pleading or the date of the Hearing, and until the student graduates. The Dean shall determine the amount to be lost. In no event, however, shall any student receive any scholarship monies for any period following expulsion or while he is under suspension.

SECTION IV: PROCEDURE FOR ACTIONS

A. Reporting Violation(s)

1. Alleged violations of the Code are to be set forth in writing or electronically transmitted using an Honor Code Investigation Form that is available on the School of Law's web page. Completed forms should be submitted to the Registrar's Office or the Senior Associate Dean for Academic Affairs who will conduct an initial investigation to determine whether the matter should be resolved by either informal or formal resolution. The Senior Associate Dean shall keep a log identifying all alleged violations by (1) number, (2) date filed, (3) name of complainant(s) and name of accused(s), if known, (4) a brief description of the violation(s) complained of, and (5) the Final Decision(s) rendered. Upon request of any faculty member, this log shall be produced at any regularly scheduled faculty meeting.

2. An Honor Code violation may be reported by any student, faculty member, administrator, staff member, or proctor of Barry University School of Law.

B. Statute of Limitations

1. The Senior Associate Dean shall not initiate proceedings on an alleged exam violation that occurred more than 180 days prior to the report of the alleged violation or on any other type of violation that occurred more than one year prior to the report of the alleged violation. These deadlines are jurisdictional.

C. Action on Report of Violation(s)

1. Upon receipt of an Honor Code Investigation Form alleging violation(s) of the Code, the Senior Associate Dean shall conduct and complete an Initial Review within ten (10) days.

D. Conduct of Initial Review

1. The purpose of the Initial Review is to determine:

   a. if the alleged conduct is a violation of the Honor Code and

   b. if the offense is, on its face, minor in nature.

2. If the Senior Associate Dean determines that the alleged conduct is not a violation of the Honor Code, the Dean and the Registrar's Office shall be notified.

3. If the Senior Associate Dean determines that the alleged conduct, if proven, is a violation of the Honor Code, and that the offense warrants punishment of less than suspension or expulsion, the Senior Associate Dean may make informal but final disposition of the case and impose such lesser punishment with the written consent of the accused as he or she

deems appropriate, `and notify the Registrar's Office thereof. In making this determination, the Senior Associate Dean shall be limited to speaking with the person who filed the Honor Code Complaint and the accused. In the case of the latter, the Senior Associate Dean shall first provide the accused, in writing, notice of the rights and procedures found in Section IV(E)(2). Alternatively, at her election, the Senior Associate Dean may refer any matter to the Investigator even if the alleged conduct, if proven, warrants punishment of less than suspension or expulsion.

4. If the accused does not consent in writing to the disposition by the Senior Associate Dean within five (5) days after notice of her proposed disposition, he/she shall refer the matter for Initial Investigation as outlined in Section IV (E). Once the matter is referred for Initial Investigation, any such proposed disposition is null, void and not subject to acceptance by the accused. If the Initial Investigation has already been completed by the Investigator, the matter shall then be returned to the Prosecutor who shall notice it for Honor Court hearing in accordance with Section IV (F). Any sanction eventually imposed against the accused at any point in the entire Honor Code process may be less than, equal to, or greater than the unaccepted disposition imposed by the Senior Associate Dean. The five (5)-day deadline stated herein is jurisdictional.

5. If the Senior Associate Dean determines that the alleged conduct, if proven, is a violation of the Honor Code, and that the offense would warrant punishment of suspension or expulsion the Senior Associate Dean shall refer the matter to the Investigator who shall conduct an Initial Investigation as outlined in Section IV (E).

E. Conduct of Initial Investigation

1. In conducting the Initial Investigation, the Investigator, after consultation with the Prosecutor, shall interview and/or obtain statements from persons who may have knowledge of the Honor Code matter in question, including but not limited to recorded or written statements, and collect other written, physical, or electronic evidence as is deemed warranted.

2. The Investigator shall not question the accused or otherwise discuss the circumstances of the alleged violation(s) with the accused without first informing the accused, in writing, of the matters being investigated as of that time, including the time and place of the alleged violation(s); that the accused has the right to remain silent; that any statement made by him/her may be used against him/her in any proceedings; that the accused has the right to a fellow student advisor or attorney in all phases of the proceedings or Hearing; and that the Investigator will conduct a prompt investigation into the alleged violation(s). Nothing in this paragraph shall prevent the accused from giving a voluntary statement after notification of the above procedures. No potential witness or witness, regarding a Complaint or its investigation, shall be required to discuss with, or give a statement in any form to, the accused, his fellow student advisor or attorney. Participating in any such discussion(s) or statements shall be strictly voluntary, and the accused, his fellow student advisor and his attorney shall inform all potential witnesses or witnesses prior to commencing any discussion or taking any statement.

3. The Investigator shall, within fifteen (15) days of receiving the Complaint, conclude his investigation, and forward to the Prosecutor (1) the complete investigation file, (2) a "statement of charges" for all violations of the Honor Code for which the Investigator

finds probable cause, and (3) if the Investigator finds no probable cause for any violations, a "statement of no violations." "Probable cause" as stated herein means a reasonable ground of suspicion supported by circumstances sufficiently strong to warrant a cautious person in the belief that the person is guilty of the Honor Code offense(s) charged in the Statement of Charges. The Prosecutor shall not meet with the accused, his/her fellow student advisor, or his/her attorney until after he/she has received and reviewed these materials. The Prosecutor may (1) refuse to fully prosecute all of the violations stated in the "statement of charges," or (2) prosecute at all following a "statement of no violations," only for good cause shown in writing and approved by the Senior Associate Dean, within ten days of the Prosecutor's receipt thereof from the Investigator. If the final determination is that there are no Honor Code violations, the Senior Associate Dean and the Dean shall be so notified. In this event, both the Complaint and the "statement of no violations" shall be entered in the permanent School of Law records of the accused, as well as in the log described in Section IV (A). Notices of "statement of charges" or "statement of no violations," once final as provided herein, shall be served within five (5) days upon the accused at his designated School of Law email address.

4. If the Prosecutor determines after receiving the materials described in Section IV (E)(3) that the Honor Code violation, if proven at a Hearing, does not warrant a sanction of suspension or expulsion, the Complaint and the investigation file shall be returned to the Senior Associate Dean, who shall proceed pursuant to Section IV (D)(3) and (4).

5. If the Prosecutor determines after receiving the materials described in Section IV (E)(3) that the Honor Code violations, if proven at a Hearing, warrants sanctions other than an admonition or reprimand, the Prosecutor shall, within ten days of having received the Complaint and investigation file:

   a. Meet with the accused to request a plea of guilt to the commission of the Honor Code violation(s) as listed in the statement of charges and discuss what recommendation as to sanctions should be made by the Prosecutor to the Dean. If the accused pleads guilty as described herein, the Prosecutor shall within five days of this meeting, submit to the Dean, with a copy to the Senior Associate Dean, (1) the investigation file, (2) the statement of charges, (3) a "signed statement of guilt" by the accused, and (4) the Prosecutor's recommendation as to sanctions to be imposed.

   b. The recommendation by the Prosecutor as to sanctions is not binding on the Dean. The Dean, upon receipt of the items and recommendation above, shall within ten days (1) fully consider the matter and determine what sanctions are to be imposed, and (2) give notice thereof to the accused, which shall be governed by the provisions of Section IV (F)(2) below. Any such receipt or affidavit shall be retained and made a part of the accused's permanent School of Law records. Any sanctions imposed by the Dean may be less than, equal to, or greater than those recommended by the Prosecutor, up to and including expulsion. Subject to the provisions of Section III (C), the decision by the Dean as to what sanctions will be imposed shall be final in all respects.

   c. If a "signed statement of guilt" has not been obtained, or the accused has failed or refused to meet with the Prosecutor as described in (a) above, the Prosecutor

shall schedule a full hearing of the matter before the Honor Code Court, to occur within not fewer than twenty (20) calendar days and not more than thirty (30) calendar days from the service as stated in Section IV (F)(2).

d. The Prosecutor shall not have the power to plea bargain in any way as to any charges listed in the Statement of Charges, other than to agree to make any recommendation described in Section IV (E) (5)(a). However, if the accused agrees to plead guilty pursuant to Section IV (E)(5)(a), the Prosecutor shall additionally have the discretion to accept a plea of guilty to one or more of the charges in the Statement of Charges in satisfaction of all the charges listed therein.

e. Should the Dean impose a penalty against an accused more severe than that which the Prosecutor has recommended, an accused may not withdraw his/her "signed statement of guilt" or have the right to an Honor Code Hearing. No statement of intent to withdraw from this School of Law by any student, while that student is the subject of a pending Honor Code Complaint, shall be effective unless the Honor Code Prosecutor receives in writing at least seven (7) calendar days prior to the date first set for any Honor Court hearing the completed and signed form for withdrawal required by the Registrar's office. Should such withdrawal not be submitted fully and timely as required herein, or should the accused fail to attend the hearing, at the discretion of the Prosecutor the hearing may proceed fully and, in all respects, as directed in this Honor Code, including but not limited to having the Honor Court render those findings and recommendations described in Section IV (I) (5) and (6).

f. The Prosecutor shall have the power to conduct any investigation he or she deems necessary in addition to that done by the Investigator.

g. Any accused student may, at his or her election, consult with his/her specifically assigned School of Law faculty mentor regarding his or her rights or liabilities under the Honor Code, unless said mentor is or may reasonably be either (1) a complainant against the accused student, or (2) a witness in regard to the Honor Code matter for which the student seeks consultation. Assuming that the mentor is neither, all communications on that subject by and between such student and the mentor shall be privileged and shall not be disclosed to the Dean, the Senior Associate Dean, the Honor Code Investigator, the Honor Code Prosecutor, or any member of the Honor Code Court, unless the accused otherwise waives this privilege.

F. Honor Code Court Hearing Procedure

1. If an Honor Code Court hearing is to be held, the accused shall be so notified in writing, and the notice shall include the following information as set forth below:

   a. The Statement of Charges.

   b. A statement of the date, time, and place of the hearing.

c. The names of witnesses who are likely to be called to testify against the accused.

d. The following portions of the Investigation file: (1) the "Statement of Charges" as described in Section IV (E)(3); (2) any written and signed, or mechanically or electronically recorded, statement(s) given to the Investigator or Prosecutor, and (3) if the accused offers to provide all writings, documents and other physical, electronic or demonstrative evidence, in any form or format, that the accused will, may or might use at trial, and in fact does provide all such materials to the prosecutor not less than ten (10) days before the hearing is first scheduled to begin, then and only in that event shall the prosecutor make reciprocal discovery thereof. Notwithstanding any other provision in this section, any other materials in the file of the Investigator or Prosecutor, including but not limited to notes or communications by or between the Investigator and the Prosecutor, shall be exempt from disclosure at any time.

e. A copy of this Honor Code.

2. Service shall be attempted upon the accused by at least two (2) of the following four methods - email to the student at his designated School of Law email address, personal service, overnight mail and U.S. mail, return receipt requested, at the most current address the accused has on file in the Registrar's office. Effecting service by any method above shall constitute valid service. Proof of service may be made in the case of the last three methods stated above by return receipt or by an affidavit of mailing or personal service. In the case of service by email, service is effective as of the date and time of emailing provided that the email is not returned as non-deliverable. Any such receipt or affidavit shall be retained and made a part of the accused's permanent School of Law records. Notice properly mailed, in the case of the last two methods stated above, shall be presumed to have been received three (3) days after mailing. Any notice to or service upon a student who is a witness or potential witness, regarding any specific Honor Code matter, shall be effective upon emailing as described herein.

3. Subject to the provisions stated in this section, the hearing shall commence no later than thirty (30) calendar days from the date of service effected under Section IV (F)(2),

4. After service is effected, either the Prosecutor or the accused may make a written request to the Honor Code Court Chair that the proposed or scheduled date for the commencement of the hearing be rescheduled to a date certain. The Chair shall grant the request only upon a showing of good cause and shall promptly notify both parties of the rescheduled date for commencement of the hearing. The Chair shall not reschedule a hearing to commence later than thirty (30) calendar days from the date originally set for the Hearing.

5. Should any juror(s) be successfully challenged for cause, the alternate jurors, in alphabetical order of their last names, shall take their places on the jury as may be required. Should there be no successful challenges for cause, the alternate jurors shall attend the entire Hearing until the end of closing argument when they shall be discharged. No alternate juror who is not a part of the jury shall participate in deliberations.

G. Rights of the Accused Upon Hearing

The accused at any Hearing shall have the right to:

1. be present at the hearing with a fellow student advisor or attorney who shall assist him/her in any or all phases of the Hearing, as desired. The accused is liable for all costs and expenses, incurred by the accused in connection with any Honor Code proceeding, and the accused will not be reimbursed by the School of Law for any costs or expenses of any kind incurred as a result of an action under this Code.

2. have the full membership of the Court present.

3. challenge for cause any member of the Court.

4. hear and examine evidence presented to the Court.

5. cross-examine witnesses testifying at the hearing.

6. present evidence, but not the right to refuse to testify, see Section IV (I).

7. present an opening statement and closing argument.

8. subject to Section IV (I)(1), compel student, School of Law administration and faculty witnesses to attend, testify before the Court and/or produce evidence, pursuant to a Notice to Attend Hearing form, or other form by a different name providing the same function described in Section II (F)(3), provided that, no witness shall be barred from testifying or producing evidence in the absence of any such Notice; be present at the hearing and call witnesses, and present evidence in favor of the accused;

9. be informed in writing of the findings of the Court and any sanctions recommended.

10. request sequestration of witnesses.

H. Rights of the Prosecutor

The Prosecutor at any Hearing shall have the right to:

1. have the full membership of the Court present.

2. be present at the hearing and call witnesses and present evidence against the accused.

3. cross-examine witnesses called by the accused.

4. make an opening statement and initial and rebuttal closing arguments.

5. challenge any member of the Court for cause.

6. accept a "signed statement of guilt" from the accused, and immediately use the procedure found in Section IV(E)(5).

7. subject to Section IV (I)(1), compel student, School of Law administration and faculty witnesses to attend, testify before the Court and/or produce evidence, pursuant to a Notice to Attend Hearing form, or other form by a different name providing the same function described in Section II (F)(3), provided that no witness shall be barred from testifying or producing evidence in the absence of any such Notice; be present at the hearing and call witnesses, and present evidence against the accused;

8. be informed in writing of the findings of the Court and any sanctions imposed.

9. request sequestration of witnesses, other than the accused.

10. receive notice from the accused, not later than fifteen (15) days prior to the date the Honor Court hearing is first scheduled to occur, of the name, address, email address and telephone number of any "fellow student advisor" or attorney(s) who will be participating in said hearing on behalf of the accused.

I. Conduct of Hearing Generally

1. The Court Chair (hereinafter the "Chair") may upon timely request issue and serve Notices to Attend Hearing, or other forms by a different name providing the same function described in Section II (F)(3), presented by a party, to compel the attendance of witnesses and/or production of evidence at any hearing. Neither the prosecutor nor the accused may serve Notices to Attend Hearing upon any witness. For good cause shown the Chair may in its discretion refuse to issue or serve Notices of Hearing, or, if they have been served, not require, or permit witnesses to testify or produce evidence. No party may call the Prosecutor or any member of the Court to testify. The Prosecutor may call the accused to testify in his case in chief, and, if permitted by the Chair, in his rebuttal case. Upon an accused (1) refusing to testify fully, including but not limited to at any time during the hearing on examination or cross-examination by the Prosecutor, (2) claiming an invalid or inapplicable privilege, and thereby refusing to testify fully, in violation of any ruling by the Chair that the privilege does not apply, or (3) otherwise refusing to testify fully at any time during the hearing, without the Chair finding good cause for said refusal, the Chair shall instruct the panel (a) that such refusal raises a rebuttable presumption that any testimony that was not given by the accused would have been adverse to him/her, and (b) that due to said refusal the panel must disregard any defenses raised by the accused to the charge(s) against him or her.

2. The principles of evidence shall be relaxed to aid in a fair resolution of the case. All relevant evidence offered at the Hearing shall be admitted unless its probative value is determined by the Chair to be substantially outweighed by the danger of unfair prejudice, confusion of issues, undue delay or undue presentation of cumulative proof. Any member of the Court has the power to question a witness after the questioning of that witness by the parties is concluded. Objections may be raised by any party to any particular questions asked by members of the Court. The Chair must rule on any procedural or evidentiary matters raised prior to or during the hearing. The Chair's ruling on procedural and evidentiary matters is final.

3. The Chair shall cause an audio or video recording to be made of the entire hearing. An accused or the School of Law may cause a stenographic record to be created of the entire hearing at his or its own expense. Technical failures or other omissions, if any, regarding

any audio or video recordings shall not be a basis for any requested relief by any party if it or he/she did not cause such a stenographic record of the entire trial to be created. Should a stenographic record have been made of the entire trial, no such technical failures or other omissions shall be a basis for any relief for any party absent extraordinary cause shown to the Chair. Any such decision on this matter, should it arise, shall lie solely and finally within the discretion of the Chair.

4. The Prosecutor has the burden of proving that the accused has violated the Code by a clear and convincing standard. "Clear and convincing" evidence is evidence that is precise, explicit, lacking in confusion, and of such weight that it produces a firm belief or conviction, without hesitation, about the matter in issue.

5. After the close of the hearing, the Court shall sit in executive session to deliberate upon the evidence presented and shall continue deliberating until a decision is reached by simple majority vote. Should a Court member through illness or emergency be unable to complete the trial, one of the student alternates, as provided for in Section I (K), drawn by lot by the Chair from among the two alternates, shall replace the member who is leaving. Should deliberations have already commenced when the Court member leaves, the selected alternate shall still replace the leaving Court member, but the Court as a whole shall re-commence deliberations with the new alternate now included. Should two members be unable to complete the trial due to illness or emergency, the Chair shall install the second alternate, which shall follow the procedure herein. The Court shall prepare written findings, including findings of fact, conclusions of law, and the numerical vote of the Court regarding the guilt or innocence of the accused.

6. A verdict of not guilty will not be subject to review. If the Court finds the accused guilty, it shall also prepare a recommendation as to sanction(s) to be imposed on the accused. These recommendations shall be forwarded to the Dean and the Chair within three (3) calendar days of the Hearing.

7. The Chair shall serve notice to the accused of the decision of the Court within five (5) calendar days of the Hearing. The notification shall be made as provided in Section IV (F)(2) above and shall include those matters stated in Section IV (I)(5) and (6).

J. Review by the Dean

The Dean shall review all findings forwarded by the Court, including recommendation(s) for sanctions.

1. Unless the accused has failed to personally appear and attend throughout the Hearing, the accused may contest the findings of fact, conclusions of law, and/or the recommended sanctions, only by hand-delivering his written objections to the Dean's office within fifteen (15) calendar days of the Hearing. This deadline is jurisdictional.

2. The Dean may, in his discretion, permit the accused, with or without his student advisor or attorney, to appear in person to be heard in regard to the Dean's review herein, providing that the Prosecutor shall also be present at such time. The Dean shall not be required to permit any such personal appearance.

3. The Dean may remand the recommendations and findings of fact to the Court in order to

seek clarity.

4. Within twenty (20) days of the Hearing, the Dean shall, subject solely to Section III (C), accept, reject, or modify the recommended sanctions of the Court and shall impose such sanctions as are deemed appropriate.

5. The Dean's action is final, subject solely to the provisions of Section III (C).

6. Other than as specified in this Honor Code, there is no right of appeal to any other person, office, or agency within Barry University or Barry University School of Law.

K. Confidentiality of Proceedings

1. At the preference of the accused, a Hearing may be held in public or in closed session. If the accused fails to express a preference, the Hearing shall be held in closed session.

2. All proceedings under the Code shall be conducted in a manner reasonably calculated to ensure confidentiality.

L. Records of Proceedings

Prior to issuance of a Final Decision on the charges by the Dean or the Senior Associate Dean, the Dean, the Senior Associate Dean, the Chair of the Honor Code Court, or the Prosecutor, as may be applicable, shall maintain files of all written papers and evidence submitted and all written notices, orders, reports and decisions made in connection with the disciplinary proceeding. The stenographic record, if transcribed and filed either by the School of Law or the accused, and audio or video recording of formal hearings of the Honor Court shall be retained as part of the files. After issuance of a Final Decision, the files shall be consolidated and retained by the School of Law in the office of the Senior Associate Dean for at least four (4) years. The files of a disciplinary proceeding shall be confidential except insofar as disclosure is (1) required by law, (2) made by the Dean pursuant to any Final Decision, (3) made by the Dean or Registrar to bar examiners, licensing or certification authorities, (4) made by the Dean to prospective employers or educational institutions relative to an application of the student, (5) to be used as part of any litigation or potential litigation involving Barry University, the School of Law or any of their agents or employees, or (6) made after a written waiver of confidentiality signed by the student.

M. Forms, Notices to Appear, Etc.

The Prosecutor, Investigator, Honor Court, Senior Associate Dean and/or Dean may at any time devise and create such forms and documents as are necessary to expedite proceedings under this Honor Code. Said forms shall be retained in a central location in the Registrar's Office and Senior Associate Dean's Office (unless otherwise designated) for use in Honor Code proceedings and activities and shall be made available to all parties in an Honor Code proceeding.

SECTION V: MISCELLANEOUS

A. This Code may be amended at any time by an affirmative vote of the majority of the Faculty of the School of Law who are present at a special or general meeting.

B. Any changes to this Code, whether by deletion, addition, or modification, shall become effective on the date of adoption by the School of Law Faculty.

C. Upon revision of this Code, whether by deletion, addition or modification, a copy of the revised Code shall be sent by e-mail to the student body, faculty and staff; provided that, the failure of any such student to receive the revised Code shall not in any respect affect the student's rights and obligations thereunder.

D. The Dean or Senior Associate Dean shall, at the first regularly scheduled faculty meeting of each academic year, report to the faculty on those Complaints filed in the previous academic year, and the specific outcomes on each.

E. The Dean or Senior Associate Dean shall, in the first issue of *The Docket* at the start of each academic year, report to the students in itemized but nameless fashion as to each Honor Code Complaint filed during the previous academic year, and the results and sanction, if any, thereof.

SECTION VI: NOTICE

A. Notices of sections changed in this Honor Code of Conduct will be communicated to students both by email and by publication in *The Docket*.

B. Students are responsible for checking their student email accounts daily so they may be kept informed of all announcements in connection with the Honor Code.