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Berkeley Student Handbook 2012

WELCOME TO BERKELEY COLLEGE!

Dear Berkeley Student:

Welcome to Berkeley College. Berkeley College has historically, for more than 80 years, been committed to helping students to achieve and succeed in their educational goals. As you are now a member of the Berkeley community, we are committed to making your student experience rewarding and productive.

On several occasions, Dr. Dario A. Cortes, President, Berkeley College has said to students,

“Your success is our success, and we are here to help you.”

Without a doubt, that is why Berkeley College is not only your choice, but the choice of all Berkeley faculty and professional staff.

As with any community, the college has established standards of conduct for its members. These expectations are held equally by students, faculty, and all associates of the Berkeley College community. You should review this Student Handbook and the College Catalog so that you are familiar with our policies, educational programs, and all the support offices that are here to assist you.

We encourage you to participate in our student clubs and activities that are sponsored by the Student Development and Campus Life Department, as well as other programs that are offered by various offices around campus including the Academic Support Center, Career Services, Office of Military and Veterans Affairs, and the International Student Office. Becoming involved both in the classroom and outside the classroom will only enhance your personal growth and knowledge as a college student.

Our goal is to provide an exciting and rewarding learning community for every Berkeley College student, and you are the most important part of that community. We are thrilled to have you join us. On behalf of everyone here at Berkeley College, I welcome you and wish you the best in your studies.



Ed Hughes
Vice President, Student Development and Campus Life

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Mission

Berkeley College empowers students to achieve professional and personal success in dynamic careers and in a diverse global society by providing a comprehensive and supportive educational experience, fostering academic integrity, and encouraging lifelong learning.

Values

In achieving our Mission, Berkeley College is guided by core values.

Teaching and Learning

- We recognize and respond to student needs through one-on-one attention, small classes, and services focusing on our students as individuals.
- We begin our students' education at their level of preparedness, by providing quality learning experiences that lead to success.
- We focus our efforts on career preparation and emphasize the practical applications of learning in order to build a bridge to employers.
- We promote the liberal arts as an integral part of a collegiate curriculum.

The College Environment

- We believe that every associate at Berkeley is an educator.
- We are committed to attracting a diverse student population and to promoting the academic and career success of each student.
- We create a sense of community for our students to enhance their educational experience.
- We develop students' interpersonal skills critical to personal and workplace success, such as self-management, leadership, integrity, and social communication.

The Larger Berkeley Community

- We embrace diversity and inclusiveness as critical to the educational environment and continuously work to enhance it.
- We engage and collaborate with employers to provide educated, ethical, and responsible leaders for a global society.
- We are responsible and constructive members of the global community, and we encourage students and associates to do the same.

Institutional Goals

- Develop, support, and deliver curricula, programs, and services designed to prepare our students for professional and personal success.
- Attract, develop, and retain a diverse student population and promote its success.
- Attract, develop, and retain highly qualified, diverse faculty and staff who are committed to our mission.
- Ensure our programs and services are continually relevant to the markets we serve.

- Ensure facilities and operations support our College's current needs and anticipated growth.
- Proactively position our College to communicate its value and benefits and build this identity and image among our many constituencies.
- Ensure a sound fiscal environment for our College and our students.

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Locations

New York Locations

MIDTOWN MANHATTAN

3 East 43rd Street
New York, NY 10017
212-986-4343

LOWER MANHATTAN

130 William Street
New York, NY 10038
212-372-4446

BROOKLYN

255 Duffield Street
Brooklyn, NY 11201
718-637-8600

WHITE PLAINS

99 Church Street
White Plains, NY 10601
914-694-1122

New Jersey Locations

NEWARK

536 Broad Street
Newark, NJ 07102
973-642-3888

PARAMUS

64 East Midland Avenue
Paramus, NJ 07652
201-967-9667

WOODBIDGE

430 Rahway Avenue
Woodbridge, NJ 07095
732-750-1800

WOODLAND PARK

44 Rifle Camp Road
Woodland Park, NJ 07424
(formerly West Paterson)
973-278-5400

Online

BERKELEY COLLEGE ONLINE™

BerkeleyCollege.edu/Online (<http://BerkeleyCollege.edu/Online>)
973-405-2111

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Academic Programs

DEGREES OFFERED

Berkeley College offers undergraduate programs of study on a year-round quarter system that may save students time as they pursue one of the following degrees:

Associate in Applied Science (A.A.S.)
 Associate in Science (A.S.)
 Bachelor of Business Administration (B.B.A.)
 Bachelor of Fine Arts (B.F.A.)
 Bachelor of Science (B.S.)

The majority of the College's academic programs are available in day, evening, and weekend sessions through Berkeley's eight locations and online. It is important to note, however, that not all courses are offered every term or at every location. Furthermore, scheduled course offerings may be canceled at the discretion of the College. Students enrolled in certain programs may therefore need to complete their studies at an alternative Berkeley location or online. For current information about course schedules, please go to BerkeleyCollege.edu/Academics/CourseSchedules.htm ([/academics_bc/3905.htm](http://academics_bc/3905.htm)).

PROGRAMS OF STUDY

Accounting*

A.A.S., Business Administration - Accounting
 B.B.A., Accounting
 B.S., Accounting

Business Administration

B.S., Business Administration

Fashion Marketing and Management

A.A.S., Fashion Marketing and Management
 B.B.A., Fashion Marketing and Management
 B.S., Fashion Marketing and Management

Financial Services

A.A.S., Financial Services
 B.B.A., Financial Services
 B.S., Financial Services

General Business

B.B.A., General Business

Health Services

A.A.S., Health Services Administration
 A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding
 B.B.A., Health Services Management
 B.S., Health Services Management

Information Technology Management

A.A.S., Information Technology Management

B.S., Information Technology Management

Interior Design+

A.A.S., Interior Design

B.F.A., Interior Design

B.S., Interior Design Management

International Business

A.A.S., International Business

A.S., International Business

B.B.A., International Business

B.S., International Business

Justice Studies - Criminal Justice

A.A.S., Justice Studies - Criminal Justice

B.S., Justice Studies - Criminal Justice

Legal Studies**

A.A.S., Legal Studies

B.S., Legal Studies

Management

A.A.S., Business Administration - Management

B.B.A., Business Administration - Management

B.S., Management

B.S., Management - Entrepreneurship

B.S., Management - Environmental Management

B.S., Management - Human Resources Management

B.S., Management - Nonprofit Management

Marketing Communications

A.A.S., Marketing Communications

B.B.A., Marketing Communications

B.S., Marketing Communications

The following programs are not offered to new students and are only available to continuing students currently enrolled in them:

Information Systems Management

A.A.S., Business Administration - Information Systems Management

B.B.A., Business Administration - Information Systems Management

Marketing

A.A.S., Business Administration - Marketing

B.B.A., Business Administration - Marketing

B.S., Marketing

Paralegal Studies+**

A.A.S., Paralegal Studies

*

Accounting majors must achieve a minimum of a C average in Financial Accounting I, Managerial Accounting, and Financial Accounting II in order to enroll in Intermediate Accounting I.

**

Students must achieve a grade of C or better in Expository Writing and Writing Through Literature to remain in the program.

+

Program not offered online.

Not all programs and courses are offered at all locations.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit **BerkeleyCollege.edu/disclosures** (<http://BerkeleyCollege.edu/disclosures>).

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Academic Policies and Procedures

- **Academic Year** (/student_handbook/student_handbook_3166.htm)
- **General Academic Policies** (/student_handbook/student_handbook_3021.htm)
- **Transfer Credit** (/student_handbook/student_handbook_3022.htm)
- **Evaluation and Grading** (/student_handbook/student_handbook_3023.htm)
- **Academic Records** (/student_handbook/student_handbook_3024.htm)
- **Graduation** (/student_handbook/student_handbook_3025.htm)
- **Satisfactory Academic Progress**
(/student_handbook/student_handbook_3026.htm)
- **Academic Calendar** (/student_handbook/student_handbook_3168.htm)

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Academic Year

Calendar Year: Berkeley College's calendar includes four terms organized on the quarter system. The fall quarter begins in September, followed by the winter quarter in January, the spring quarter in April, and the summer quarter in July.

An academic year is comprised of three terms totaling 36 weeks, and a full-time student is expected to complete a minimum of 36 quarter credit hours in that time. Academic years that span the summer quarter are comprised of 35 weeks. The campuses are closed on some legal holidays. The current academic calendar at the end of this Handbook specifies the exact dates.

The Quarter System: All courses are evaluated in terms of quarter hours of credit.

Class Hours: Generally, instructional hours are from 8 a.m. through 11 p.m. on weekdays and from 9 a.m. through 5 p.m. on weekends.

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General Academic Policies

Matriculation Status: A matriculated student is one who is officially enrolled in a degree program. Students who wish to take only a single course or a combination of courses are welcome as non-matriculated students.

College Skills: All new matriculated students, including transfer students and those entering Berkeley College as first-time freshmen, are assessed to determine competency levels in reading, writing, and mathematics. When this assessment indicates a need, students are scheduled for one or both of the following College Skills courses designed to promote their successful transition to college life: Integrated Reading and Writing and/or Transitional Math. This may include a requirement to participate in at least one Supplemental Instruction study session per week.

The normal times for completion of degree programs are two years for Associate's programs and four years for Bachelor's programs. While all students may attempt to complete Associate's degrees in 18 months and Baccalaureate degrees in three years, the College encourages students who need one or more College Skills courses to consider extending their programs to ensure that they have the basic skills essential to academic success. These courses may be waived for students who have passed basic skills courses with a grade of C or better at other colleges.

All College Skills courses must be successfully completed within the first academic year. Until that time, students enrolled in College Skills courses should carry no more than 16 credit hours per quarter. Students required to take College Skills courses must receive a grade of C or better in order to complete their programs and graduate from the College.

College Skills courses carry equivalency units that are not counted toward graduation requirements. These courses are included in the determination of the full- or part-time enrollment status for a term, and financial aid disbursements are made based on this status. Under certain circumstances the need to take College Skills courses may result in increased costs to a student.

Attendance: If illness, accident, or similar circumstances require absence for three or more consecutive days, it is the student's responsibility to notify the Advisement Department and contact faculty to make up assignments and/or tests.

Students not participating in a particular course are subject to withdrawal from that course; students not participating in all of their courses during a given quarter are subject to withdrawal from the College.

Returning on-site students who have not attended class and online students who have not actively participated in academic activities by the first class day of the second week of the quarter will be withdrawn for the quarter. Returning students who have not attended class by the first class day of the second week of the quarter will be withdrawn for the quarter.

College Closing: The College seldom closes due to inclement weather. In cases of extreme weather or emergencies, however, the closing of each College location will be made available over the Internet at **closings.BerkeleyCollege.edu** (<http://closings.BerkeleyCollege.edu>) and by phone as an option on the automated phone menu at each location.

Schedules for delayed openings due to inclement weather are posted on Blackboard

and at **closings.BerkeleyCollege.edu** (<http://closings.BerkeleyCollege.edu>).

Add/Drop Policy: Students may add a course or courses to their schedules prior to the start of the second week of the quarter.

Courses dropped during the first two weeks of classes do not appear on the student's transcript. Students who drop a course or courses (including College Skills courses) and reduce their quarter credit hours to fewer than 12 (or the equivalent) prior to the enrollment status determination should notify the Financial Aid Department. This action may adversely affect eligibility for financial aid.

Canceled Classes: The College reserves the right to cancel courses or scheduled sections of courses at its discretion.

Leaves of Absence: A one-quarter academic leave of absence (LOA) may be granted at the discretion of the Advisement Department for students who are financially cleared. Subject to the terms of the **Tuition Freeze policy** (/files_bc/Tuition_Freeze_Policy.pdf), students who take a leave of absence will be charged the prevailing rate of tuition and residence charges at the time of their return. A leave of absence may be requested only at the end of a term for the subsequent term.

Additional Credits per Quarter

A per credit tuition rate is charged for each credit in excess of 16 credits. Students who wish to enroll in more than this maximum number of credits must have permission from an academic advisor. Consideration will be offered to students who have demonstrated academic success. Students may not enroll in more than 20 credits in any one quarter.

Online/Blended Courses

An introductory online course to familiarize the student with online learning is a prerequisite to enrolling for online and blended courses. Additional information is available in the Advisement Department.

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Transfer Credit

Students must complete the last 25 percent of the credits required for their degree at Berkeley College.

Transfer Credit: Berkeley College will accept transfer credits from regionally accredited post-secondary institutions for courses in which the student earned a minimum grade of C and that are applicable to the student's program at Berkeley.

Foreign Transcripts: Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Berkeley College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Acceptance of transfer credits is solely within the discretion of the College, the decisions of which shall be final.

Transfer credits appear as "CR" on the student's Berkeley College transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Berkeley College transcript upon receipt of an official transcript from the previous institution.

Legal Specialty Courses: The transcript evaluator determines whether the course for which a student seeks transfer credit is from a an ABA-approved program offered by a regionally accredited university or college; whether the student achieved a grade of "C" or better in the course; and whether Berkeley College offers the course as a legal specialty. The syllabus for that course is compared to the College's course syllabus. A determination is made whether the courses are similar enough for acceptance by the College. To be considered for transfer credit, the following legal specialty courses must have covered the state laws applicable to the Berkeley College location at which the student's program will be delivered: Torts; Litigation; Legal Research and Writing; Advanced Legal Research and Writing; Advanced Litigation; Real Estate Law; Family Law; Criminal Law and Procedures; and Wills, Trusts, and Estates.

A student may transfer no more than three legal specialty courses.

New Jersey Comprehensive State-wide Transfer Agreement: Berkeley College has implemented the New Jersey Comprehensive State-wide Transfer Agreement, which provides for a seamless transition from associate to baccalaureate degree programs and supports the successful acquisition of baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community college will be fully transferable as 90 credits to be counted towards the degree requirements of a New Jersey baccalaureate degree, with the 90 credits to be granted as either course-by-course equivalencies between courses in the student's A.A. or A.S. degree and those at Berkeley College or as general elective credits.

To the extent that Berkeley College's different baccalaureate degrees have varying requirements concerning elective credits, students are advised to consult with the Advisement Department at their intended location to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

Berkeley College has established an appeal process through which transfer students can appeal a decision that they believe is not consistent with this Agreement. Students can find a description of the process on Berkeley College's website. Questions regarding the appeals process can be forwarded to the Registrar's Department.

Upper Division: To be admitted directly to an Upper Division, students must have completed either (1) a relevant Associate’s degree or (2) at least 60 semester/ 90 quarter credits in appropriate course work with a grade of C or better at Berkeley College or another regionally accredited institution.

Credit by Challenge Examination: Advanced placement and appropriate academic credit will be granted to students passing challenge exams who demonstrate mastery of any course offered by Berkeley College. Credit for such courses will appear as “CE” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Credit by Advanced Placement Examination: Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Berkeley College. Credit for such courses will appear as “CR” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Credit from Articulation Agreements: Through a series of articulation agreements, Berkeley College has agreed to accept credits from certain other institutions of higher education. A current list of such institutions may be found at

berkeleycollege.edu/berkeley_bc/2038.htm

(http://berkeleycollege.edu/berkeley_bc/2038.htm). This list is updated periodically. Each individual agreement covers specific courses and credits. Credit for such courses will appear as “CR” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Credit for Prior Learning: Many adults have acquired learning outside the formal classroom. In some cases, that learning is college level and can earn college credit. The College assesses portfolios for possible credit. Over the course of a quarter, the student will work with a faculty member and, through the process of reflection, analysis, and articulation, develop the narratives and support documentation necessary to earn college credits for college-level learning. A fully documented experiential learning portfolio must be submitted for faculty evaluation. Credit for such courses will appear as “CP” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Berkeley College grants credit as recommended by standard assessment guides, including National PONS (Program on Noncollegiate-Sponsored Instruction); ACE (The American Council on Education); and DANES (Defense Activity for Non-Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT-PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will counsel students, review the possibilities for credit recognition, and determine the best method for assessment.

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Evaluation and Grading

Course Syllabus: Students receive a syllabus for each course during the first week of the quarter. The syllabus contains the instructor's name and office hours, a general description of the course and its contents, a statement of learning outcomes, descriptions of the instructor's attendance and grading policies, the academic integrity policy, and a list of major assignments.

Grading System: At the end of each quarter a single, final grade is recorded for each scheduled course. Academic standing at Berkeley is based upon the grading system shown below.

Computation of Grade Point Average (GPA): To compute the GPA for the quarter, each letter grade is converted to the grade point equivalent listed below. Then, that grade point is multiplied by the number of credits designated for the course. This procedure is followed for each course.

Next, the number of grade point equivalents for all courses is added. That total is then divided by the total number of credits attempted for the quarter. The result is the quarter GPA.

Incomplete Grade: Documented inability to complete course work due to circumstances beyond the student's control (such as severe illness) may, at the discretion of the instructor, result in a grade of I. All work must be completed by the end of the first week of the following quarter. If all work is not completed by that time, the I grade becomes an F. It is the responsibility of the student to contact the instructor to make the necessary arrangements for makeup work.

Course Withdrawal: Students who wish to drop a course must do so in writing and must have the approval of the Advisement Department. Courses dropped during the first two weeks of classes do not appear on the student's transcript. Withdrawal from a course between weeks three and nine results in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time it was dropped. A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially drop a course will receive a letter grade that reflects their achievement. Students enrolled in an accelerated course(s) who wish to withdraw, must do so by the fourth week of the course.

Repeated Course: When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. Students may not repeat courses for which credit already has been earned (grade of D or better), either at Berkeley College or in transfer from another college.

Change of Major: All courses remain on the transcript and continue to be included in the cumulative GPA when students change their major.

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation



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A	4.00	90-100%	Excellent
B+	3.50	85-89%	Very Good
B	3.00	80-84%	Good
C+	2.50	75-79%	Above Average
C	2.00	70-74%	Average
D	1.00	60-69%	Lowest passing grade
F	0	-	Failing
P	None	-	Passing
I	None	-	Incomplete
W	None	-	Withdrawal/Nonparticipation
WP	None	-	Withdrawal/Passing
WF	None	-	Withdrawal/Failing

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Academic Records

Quarter Grade Reports: Quarter grade reports may be accessed online through Student Self-Service in Blackboard.

President's List: Matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List.

Dean's List: Matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List.

Transcript Requests: Unofficial transcripts may be accessed online through Student Self-Service in Blackboard.

Official transcripts are issued upon written request and upon payment of a \$5 fee for each transcript.

Official transcripts are sent directly to other colleges and institutions by the Registrar Department and are typically mailed within five business days. Overnight and same-day processing are available for an additional fee. Official transcripts are not released for students in financial arrears with the College.

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Graduation

Requirements: To qualify for graduation, students must complete the prescribed course of study with a minimum average of 2.00 (C), discharge all financial obligations to the College, and meet the credit-hour requirements for their major.

A commencement ceremony is conducted annually in the spring. Students must be within 9 credits of completing all requirements by the end of the winter quarter to be eligible to participate in the spring commencement exercises.

Honors: Students who achieve an overall 3.50 average will be graduated *Cum Laude*; students who achieve an overall 3.70 average will be graduated *Magna Cum Laude*; and students who achieve an overall 4.00 average will be graduated *Summa Cum Laude*.

Graduation Pictures: Graduates may have formal pictures taken during their graduating quarter at the College. Arrangements are made through the Student Development and Campus Life Department.

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Satisfactory Academic Progress (SAP)

To be eligible for financial aid, all students must meet standards which are set forth by the government/source that is providing the funds to the student.

Important note: All students must meet Qualitative Standards, and recipients of federal financial aid (Title IV) must *also* meet Quantitative Standards (please review Additional Satisfactory Academic Progress Requirements for Title IV and NJ TAG Recipients below). All students will be evaluated at the end of each quarter to determine if they are meeting minimum Qualitative Standards and, for Title IV and NJ TAG recipients, Quantitative Standards. Students not meeting either or both standards, as applicable, are subject to dismissal or the loss of Title IV eligibility or Warning, Probation, or Academic Plan statuses as described below.

In order to remain in good academic standing, all students enrolled in Associate degree programs (A.A.S. and A.S.) must maintain the grade point averages specified below:

QUALITATIVE STANDARDS A.A.S. and A.S.	
Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

In order to remain in good academic standing for academic and financial aid purposes, students enrolled in Baccalaureate degree programs (B.B.A., B.F.A., and B.S.) must maintain the grade point averages specified below which provide that students in these programs must have a GPA of at least 2.00 at the end of the second academic year:

QUALITATIVE STANDARDS B.B.A., B.F.A., and B.S.	
Credits Attempted*	Required GPA
0-30	1.60
31-60	1.75



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61-75	1.80
76-89	1.90
90 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an "F", WP, developmental, and transfer credits).

()Students not meeting qualitative standards for the first time will be put on "Warning" status. Students on Warning status may continue to be enrolled and maintain their Title IV eligibility. Students who meet the SAP standard during the Warning (subsequent) quarter will be taken off of Warning status. Students who fail in the Warning quarter will have the opportunity to appeal for a "Probation" status for the subsequent quarter which, if approved, will allow the student to continue to attend and retain Title IV eligibility. Students who meet the standards or terms and conditions, if any, while on Probation status, will be taken off of Probation status. Students who fail to meet the standards or terms and conditions while on Probation in the Probation quarter will have the opportunity to appeal for an Academic Plan which, if approved, will allow the student to continue to attend and retain Title IV eligibility if the student meets the requirements of the customized Academic Plan developed by the College. A student who fails to meet the terms and conditions of the Academic Plan will be dismissed from the College. Students on an Academic Plan will be evaluated at the end of each quarter.

Advisement

As soon as a student has been placed on Warning, Probation, or Academic Plan status, the College will contact the student to offer additional academic support services.

Appeals

A student may appeal a dismissal for failure to meet Qualitative standards or, if applicable, Quantitative standards. Appeals will be reviewed by the Satisfactory Academic Progress (SAP) Review Committee, which is comprised of representatives appointed by the Office of the Provost. Decisions made by the SAP Review Committee will be based on several criteria, including a student's explanation of what condition caused the student not to satisfy SAP and how that condition has since changed or is expected to change. If the appeal is granted, the student will be required to meet the standards or follow a specific academic plan to regain good academic standing. If that should not occur, the student will be dismissed.

Students not succeeding, at any point, are encouraged to submit a provisional appeal even before the end of the quarter in anticipation of a failed condition dismissal. Appeals can be completed online using an eForm. Students receive a notification that the appeal has been successfully submitted. Appeals will be reviewed, as needed, during break week. Provisional appeals by students who then meet the SAP standards will not be reviewed since such students will be in good standing and Title IV eligible. If the appeal, needed due to continued failing condition(s), is approved, the student will be notified and appropriate instructions of how to proceed will be included. If a failing student's appeal is denied, the student will be notified and dismissed from the College.

()The College will consider exceptional appeals for re-matriculation after not being enrolled or not receiving Title IV assistance for a minimum of three quarters. For example, the student may have improved his/her SAP by attending without the benefit of Title IV and/or the student may have had a substantially positive change in his/her life circumstances that would indicate that the student is ready for another chance. Final determinations will be made by the Office of the Provost. Students granted reinstatement must have paid the College all previously incurred tuition and fee charges. Reinstated students will be eligible for financial aid (if otherwise eligible) while on an *Academic Plan*.

Additional Satisfactory Academic Progress Requirements for Title IV and NJ TAG Recipients

In addition to the qualitative standards set forth in the section describing Academic Standards of Progress, students receiving awards under federal programs or New Jersey State TAG must meet *quantitative* standards of progress in order to maintain aid eligibility.

Quantitative Standards: In order to maintain the quantitative standards for satisfactory academic progress, a student must be able to complete his/her program after attempting not greater than 150 percent of the credits required to graduate. The "150 percent rule" requires students to complete degree requirements by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree program. For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours; for a Bachelor's degree requiring the completion of 180 credit hours, this would require completion of degree requirements by the time the student had attempted 270 credit hours. Once the 150 percent has been reached the student will be declared ineligible for further participation in federal or New Jersey State aid programs except as may otherwise be permitted. The College includes developmental and test credits in this metric.

Exceptions to the 150 percent rule exist for students who have changed majors and/or have returned to complete an additional degree. In this circumstance only those attempted credits that are applicable to the current program will be applied. This condition cannot be appealed. If the 150 percent is reached, and a student does not fall into one of the exceptions, all Title IV and TAG financial aid eligibility will be deemed exhausted. Students will not be allowed to change programs without approval from Advisement. In addition, some students on an approved Academic Plan may be able to exceed the 150 percent benchmark (see details below under Academic Plan).

To help students avoid reaching the 150 percent point, the College tests student progress, each quarter, based on attempted vs. earned benchmarks. Students must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours.

QUANTITATIVE STANDARDS Attempted vs. Earned	
Attempted Credits*	Necessary Pct. Passed (Earned/Attempted)
0 to 16	25%
17 to 32	37%
33 to 48	50%
49 to 64	56%
65 to 80	65%
81+	67%

*For this purpose attempted credits include developmental courses, test credits, as well as all credits accepted in transfer. In addition, all credits for which a letter grade, including "F", was received as well as WP and WF (withdrawn after tuition assessment). Credits earned include all course work that was successfully completed (letter grade other than an "F").

Maintaining Standards of Progress for Aid Eligibility

At the end of each quarter, the College will assess the student's progress in reaching Satisfactory Academic Progress (SAP). How failure to meet required standards will affect aid eligibility and future requirements will depend on the number of consecutive failures.

Warning Status

Any student who fails to meet SAP standards in a quarter will be given a "Warning" for the subsequent quarter. This allows the student to remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets standards in the Warning quarter, the student will be taken off of Warning status and aid eligibility will continue.

Probation Status

A student operating under a Warning who fails to meet the required standards in the Warning quarter will be declared ineligible for further participation in federal and New Jersey State financial aid programs for the next quarter. However, the student can appeal this determination. If the appeal is granted, the student will be placed on Probation for one quarter. As with the Warning period, the student will remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets SAP standards in the Probation quarter, the student will be taken off Probation status and aid eligibility will continue. We encourage students to appeal for Probation during the Warning quarter. Appeals will be reviewed, as necessary, after grades have submitted.

In certain circumstances the SAP Review Committee may determine that a student appealing for Probation will not be able to get back into good standing after only one quarter. In these cases the committee reserves the right to consider the student for an Academic Plan (see below for details) subject to the student's agreement to the terms and conditions.

Academic Plan Status

A student on *Probation* who fails to meet the required standards in the Probation quarter will lose eligibility for financial aid for the next quarter. However, the student can appeal this determination. If the appeal is granted, the student will be placed on an Academic Plan with terms and conditions developed by the College. As during the Probation period, the student will remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets standards in the subsequent quarter, the student will be taken off Academic Plan status and aid will continue. Any such student will be offered additional academic support services for the remainder of his/her program.

We encourage students to appeal for an Academic Plan during the Probation quarter. Appeals will be reviewed, as necessary, after grades have submitted.

Once a student is on an Academic Plan she or he will be evaluated, at the end of each quarter, based on the 'customized' Standard of Progress or terms and conditions of the Plan. The Academic Plan will be designed so that the student can make Satisfactory Academic Progress within a 'reasonable' amount of time. Plans are designed to ensure that the student is able to meet the College's satisfactory academic progress standards by a specific point in time. In some cases, this could mean that the maximum timeframe (150 percent) might be extended.

A student who fails to satisfy the requirements of an Academic Plan will be declared ineligible for further participation in federal and New Jersey State financial aid programs and will be dismissed from the College. Students, after three quarters off, may appeal for readmission; however, a new SAP appeal with a favorable determination, will be required prior to being accepted back into the College.

Advisement

The College does not wait for the student to reach the Academic Plan status before providing **additional services** (/student_handbook/student_handbook_3117.htm). Once the Warning condition is in place both the College and the student are expected to take all appropriate actions to ensure success. Please see **Qualitative Standards** (#probation1) for more detail.

Appeals

Once in a Warning status the student is encouraged to appeal for Probation in case satisfactory progress is not made during the subsequent quarter. Likewise, a student who has been approved for Probation is encouraged to appeal for an Academic Plan in case satisfactory progress is not made during the subsequent quarter. Current student appeal can be completed online using an eForm. Appeals will be reviewed, as needed, during break week. Provisional appeals by students who then meet the SAP standards will not be reviewed since such students will be back in good standing and Title IV eligible. If the appeal, needed due to continued failing condition(s), is approved, the student will be notified and appropriate instructions on how to proceed will be included. If failing student's appeal is denied, the student will be notified regarding loss of aid eligibility.

Failure to meet quantitative SAP can be caused by many reasons. The Committee will consider every aspect of the student's appeal while also reviewing the student's academic history at the College. One standard, however, will be used for each appeal. The student must clearly state what has caused the student to fall out of good standing and what has changed that will now make it possible for the student to succeed.

A student who loses eligibility may, if not dismissed (**see Qualitative Standards**) (#appeals1), continue at the College but would need to find other financial resources. While attending as a non-aid recipient the student can get back into a satisfactory progress status and regain aid eligibility. The college will consider exceptional appeals for reinstatement of a failed Academic Plan after a minimum of three quarters not receiving Title IV assistance. The student may have improved his/her SAP by attending without the benefit of Title IV and/or the student may have had a substantially positive change in his/her life circumstances that would indicate that the student is ready for another chance. Final determinations will be made by the Office of the Provost. Students with a reinstated *Academic Plan* will be eligible for financial aid (if otherwise eligible).

SAP and Transfer Credits

Credits that Berkeley College accepts in transfer towards a student's program will be considered both credits attempted and earned. All SAP evaluations will start from that point. It is important to note that Berkeley College does not attach grades to transfer credits so it is possible that a student can start at the College as a transfer student and be expected to earn at least a 2.00 GPA in the first and all subsequent quarters in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) are not included in calculating the cumulative GPA or the qualitative gradient. For the quantitative SAP measure, however, each failed attempt, in addition to the passed attempt, will be included in the 'courses attempted' portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012 initial calculations of SAP treat incomplete grades as if they were an "F" until such time as a passing letter grade replaces it. All remaining incomplete grades, after the first week of the following quarter, will turn into an official "F" and will be treated as such in all SAP evaluations. In consideration of grade changes the SAP calculations are determined a second time – after all grades are in.

SAP and Course Withdrawal

Students who drop a course will receive a letter of WP or WF. These grades will not be considered in testing the qualitative requirements, neither in the gradient or GPA, but they will be counted as credits attempted for quantitative purposes.

SAP and Developmental Course Work

Effective January 1, 2012 developmental credits, even though they are not applied towards the 90 or 180 credits required to complete the program, are included in both SAP measures.

For more detailed information on Evaluation and Grading, please visit the **catalog** (/catalog_2012/catalog_2012_2058.htm) page.

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Academic Calendar

WINTER QUARTER 2012

Tuesday, January 3 – Classes Begin
 Monday, January 16 - Martin Luther King, Jr. Day – No Classes
 Monday, February 20 - Presidents' Day – No Classes
 Sunday, March 25 - Classes End
 Monday, March 26 through Sunday, April 1 - Spring Vacation

SPRING QUARTER 2012

Monday, April 2 – Classes Begin
 Monday, May 28 - Memorial Day – No Classes
 Sunday, June 24 - Classes End
 Monday, June 25 through Sunday, July 1 - Summer Vacation

SUMMER QUARTER 2012

Monday, July 2 – Classes Begin
 Wednesday, July 4 - Independence Day – No Classes
 Monday, September 3 - Labor Day – No Classes
 Sunday, September 16 - Classes End
 Monday, September 17 through Sunday, September 23 - Fall Vacation

FALL QUARTER 2012

Monday, September 24 – Classes Begin
 Monday, October 8 - Columbus Day – No Classes
 Thursday, November 22 through Sunday, November 25 - Thanksgiving Recess
 Sunday, December 16 - Classes End
 Monday, December 17 through Tuesday, January 1, 2013 - Winter Vacation

WINTER QUARTER 2013

Wednesday, January 2 – Classes Begin
 Monday, January 21 - Martin Luther King, Jr. Day – No Classes
 Monday, February 18 - Presidents' Day – No Classes
 Sunday, March 24 - Classes End
 Monday, March 25 through Sunday, March 31 - Spring Vacation

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Student Experience

Berkeley College wants the educational experience to be an enriching and exciting one. As part of the College's mission to promote professional and personal success, students are strongly encouraged to explore and actively participate in the diverse range of programs, activities, and services designed to enhance and complement the student experience. The Student Development and Campus Life Department works in a cooperative relationship with faculty, staff, and students to provide a safe and secure environment that fosters students' intellectual, psychological, physical, social, and professional development.

- **Student Development and Campus Life**
(/student_handbook/student_handbook_3033.htm)
- **Student Support** (/student_handbook/student_handbook_3034.htm)
- **Students Rights and Responsibilities**
(/student_handbook/student_handbook_3035.htm)

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Student Development and Campus Life

- **Orientation** (/student_handbook/student_handbook_3122.htm)
- **Diversity and Multicultural Activities** (/student_handbook/student_handbook_3123.htm)
- **Student Organizations** (/student_handbook/student_handbook_3133.htm)
- **Community Service** (/student_handbook/student_handbook_3134.htm)
- **Athletics and Recreation** (/student_handbook/student_handbook_3135.htm)
- **Student Activities** (/student_handbook/student_handbook_3136.htm)
- **Online Opportunities** (/student_handbook/student_handbook_3124.htm)
- **Student Government** (/student_handbook/student_handbook_3137.htm)
- **Honors Program** (/student_handbook/student_handbook_3126.htm)
- **Honor Societies** (/student_handbook/student_handbook_3127.htm)
- **Personal Counseling** (/student_handbook/student_handbook_3128.htm)
- **Berkeley College Bookstore** (/student_handbook/student_handbook_3129.htm)
- **Berkeley College Alumni Association** (/student_handbook/student_handbook_3130.htm)
- **Voter Registration** (/student_handbook/student_handbook_3131.htm)

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Orientation

Learning your way around

Orientation introduces new students to the important things they need to know about Berkeley College, including the many services and activities available to them. The orientation program acquaints students with peers and staff, and helps them become comfortable with their surroundings and take full advantage of the many available resources. Day students attend on-site orientations at each location and also have online access to important orientation information prior to their first day of classes. Evening/Weekend students and Berkeley College Online students participate in respective online orientations that are available prior to the first day of classes.

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Diversity and Multicultural Activities

Making the most of Berkeley's unique opportunities

The diversity of the student body at Berkeley College enhances the educational experience and contributes to the cultural enrichment of the community. It also helps prepare students to enter the global business world with a better understanding of the similarities and differences among cultures. Berkeley College sponsors many ethnic and multicultural events to promote this understanding and to help students form relationships that can last far beyond the college years.

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Student Organizations

Join together for a cause

Berkeley College encourages students to join or form organizations that address their interests and concerns and offer opportunities to network, share, and lead. Organizations are social, cultural, academic, recreational, or service-oriented and are an excellent complement to the educational experience at Berkeley College.

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Community Service

Learn how good it feels to give back

Community service has always been a priority at Berkeley, where students, staff, and faculty support numerous causes on a regular basis. It is a great way of getting involved and meeting new people, while helping those in need. Students have had the opportunity to get involved with organizations such as Habitat for Humanity, the American Cancer Society, March of Dimes, the American Conference on Diversity, Community Blood Services, Children's Aid and Family Services, the ALS Association, and more.

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Athletics and Recreation

Fun, fitness, and fierce competition



Athletics and recreation play an important part in college life. In addition to being a great way of meeting new people and getting some exercise, participation in athletics and recreation helps students develop leadership, sportsmanship, and interpersonal skills that will be valuable throughout their careers. At Berkeley College, students may get involved on a number of different levels—including intercollegiate play, club teams, and intramural events. Berkeley College is a member of the United States Collegiate Athletic Association (USCAA) as well as the Hudson Valley Men's and Women's Athletic Conferences.

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Student Activities

Getting involved will help you get ahead



A Berkeley College education involves learning that takes place both in and out of the classroom. In fact, exceptional opportunities for educational excursions exist within just a few miles of each of the Berkeley locations. In addition to visiting the United Nations, New York Stock Exchange, and Broadway, past events have included trips to museums, theaters, merchandising centers, concert halls, malls, amusement parks, beaches, sports and recreation facilities, and more. Guest speakers and social and cultural events throughout the area also contribute to the experience.

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Online Opportunities

Students of Berkeley College Online™ enjoy many of the extracurricular opportunities as students who study at Berkeley's on-site locations. Online students have the option of participating in all on-site activities, programs, events, and clubs as well as joining online organizations such as the Online Book Club, the Fashion Club, the Online Movie Club, the Parents' Café, and the Healthy Café. Online students can participate in discussion boards, contests, and community outreach programs through Blackboard and can volunteer to become a peer mentor for new online students, assisting them with their transition into the online community.

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Student Government

Responsibly representing others

All students have a voice in Berkeley College governance through the Student Government Association (SGA). Although the College's Board of Trustees is ultimately responsible for final policy decisions, student comments and recommendations are encouraged and heeded. Elected SGA officers meet regularly and act as a liaison between students and administration. The Association also serves in an advisory capacity in planning campus activities and events. Residence Hall Associations (RHA) serve the interests and concerns of resident students.

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Honors Program

Rise to the challenge

The Berkeley College Honors Program is a selective interdisciplinary program that gives students the opportunity to study a topic related to all majors of the College in greater depth than is possible in the regular undergraduate program. Topics are chosen by the faculty for their wide-ranging importance and cross-disciplinary nature.

Students meeting the eligibility requirements are invited to submit an application to the Honors Admissions Committee by the end of week two of the quarter prior to their beginning the program. During the quarter prior to beginning Honors Study, students must have completed 72 quarter credits while maintaining a cumulative GPA of 3.80.

Transfer students may apply their transfer credits in fulfilling the eligibility requirement; their cumulative GPA from their previous institution will be used in the calculation of the 3.80 GPA requirement for admission.

Students admitted into the program receive a written response from the Director by the end of week four of the quarter prior to the beginning of the program. Should a student's cumulative GPA drop below the required 3.80, the admission may be withdrawn. Credits earned in the Honors Program will contribute toward the fulfillment of the liberal arts requirement. All students completing the program who have a cumulative GPA of 3.70 or higher will receive Berkeley College Honors noted on their diploma and will be recognized at commencement.

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Honor Societies

Recognizing your achievements

Students who attain high academic achievement at Berkeley College may join a variety of honor societies in recognition of their accomplishment:

Sigma Beta Delta is for students enrolled in business, management, and administration Baccalaureate programs.

Alpha Sigma Lambda is for adult students enrolled in Baccalaureate programs.

Lambda Epsilon Chi acknowledges students who have attained excellence in Paralegal Studies.

Phi Theta Kappa is for students enrolled in Associate's degree programs.

The Financial Management Association (FMA) National Honor Society recognizes the achievement of finance majors.

Mu Kappa Tau is dedicated to academic excellence in individuals committed to an exceptional standard of ethics and achievement within the marketing discipline.

Students who choose to join these societies participate in a formal induction ceremony and receive ceremonial cords that are worn during commencement.

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Personal Counseling

We're here to help

Professional counselors are available to help students deal with a range of social, emotional, or academic issues and concerns on a short-term basis. Counseling may be provided individually or within a group. When appropriate, students may be referred for outside treatment. In addition, the Student Development and Campus Life Department frequently offers special seminars on student needs, interests, and demands.

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Berkeley College Bookstore

Berkeley College offers on-campus and online bookstores where students, faculty, and staff can purchase items and materials at reasonable prices. A wide range of official Berkeley College gear, textbooks including e-books, and supplies are available, as well as a selection of software, gifts, and other items. Hours vary by location, and bookstores extend hours to accommodate the busiest times of the school calendar.

The online bookstore may be accessed at **BerkeleyCollege.edu/Bookstore** (<http://BerkeleyCollege.edu/Bookstore>) or in **Blackboard** (<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>).

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Berkeley College Alumni Association

Berkeley College's commitment to students continues well beyond graduation. The Berkeley College Alumni Association serves more than 30,000 alumni from across the U.S. and around the world, and offers free, lifetime career assistance for graduates; alumni networking and employment opportunities; access to discounted insurance; invitations to social, networking, and educational events; and much more. Alumni may use the Berkeley College libraries. Alumni return to Berkeley for speaking engagements, as alumni panelists, and for community service causes and events.

The Alumni Association also maintains an alumni directory, a great tool for finding friends, classmates, and successful professionals in a wide range of occupations. It allows graduates to create and update a custom profile showing only the information they want to share. The Office of Alumni Affairs oversees and organizes all activities and is available to respond to questions and suggestions.

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Voter Registration

Students are encouraged to exercise their right to vote. Voter registration forms are available through the Student Development and Campus Life Department.



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Get a PDF of the complete Student Handbook.

Student Support

- **Academic Support** (/student_handbook/student_handbook_3117.htm)
- **Career Services** (/student_handbook/student_handbook_3116.htm)

Registration

During registration all students consult with an academic advisor to discuss their academic programs. Students must receive financial aid clearance from both the Financial Aid and Student Accounts Departments each term. Once classes begin, academic advisors monitor students' progress to ensure the achievement of their educational goals.

All students enrolled in an online degree program who have not selected their course schedule by Friday of week 6 for the subsequent term will be assessed a \$100 late scheduling fee. For example: course selections for the Winter 2013 term must be submitted by February 8, 2013 to avoid the late fee.

Students in their first three quarters and last two quarters are required to select courses with an advisor.

Berkeley Card

Students receive a Berkeley Card during their first quarter at Berkeley College. The Berkeley Card acts as an identification card and it should be displayed at all times while on campus. In addition to being used for security purposes, the Berkeley Card has financial and administrative uses. It can be used instead of other payment options in the dining room and bookstore. Students may add funds to their cards either on campus at the Student Accounts Department or through Blackboard in the Online Card Office. Students may monitor the transaction activity on their card any time they are logged into the Blackboard website. The cost of replacing lost cards is \$10.

Berkeley BLUE Card

The Berkeley BLUE Card, also called the "HigherOne Card," is the official refund card for Berkeley College students. Upon enrollment, all students with a valid United States address are mailed a BLUE Card with a 16-digit reference number that must be used to 'activate' their card and select their preferred refund method. Students are given two refund preferences, one of which being a deposit made onto the BLUE Card itself. There is no charge to students for any of the two preferences. Questions about the Berkeley BLUE Card may be directed to the Student Accounts Department or at **berkeleybluecard.higheroneaccount.com** (<http://berkeleybluecard.higheroneaccount.com>).

Blackboard

Blackboard is Berkeley's student portal. Through Blackboard, students have access to their courses, email, Student Self-Service, campus announcements, key policies and reports, and Berkeley Card account information. In addition, students can access the online library and information from different departments of the College.

Student Self-Service allows students to register online, access their class schedule, change a class section, view Berkeley's schedule of classes and course catalog, grades, and unofficial transcript. Students can update personal information, make a payment, apply for financial aid, and view their financial aid awards.

Blackboard can be accessed at **my.BerkeleyCollege.edu** (<http://my.BerkeleyCollege.edu>).

Pharos Uniprint/Print Conservation Program

Students may print in classrooms, libraries, and other laboratory areas. The Berkeley Card entitles students to a print quota each quarter. Once the quota has been used, students may replenish their account. Remaining print quotas cannot be carried over to the following quarter. Further information is available at the Student Accounts Department and in Blackboard.

Academic Advisement

Berkeley College recognizes academic advising to be an integral component of the educational experience of its undergraduate students. Advising is a collaborative relationship for which advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals.

In keeping with Berkeley College's mission, the Advisement Department is committed to providing students with a comprehensive and supportive educational experience. To help students achieve their academic goals, it is strongly suggested that students meet with an advisor on a regular basis, minimally once a quarter, and use the advisement department to connect students to services that will enhance their learning experience.

Students experiencing academic difficulties should contact the Advisement Department as soon as possible.

In an effort to facilitate academic success, Berkeley College has implemented an early warning, mid-quarter progress report, and late warning monitoring system designed to identify students experiencing academic difficulties. Those students then are referred to the Advisement Department for appropriate intervention, which may include counseling, tutoring, and other referrals.

Online programs are subject to regulation by New Jersey and/or New York, as well as by the state of each student's residence. It is, therefore, essential that online students intending to change their state of residence notify their Academic Advisor as soon as possible in advance, since such change may affect their eligibility to remain enrolled in the College.

College Transfer Advisement

The Advisement Department provides transfer students with academic counseling that includes a review of the courses that have been accepted and degree requirements that are outstanding. Students are also provided with an overview of services offered by the Advisement Department to help make sure the transfer experience is smooth and seamless.

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Academic Support

Berkeley Libraries: On-Campus and Online

All locations maintain professionally staffed libraries that support the academic programs of the College and provide for the general, intellectual, and cultural enrichment of the Berkeley community.

The College systemwide collection of 177,500 volumes is shared among locations by way of a web-based library management system. The Library website links users to services, collections, and resources that include 60 subscription research databases, the online catalog, a growing collection of nearly 75,000 electronic books, and 80 streaming media programs. All locations offer wireless Internet access.

The libraries are open days, evenings, and weekends when classes are in session. Academic librarians are available to assist in navigating the electronic resources and in locating materials within the Berkeley College Collections and beyond through resource sharing. These professionals assist students in developing a deeper understanding of how to find, interpret, and use many types of information, a valuable skill in today's workforce.

The Berkeley College Online™ Library meets the needs of students locally and globally with a full array of web based resources including electronic journals, e-books, reference tools, assignment support, and Live Chat assistance. Academic librarians are frequent participants in the online class environment and help students develop the skills needed for academic and professional success. The online library is an anywhere/anytime source of reliable information.

Academic Support Center (ASC)

To help students improve their academic performance and achieve their educational goals, Berkeley College offers Academic Support Centers at each of its locations. Students needing help will find an array of services, such as study skills training and support for their writing assignments and projects through the ASC Writing Center. Online and on-site individualized tutoring is also available in all academic areas from professional and peer tutors.

In addition, the Academic Support Center provides supplemental instruction in some classes by providing weekly collaborative learning groups to support student needs. Faculty members may also opt to include additional training, such as workshops on writing research papers and effective note taking offered by Academic Support Center staff members, in their regular classes.

The Academic Support Centers are open during the day, in the evenings, and on weekends. Online tutoring services are also available to all students. Those students seeking assistance in writing and math are able to contact ASC staff members through the online WriteAid and MathEd programs.

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Career Services

Berkeley College provides a variety of career development and placement assistance services through the Career Services Department. This full-service division includes more than 20 career professionals, who assist students in identifying and pursuing job opportunities in the areas surrounding the eight New York/New Jersey locations.

During the first quarter, a career counselor introduces students to the services offered by the department. This begins the partnership between students and career specialists and provides students with a forum to explore career opportunities.

Individual assistance with resume preparation and job interviewing strategies is another integral part of the educational program. Career Fairs and on-campus employer presentations are organized on a regular basis. All students complete Career Management Seminar, a course that focuses on exploring career opportunities, the job search process, and interview preparation.

Internship Opportunities

Career specialists work with students on an individual basis to identify internships that are best suited to students' majors, interests, and abilities. Interviews are scheduled in a variety of fields.

Employers Want and Seek Berkeley Students

Berkeley graduates are eligible for free placement assistance for life. A wide range of employers - both large and small - look to Berkeley College for well-prepared job candidates.

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Students Rights and Responsibilities

- **Students Records and Information**
(/student_handbook/student_handbook_3037.htm)
- **Media Relations Consent** (/student_handbook/student_handbook_3038.htm)
- **Campus Security** (/student_handbook/student_handbook_3039.htm)
- **Equal Opportunity Policy** (/student_handbook/student_handbook_3040.htm)
- **Other Grievances** (/student_handbook/student_handbook_3041.htm)
- **Conduct** (/student_handbook/student_handbook_3042.htm)
- **Academic Integrity and Plagiarism**
(/student_handbook/student_handbook_3043.htm)
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Students Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how many student academic, disciplinary, and immunization records, among others ("Education Records") and information derived from them are managed. Generally, FERPA prohibits educational institutions from disclosing private student information (such as grades and social security numbers) without prior consent from the student. It also gives students the right to review many Education Records and correct errors.

FERPA permits institutions to disclose some Education Records under specific conditions. For example, certain student information may be disclosed in emergencies involving threats to the health or safety of the student or the College community or when a student is injured or missing for a defined period of time without explanation (all students are required to furnish emergency contact information for this purpose). Institutions are also permitted to designate less private categories of "Directory Information" that may be disclosed without a student's consent, unless the student has specifically instructed the Registrar Department in writing not to share such information. At Berkeley, Directory Information includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended, and likeness (photograph, video, or other form).

For more detailed policy information, please go to **[BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf](http://www.BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf)** (http://www.BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf)

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Media Relations Consent

The Media Relations Department regularly publishes press releases and photos acknowledging the accomplishments of Berkeley students, faculty, and staff. Such releases may include induction into honor societies, individual recognition for academic and non-academic success, graduation, or involvement in community service projects.

Students who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Registrar Department; faculty and staff must contact the Media Relations Department.

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Campus Security

The Public Safety Department is responsible for providing information with respect to safety and security issues. Each year, in accordance with federal regulations, the College distributes a Campus Crime Report for each location. The report contains statistical information about various types of crimes in or near the College and residence hall fire incidents reported during the previous three years; describes many security, public emergency, and fire safety measures employed by the College; explains how to report sexual assaults and other crimes; and discusses information and counseling resources available to help prevent crimes and aid victims.

Written copies of crime reports may be obtained by contacting the Public Safety Advisory Committee, c/o the Public Safety Department. Campus Crime Reports are also available to students on **Blackboard** (<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>) and to others on the Berkeley College website at **BerkeleyCollege.edu/Compliance** (<http://www.berkeleycollege.edu/Compliance/index.htm>) and the U.S. Department of Education website at **ope.ed.gov/security** (<http://www.ope.ed.gov/security>).

The College has various policies relating to public safety, including a Missing Student Policy, Emergency Management Plans, and Evacuation Procedures. Resident students should designate an individual to be contacted if the student is believed to be missing. All students are urged to familiarize themselves with emergency procedures and evacuation routes for locations at which they spend significant time. These policies and procedures are posted on **Blackboard** (<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>), and paper copies are also available upon request from the Student Development and Campus Life Department, the Admissions Department, and the Public Safety Department.

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Equal Opportunity Policy

Recognizing that its diversity greatly enhances opportunities for learning, Berkeley is firmly committed to providing all students equal access to its programs, resources, opportunities, and facilities. The College does not tolerate (a) discrimination or harassment on the basis of gender or sexual orientation, race, color, creed, religion, national origin, age, ancestry, disability, or civil union, marital, or veteran status; (b) bullying, including but not limited to cyber-bullying; or (c) retaliation in connection with complaints, reports, or testimony in connection with the Equal Opportunity Policy. Violations of the Policy may result in disciplinary action, including but not limited to termination of employment or being barred from campus, suspended, or dismissed from the College.

For more detailed policy information, including information concerning sexual assault, reasonable accommodation of disabilities, and other student equal opportunity concerns, please go to **BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf** (http://BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf).

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Other Grievances

Grade Appeals and Academic Grievances

Grade appeals and other grievances relating to academic matters other than academic and financial aid probation should be promptly presented to the appropriate faculty member, and then, if necessary, the Department Chair and finally, the Dean of the School relevant to the student's major. In all academic matters, including grade appeals, the decision of the Dean of the School relevant to the student's major is final.

Appeal procedures for academic and financial aid probation and dismissal due to unsatisfactory academic progress are described under the Satisfactory Academic Progress section.

Other Non-Academic Grievances

Grievances relating to (a) a suspension or dismissal for nonacademic reasons other than conduct covered by the Equal Opportunity Policy or (b) any matter not otherwise provided for in these policies and procedures must be presented in writing to the Campus Operating Officer within ten (10) business days. The Campus Operating Officer shall review the circumstances and action taken and may modify such action only where, in the judgment of the Campus Operating Officer, a failure to do so would result in a manifest injustice. In such matters, the decision of the Campus Operating officer shall be final.

Unavailability of Decision-Maker and Potential Conflicts of Interest

Whenever, in the sole discretion of the College, the official designated by these procedures as a decision-maker shall be unavailable or perceived by the College to have a potential conflict of interest that may unduly influence the investigation or determination of an Equal Opportunity complaint, Academic Grievance or disciplinary matter, the College may designate a substitute decision-maker.

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Conduct

Students are expected to abide by all public laws; to comply with the policies, procedures, and rules of the College; to obey any lawful directive of an authorized member of the Berkeley College faculty or administration; to provide true and complete information to the College when called upon to do so; to promote the safety of the College community; and to demonstrate a positive attitude, diligence, and courtesy toward faculty, staff, and fellow students.

The College reserves the right to take disciplinary action, up to and including suspension or dismissal, against any student who violates any public law or any College rule, policy, or procedure; disobeys such lawful directive; knowingly provides false, incomplete, or deceptive information to the College, including but not limited to inaccurate financial information or work-study time records; harasses, intimidates, or endangers the safety, security, or welfare of the College or any member of the College community; or otherwise interferes with the orderly and continuous administration and operation of the College or any of its units.

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Academic Integrity and Plagiarism

The principles of academic integrity encompass simple standards of honesty and truth. Each member of the College community has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the New Jersey, New York, or Online Deans of Student Development and Campus Life, who function as the Academic Integrity Officers. Students are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Plagiarism is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspension, or dismissal.

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Recording Classroom Lectures and Discussion Policy

Students are not permitted to record classroom lectures or discussions without written authorization from the Department Chair or the ADA Coordinator. Violation of the policy may result in disciplinary action, which could include the suspension or dismissal of the student from the College. The Department Chair or the ADA Coordinator may authorize recording of classroom lectures or discussions only when, and to the extent, reasonably necessary to effect a reasonable accommodation to a student's documented disability.

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Copyright Policy

Original "works of expression," such as writings, graphics, photographs, and music, may be protected from unauthorized use by the federal copyright laws. Copyright laws govern whether -- and to what extent -- you are permitted to copy, upload, download, transmit or distribute such works or to create new works derived from them without first receiving permission from the holder of the copyright (often the author or publisher of the original). The copyright laws are complex. Under some circumstances, copying information from websites, downloading music or video from or uploading it to a peer-to-peer application, or even mere photocopying, faxing, or cutting and pasting substantial portions of copyrighted materials may constitute infringement. Students are expressly prohibited from using the Berkeley College network or computing resources to access peer-to-peer sites that permit unauthorized copying of copyrighted music, photographs, video, or other legally protected materials. Such activities will be treated as violations of the Student Electronic Information Policy. Certain limited copying of published materials without permission may be allowed under the "Fair Use" doctrine.

Berkeley students are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences.

As summarized by the United States Department of Education, penalties for copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17 United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at **www.copyright.gov** (<http://www.copyright.gov>) especially their FAQ section.

For more detailed policy information, please go to **BerkeleyCollege.edu/files_bc/Copyright_Policy.pdf** (/files_bc/Copyright_Policy.pdf).

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Student Electronic Information Policy

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Berkeley's computer systems and associated hardware and peripherals are to be used for educational purposes only. The use of computers and the Internet is a privilege which may be limited or revoked at any time. Computer usage may be monitored. Students should not have an expectation of privacy when using or connecting to any Berkeley networks, systems, or equipment, even if they are doing so to access their own personal email, social media, or other accounts. Students have a responsibility to use computers and the Internet ethically and lawfully (and with respect for their fellow students), and Berkeley reserves the right to report any suspected illegal activity to the appropriate authorities. Attempts to mislead others concerning a user's true identity are not permitted.

Any attempts to circumvent PC/Network security, damage or tamper with any of Berkeley's electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action, including immediate dismissal. Internet access is provided in all Berkeley College locations for educational purposes. The College has installed systems that attempt to block offensive material, and restrict access to other sites that have been known to monopolize network bandwidth, or violate copyright laws.

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Alcohol and Drug Abuse

Berkeley is an educational institution committed to maintaining an environment that allows students to enjoy the benefits of a substance free environment and to understand the negative consequences of the use of alcohol and drugs on their lives.

Berkeley strictly prohibits the possession, sale, use, or distribution of illegal drugs; the abuse or redistribution of drugs obtained lawfully; and the unauthorized use of alcohol where students are present, on any College property, affiliated property, and at College sponsored events. Any student found in violation of these rules is subject to all applicable legal action under local, state, and federal laws as well as disciplinary action, up to and including immediate suspension or dismissal from the College. Students convicted of certain drug-related crimes may also become ineligible to participate in federal financial aid programs. A copy of **Berkeley's Alcohol and Drug Abuse Policy** (http://berkeleycollege.edu/Compliance/Drug_and_Alcohol_Policy_Statement.pdf) is available from the Student Development and Campus Life Department and in Blackboard.

Participation in Berkeley clubs or activities may not be conditioned on the consumption of alcohol or other substances.

For more detailed policy information, please go to **[BerkeleyCollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf](http://berkeleycollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf)** (/files_bc/Alcohol_and_Drug_Policy_Students.pdf)

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Weapons

For the safety of the College community, Berkeley College strictly prohibits the possession or use of any kind of weapon (including the use of an object or substance as a weapon) on College property or at events and activities sponsored by the College, regardless of whether such possession or use violates public law.

Upon written request, the Senior Vice President for Administration, or another officer of the College to whom the President of the College may delegate such authority (the "Authorizing Official"), shall be authorized to grant permission for a current federal, state, or local law enforcement officer or other person who may be required by law to carry a weapon; member of the armed forces; or campus public safety officer to carry firearms or other weapons on campus or at College-sponsored events and activities, only to the extent required by law or official rules of conduct applicable to such person and where, in the sole discretion of the College, the granting of such request would neither pose an undue danger to the Berkeley College community nor subject the College to unacceptable legal or financial risk. Any such request may be granted only on the limited terms described in the Weapons Policy.

For more detailed policy information, please go to

[BerkeleyCollege.edu/files_bc/BERKELEY_COLLEGE_Weapons_Policy.pdf](http://www.berkeleycollege.edu/files_bc/BERKELEY_COLLEGE_Weapons_Policy.pdf)

(http://www.berkeleycollege.edu/files_bc/BERKELEY_COLLEGE_Weapons_Policy.pdf).

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Student Dress Code

As part of its mission to prepare students for careers, Berkeley requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students enrolled in College Internships are required to follow the participating company's dress code.

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Immunization Requirement

New York and New Jersey State laws require that all students born on or after January 1, 1957 (except those who have been determined to be exempt from such requirements for appropriately documented medical or religious reasons) be immunized against measles, mumps, and rubella. New Jersey laws also require any new student who enrolls at Berkeley for the first time on or after January 1, 2008 for a program consisting of twelve (12) or more credits (and who is not otherwise exempt) to show appropriate proof of immunization or actual immunity from Hepatitis B.

Every student must submit a certificate of immunization signed by a physician or healthcare provider to the Registrar's Department prior to registering for classes. The certificate must document the student's receipt of two (2) live doses of measles vaccine and one (1) live dose each of mumps and rubella vaccine. In addition, students attending Berkeley's New Jersey locations must document their receipt of three (3) doses of Hepatitis B vaccine administered within prescribed time frames. At least two (2) doses must be received prior to registration for classes. In the discretion of the Registrar, serological proof of immunity or other proof such as a Student Health Record from a previously attended school or military records properly documenting the required immunization history may be accepted as adequate proof of such immunization.

Berkeley College also complies with regulations of the States of New Jersey and New York regarding the distribution of information about meningitis and vaccination. All Berkeley students who do not submit other proof of immunization against meningitis must acknowledge in writing that they have received the required information and either have been immunized or have elected to forego immunization. Students seeking to reside in student housing facilities must submit proof of actual immunization against meningitis before keys will be issued.

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes. For more information concerning immunization requirements, please refer to the immunization guides for New Jersey and New York respectively, which can be found at berkeleycollege.edu/admissions_bc/1962.htm (http://berkeleycollege.edu/admissions_bc/1962.htm) or contact either the Registrar's Department or the Student Development and Campus Life Department.

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Hospitalization Insurance

State law in New Jersey requires that all full-time students have hospitalization insurance. Full-time students must verify their hospitalization insurance or obtain coverage prior to starting classes. Hospitalization insurance is available through the College.

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Use of Berkeley College Trademarks

Berkeley College logos, slogans, and other trademarks are the exclusive property of the College. Any unauthorized use of those logos, slogans, and other trademarks, or of the Berkeley College name in a way that conveys the impression of official sponsorship, including the operation of social media sites not authorized in accordance with the Social Media Policy, constitutes a violation of law and is strictly prohibited. Violators may be subject to legal action as well as disciplinary action up to and including dismissal from the College.

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Social Media Policy

“Social media” is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include texting, blogs, and propriety platforms such as Twitter, Facebook, LinkedIn®, My Space, YouTube, and Flickr®.

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Berkeley College recognizes and embraces the power of social media, and the opportunity those tools provide to engage in ongoing “conversations” with the Berkeley College community, including students, faculty, staff, parents, alumni, and fans.

It is important to recognize, however, that the use of social media is governed by the same laws, policies and rules of conduct, and etiquette that apply to all other activities. The Social Media policy provides guidance concerning the use of social media to represent or discuss matters related to Berkeley College and/or members of the Berkeley College community, whether or not such use involves the College’s network or other computer resources.

For more detailed policy information please go to [BerkeleyCollege.edu/files_bc/Social_Media_Policy.pdf](http://www.berkeleycollege.edu/files_bc/Social_Media_Policy.pdf) (http://www.berkeleycollege.edu/files_bc/Social_Media_Policy.pdf).

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Smoking

Effective September 24, 2011, the use of tobacco products anywhere on Berkeley College (or affiliated) property is strictly prohibited. **Click here** (http://www.berkeleycollege.edu/files_bc/Smoke_Free_Campus_Policy.pdf) for the complete policy.

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Communications

Messages will be delivered only in case of emergency. The use of cell phones and PDAs is prohibited in class.



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Finances

Financial Aid

Financing an education begins with proper planning. Applicants are offered the opportunity to meet with a financial aid administrator to develop a personalized plan to meet their educational expenses. All applicants who submit a Free Application for Federal Student Aid (FAFSA) will be offered a financial aid package detailing eligibility for federal, state, and institutional grants, scholarships, and loans. Federal and state aid will be awarded to students based on need and enrollment level as determined by federal and state formulas. Berkeley College need-based aid may be awarded to students who have borrowed their annual maximum Stafford loan and have unmet need after federal and state aid has been awarded.

Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind. Generally, eligibility for grants and scholarships will be considered before Federal Direct Student Loans are included. Financial Aid packages are calculated to reflect charges that are payable directly to the College, including tuition and fees and the cost of student housing obtained through the College.

Federal law permits students to borrow additional funds to cover other expenses. Applicants should be aware, however, that the College may reduce institutional aid (grants and scholarships), dollar for dollar, for students who elect to borrow such additional amounts. The College may choose not to reduce additional aid for a student who provides written evidence of a hardship that, in the sole discretion of the College, justifies such an exception. Any such exception will apply only for the term (quarter) in which it is granted and may be revoked anytime thereafter.

- **Tuition** (/student_handbook/student_handbook_3079.htm)
- **General Financial Aid Policies**
(/student_handbook/student_handbook_3105.htm)
- **New York State Financial Aid**
(/student_handbook/student_handbook_3067.htm)
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- **Study Abroad** (/student_handbook/student_handbook_3307.htm)

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Tuition

TUITION PAYMENTS

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check, MasterCard, Visa, or American Express.

Billing for tuition and fees is done on a quarterly basis, although the student may make one payment in full for the entire academic year.

Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service six weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to do so are charged a late registration fee.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

Tuition Refund Policy

If a student officially withdraws or is dismissed from the College during a quarter, credit for that quarter will be issued as follows:

Notification date during

- First and second weeks 90%
- Third week 50%
- Fourth through sixth weeks 25%
- After the sixth week 0%

Students who cease attendance but do not officially withdraw may be liable for 100 percent of charges for the quarter. Sample tuition refund calculations are available on Blackboard. To officially withdraw, students must contact the Advisement Department.

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid based on the enrollment status. Individual course drops after week two do not entitle the student to a refund for that course.

Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal, will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded.

Residence and food service charges are fully incurred at the start of each quarter; once the quarter has started, there will be no refunds.

Students who withdraw from the College prior to the end of the term will have their financial aid adjusted based on the date that the student officially or unofficially (based on one of three census dates) withdrew from the College. Eligibility for disbursement of federal and state funds will be recalculated in accordance with federal and state regulations. Refunds will be made in accordance with the federal refund allocation schedule.

Institutional aid will not be refunded to the student. Berkeley institutional financial aid

awards are earned ratably each quarter during the tuition refund period.

Students who withdraw or are dismissed after the 60% point (week seven) of the quarter will retain 100 percent of their federal awards.

Tuition Freeze

In order to freeze full-time tuition rates, students are required to maintain full-time enrollment for three consecutive quarters, beginning with their first quarter at the College. Their full-time tuition rate will remain the same for so long as they maintain continuous full or part-time enrollment with no more than 1 quarter of absence from the College. Students who do not meet all of the above criteria will lose their rights to a tuition freeze. For the complete Tuition Freeze Policy, **click here** (/files_bc/Tuition_Freeze_Policy.pdf).

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General Financial Aid Policies

Student Loan Code of Conduct: As a participant in federal student loan programs, Berkeley College is required to maintain a code of conduct for all personnel involved in the financial aid process. The College supports and adheres to the principles articulated in the federal Higher Education Opportunity Act as well as applicable state laws and regulations. Those principles require financial aid professionals to act with honesty and integrity and to avoid conflicts of interest. The Berkeley College Student Loan Code of Conduct is available on the College website at **BerkeleyCollege.edu/Compliance** (<http://BerkeleyCollege.edu/Compliance>) or in the Financial Aid Office at each location.

Enrollment Status Determination: A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid based on the enrollment status. Individual course drops after week two do not entitle the student to a refund for that course.

Leaves of Absence: For purposes of student financial aid, a student granted a leave of absence is considered to have withdrawn from the College. Any overpayment of institutional charges will be refunded in accordance with federal regulations. Other than as prescribed in the Tuition Freeze Policy, a student returning from a leave of absence will be charged the prevailing rate of tuition.

Withdrawals from the College: Students who wish to withdraw officially from the College must notify the Advisement Department. The date the student notifies the Advisement Department will be used for tuition refund calculations. Students are strongly encouraged to contact the Financial Aid and Student Accounts Departments prior to withdrawing for an explanation of the tuition and financial aid adjustments that may occur. Berkeley College Institutional financial aid awards are earned ratably each quarter during the tuition refund period. Students who officially withdraw or are dismissed during or after week seven of the quarter will retain 100 percent of their awards. Students who cease attendance without providing official notification of withdrawal may be responsible for 100 percent of the quarterly charges. Mid-quarter withdrawals will be subject to the tuition refund policy.

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New York State Financial Aid

Tuition Assistance Program (TAP): New York State residents who attend college full time at a New York institution may be eligible to receive a TAP grant of up to \$5,000 per academic year. TAP awards are based on need. Submission of a TAP application (**tapweb.org** (<https://www.tapweb.org/totw/>)), and income verification (e.g. NYS tax returns) for student and parents may be required.

Regents Award for Children of Deceased or Disabled Veterans: This scholarship is awarded annually to New York State residents who can document their status to meet the criteria. Up to \$450 is awarded each academic year without consideration of income.

Aid for Part-Time Study (APTS): New York State residents enrolled at a college in New York with four (4) but less than eight (8) credits per term may be eligible to receive an APTS grant. Awards are based on need.

New York State Financial Aid Academic Requirements

Students may only receive these New York State Financial Aid funds provided they meet New York State’s Good Academic Standing requirements.

A student is considered in “good standing,” meeting program pursuit standards, and making satisfactory academic progress to receive New York State Tuition Assistance Program grants, if the minimum requirements established below are maintained.

Pursuit of Program

Students must have and maintain a full-time enrollment status to receive a TAP award. “Full-time” is defined as 12 quarter credit hours per term (quarter).

A student may register for up to 18 credit hours in a term (or up to 21 with special approval by the Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award that is greater than the per-term award maximum for 12 quarter credit hours.

A student must earn 36 quarter credit hours in an aid year, exclusive of College Skills courses, in order to receive a fourth TAP payment for the spring quarter.

New York State regulations allow a “medical/health waiver” if a student is unable to engage in full-time study due to health or medical reasons. Granting of this waiver is extremely rare, is not routine, and its use is not encouraged.

Full-time students pursuing an Associate Degree must complete these required credit hours, exclusive of College Skills courses, according to the following schedule to maintain “program pursuit:”

Term/Payment	Must Receive a Grade For:
1st Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
2nd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
3rd Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
4th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
5th Quarter or more	12 Qtr. Credit Hrs. [100% of FT]



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Full-time students pursuing a Bachelor’s Degree must complete these required credit hours, exclusive of College Skills courses, according to the following schedule to maintain “program pursuit:”

Term/Payment	Must Receive a Grade For:
1st Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
2nd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
3rd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
4th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
5th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
6th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
7th Quarter or more	12 Qtr. Credit Hrs. [100% of FT]

Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures that are different from the “Program Pursuit” and “Satisfactory Academic Progress” policy according to New York State regulations.

For New York State TAP requirements for satisfactory academic progress, see charts below.

TAP Academic Standing

If a student is unable to meet the “program pursuit” or “satisfactory progress” standards during any term in which a TAP grant was received, the student loses eligibility for a TAP award in the subsequent term.

When a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term.

If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon re-enrollment at some later date is unaffected.

If a student is subject to dismissal under either the federal or state progress policy, and an appeal under the federal policy is granted by the College, the student remains ineligible for a TAP award during the subsequent term.

Reinstatement of Good Academic Standing: A student who loses good academic standing for TAP may have this standing restored in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

One-Time Waiver of Good Academic Standing Requirement: A one-time waiver of the good academic standing requirement may be granted during a student’s period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be

warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) other unusual or extraordinary reason beyond the student’s control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State has two sets of standards

Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student, whose first award year is in 2010-11 and thereafter, must meet new standards of satisfactory academic progress (SAP). Non-remedial students whose first year is 2007-08 through 2009-10 must meet the SAP requirements enacted in 2006. Those meeting the definition of "remedial student" are not subject to the new SAP standards, but will use the requirements established in 2006. The law enacted in 2006 mandated minimum standards of satisfactory academic progress for students receiving their first State award in academic year 2006-07 year.

A "remedial student", at Berkeley College and as accepted by SED, is defined as a student:

- (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least three quarters, as certified by the college and approved by the State Education Department (SED); or
- (b) who was enrolled in at least six quarter hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award.

TAP Accelerated Study

At Berkeley College any student attending four consecutive quarters is considered, by New York State, to be an accelerated student. To be eligible for an accelerated TAP payment (which is the fourth consecutive quarter receiving TAP) a student must have earned 36 credits in the prior three quarters. For this purpose, six credits of completed remedial work, over the three quarters, may be applied to the earned credits calculation. Students who do not meet the requirement lose their TAP eligibility for the 'evaluated quarter' but regain it, with the counter set to zero, during the next attended quarter.

Schedules for first time TAP recipients prior to the 2010-11 award year and remedial students

Full-Time Academic Requirements: Associate's Degree Programs (6 Quarters, 90 Qtr. Credit Hours)									
Before being certified for this payment	1	2	3	4	5	6	7	8	9
Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78
With at least this grade point average	0	1.2	1.3	1.4	1.5	1.6	2.0	2.0	2.0

Full-Time Academic Requirements: Baccalaureate Degree Programs (12 Quarters, 180 Qtr. Credit Hours)												
Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
Student must have accrued at least this	0	6	12	18	27	36	45	57	69	81	93	105

many credits												
With at least this grade point average	0	1.2	1.3	1.4	1.5	1.6	2.0	2.0	2.0	2.0	2.0	2.0

Schedules for first time TAP recipients award year 2010-11 or later and not classified a remedial student

Full-Time Academic Requirements: Associate's Degree Programs (6 Quarters, 90 Qtr. Credit Hours)												
Before being certified for this payment	1	2	3	4	5	6	7	8	9			
Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78			
With at least this grade point average	0	1.2	1.3	1.5	1.5	1.8	2.0	2.0	2.0			

Full-Time Academic Requirements: Baccalaureate Degree Programs (12 Quarters, 180 Qtr. Credit Hours)													
Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12	
Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105	
With at least this grade point average	0	1.2	1.5	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0	

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Study Abroad

Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding consortium agreements should be directed to the Center for Global Studies.



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General Information

Public Safety Department

The Berkeley College Public Safety Department works continuously to maintain a safe environment for students, faculty, staff, and visitors. All members of the Berkeley community are encouraged to join in maintaining safe and pleasant places to learn, live, and work.

Students can help in several ways:

- Be aware of surroundings
- Do not leave belongings unattended
- Report unusual or suspicious behavior
- In the event of an emergency, contact local police (911), security officer, or campus operating officer
- For further assistance, dial "0" for operator

Parking

On-campus parking is available for students at the Woodland Park, Paramus, and Woodbridge locations. Parking permits may be obtained at registration and must be displayed in the vehicle. General parking is prohibited in the areas that are reserved for the handicapped or for visitors, faculty, or staff.

Any student who parks either in a restricted area or without displaying a permit decal will be subject to a fine or the vehicle may be towed.

The College cannot assume responsibility for automobiles or their contents while parked on its property. It is suggested that anything of special value, such as radios, CD players, etc., be removed or locked in car trunks while parked on campus.

In Newark, numerous parking garages and public/metered-street parking are available for students throughout downtown.

Numerous parking garages are available throughout midtown and lower Manhattan. Parking garages and metered parking are available in downtown Brooklyn.

The White Plains location is located diagonally across the street from the Hamilton Main Municipal Parking Garage. There is also metered parking on the streets surrounding the campus; and the transit center is only three blocks from the campus.

The College strongly encourages all students to investigate the option of public transportation.

Food Service

Woodland Park has a dining room located on the lower level of the Student Center. A variety of hot and cold foods, snacks, and beverages are available throughout the day. All other locations offer vending machines and microwave ovens in their Student Centers and have restaurants nearby.

Eating is not permitted in the academic areas of the campuses. Beverages are not permitted in any computer classroom.

Fire Drill Procedures

Fire drills are held several times during the year for your protection. Please familiarize yourself with the detailed instructions posted in classrooms and residence halls.

Insurance

The College does not carry insurance on students' belongings and is not responsible for loss or damage from any cause. Students should arrange for adequate coverage on personal policies.

Residence Halls

Student Housing is available on-campus at the White Plains location and off-campus at Newark's University Centre. Rules governing the operation of those facilities are set forth in Residence Life Handbook. Violations of such rules may result in disciplinary action.

BerkAlert

Prior to, or during an emergency situation, the College may utilize BerkAlert to notify students via text messaging, e-mails, cell phones, and home and business phones of any pending emergency. Contact information for students must be current in order for them to be reached in the event of an emergency. Students must access the Student Self-Service tab in Blackboard to update their contact information.

College Bookstore

Textbooks, supplies, and college merchandise are available for sale at each campus bookstore as well as online. The information about textbooks, including prices, course requirements, International Standard Book Numbers (ISBN), and the availability of used textbooks and e-books, is available from the online bookstore. Textbooks are generally available by week eight of each quarter for the subsequent term. Bookstore hours vary by campus and are posted in Blackboard.

Students with anticipated financial aid credit may charge books against the anticipated funds by submitting a signed "Transfer of Funds Request" form to the Student Accounts Department. This form is available in Blackboard.

The online bookstore may be accessed at **BerkeleyCollege.edu/Bookstore** (<http://BerkeleyCollege.edu/Bookstore>) or in **Blackboard** (<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>).

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Dario A. Cortes

President

B.A., City University of New York, Queens College

M.A., University of Virginia

Ph.D., University of Illinois

Glen Zeitzer

Provost

B.A., University of Cincinnati

M.A., New York University

Ph.D., Bryn Mawr College

Donald Devine II

Senior Vice President, Finance and Administration

Chief Financial Officer

B.A., Cornell University

M.B.A., Harvard University

Diane Recinos

Senior Vice President, Enrollment Management

B.S., Davis & Elkins College

M.B.A., Wagner College

Linda Luciano

Vice President, Planning and Chief of Staff to the President

B.S., Caldwell College

M.B.A., Seton Hall University

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Associate Vice President, Institutional Effectiveness

Louis Alfano

Senior Director, Financial Analysis

Carol Allen-Covino

Associate Vice President, High School and Community Outreach

Liz Barrett

Associate Vice President, Advisement

Kelly Berge

Assistant Dean, Online

David Bertone

Associate Vice President, Enrollment

Ursula Bisconti

Senior Associate Vice President, Financial Aid Administrative Computing

William Brandt Jr.

Vice President, Chief Compliance Officer

Marlene Doty

Vice President, Library Services

Teri Duda

Senior Vice President, Government Affairs

Robert Fishbein

Assistant Vice President, Business and Auxiliary Services

Ilene Greenfield

Director, Media Relations

Byron Hargrove

Director, Honors Program

Rose Mary Healy

Special Assistant to the President

Ed Hughes

Vice President, Student Development and Campus Life

Ron Hurley

Director, Public Safety

Gerald Iacullo

Senior Director, Academic Support Center

Rachel Adler Jaffee

Senior Director, Compliance

Laura Jewell

Assistant Vice President, Institutional Advancement

Don Kieffer

Dean, School of Liberal Arts

Judith Kornberg

Dean, School of Professional Studies

Leslie Lang

Director, Readmissions

Howard Leslie

Vice President, Financial Aid

Eileen Loftus-Berlin

Vice President, Student Accounts

Brian Maher

Director, Athletics

Kerry Maikranz

Associate Vice President, Student Accounts

Lori Merante

Associate Vice President, Enrollment

Ross Miller

Assistant Vice President, Assessment and Institutional Research

Shelly Nice

Director, Center for Excellence in Learning and Teaching

Gail Okun

Associate Provost, Registrar

Catherine Palmer

Vice President, Enrollment

Jennifer Porter

Director, Alumni Relations

Rita Quint

Director, Budgeting

John Rapanos

Dean, Larry L. Luig School of Business

Richard Robitaille

Assistant Vice President, Military and Veterans Affairs

Kristen Rowe

Assistant Provost, Advisement

Michael Russo

Associate Vice President, Enrollment

Mark Schnurman

Vice President, Career Services

Carol Smith

Assistant Provost, Online

Amy Soricelli

Senior Director, Alumni Career Services and Counselor Development

Barbara Sylvester

Associate Vice President, NJ Financial Aid Operations

Mariela Torres

Senior Director, Career Services

Marianne Vakalis

Associate Provost, Faculty Affairs

Mark Wagener

Vice President, Operations

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Reference/Instruction Librarian - Georgette Coffey
Reference/Instruction Librarian - Winson Lau
Reference/Instruction Librarian - Matthew Regan
Business Development, Career Services - Jairo Borja
Business Development, Career Services - Jim MacWhorter
Business Development, Career Services - Mark Thompson
Analyst, Career Services - Jodi Hirsch
Director, Career Services - Iessa Sutton
Counselor, Career Services - Paola Dominguez
Counselor, Career Services - Francisco Mena
Director, Financial Aid - Theresa Bryant
Assistant Director, Financial Aid - Chenae Dennis
Assistant Director, Financial Aid - Oscar Vasquez
Financial Aid Administrator - Malika Amlett
Financial Aid Administrator - Mahogany Bartley
Financial Aid Administrator - Christopher DaCruz
Financial Aid Administrator - Calease Dilligard
Financial Aid Administrator - Aleksandra Isakina
Financial Aid Administrator - Shakirra McKinley
Financial Aid Administrator - Jeffrey Moisset
Financial Aid Administrator - Anuvita Parbhu
Financial Aid Administrator - Susan Rincon
Financial Aid Administrator - Nakiya Rodriguez
Financial Aid Administrator - Jessica Tobar
Director, Student Accounts - Zoila Antonio
Assistant Director, Student Accounts - Saranda Selimaj
Student Accounts Administrator - Norma Chicaiza
Student Accounts Administrator - Alima Cromedy
Student Accounts Administrator - Shirelle Jones
Student Accounts Administrator - Ruth Morrill
Student Accounts Administrator - Lissette Penaloza
Student Accounts Administrator - Aurora Ramirez
Student Accounts Administrator - Josephine Zelisko
Director, Enrollment - Stephen Weinstein

Senior Director, Adult Admissions - Joel Martinez
Associate Director, Adult Admissions - Charles Cheesman
Associate Director, High School Admissions - Tamara Vaughan
Assistant Director, Adult Admissions - Adele Birden
Assistant Director, Adult Admissions - Silvia Ortiz
Assistant Director, Adult Admissions - Vance Vizcarrondo
Admissions Associate - Natalie Adorno
Admissions Associate - Michelle Figueroa
Admissions Associate - Gregory Goldberg
Admissions Associate - Arturo Gonzalez
Admissions Associate - Michelle Lange
Admissions Associate - Cheryle Lin
Admissions Associate - Erica Luong
Admissions Associate - Carla Merente
Admissions Associate - Mir Rahman
Admissions Associate - Gerald Scarimbolo
Admissions Associate - Patrick Sorel
Admissions Associate - Joshua Swann
Admissions Associate - Deena Valencia
Admissions Associate - Joseph Wong
Admissions Associate - Luan Ximines
Manager, Bookstore - Peter Nawoschik
Manager, Desktop Services - Jesse Mercado
Lead Technician, NY - Stephen Perrot
Computer Support Technician - Dana Kilcrease
Computer Support Technician - Mark Williams
Director, Building and Grounds - Pete Blankman
Maintenance Supervisor, Building and Grounds - Mikhail Binder
Administrative Assistant, Admissions - Milagros Cornejo
Administrative Assistant, Admissions - Belkys Diaz
Administrative Assistant, Admissions - Guerdie Lucien
Administrative Assistant, Admissions - Kim McFarlane
Administrative Assistant, Admissions - Christina Rodriguez
Administrative Assistant, Advisement - Joanna Giraud

Administrative Assistant, Advisement - Kenia Urena
Administrative Assistant, Campus Operations - Ashley Allard
Administrative Assistant, Campus Operations - Cheryl Epps
Administrative Assistant, Campus Operations - Diana Perez
Administrative Assistant, Financial Aid - Krystal Roberts
Administrative Assistant, Faculty Affairs - Diana Ingui
Receptionist - Ana Ledesma
Receptionist - Zhanna Raymond
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Campus Operating Officer - Conrad Walker

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Assistant Dean, Student Development and Campus Life – Sherrille Shabazz

Learning Coordinator, Academic Support Center - Eva Daniels

Director, Library - Simona Fraser

Counselor, Career Services - Mahshid Khavari

Director, Financial Aid - Shaundia Comrie

Financial Aid Administrator - Gichard Dormevil

Director, Student Accounts Associate - Adriana Chicaiza

Student Accounts Associate - John Costello

Director, Admissions - Randy Gomez

Assistant Director, Admissions - Carolina Moquete

Admissions Associate - Alia Alinur

Admissions Associate - Rene Drakes

Admissions Associate - Juan Matos

Admissions Associate - Jeremy Sogluizzo

Bookstore Associate - Hunter Sapp

Computer Support Technician - Daniel Smith

Director, Building and Grounds - Henry Tam

Administrative Assistant, Admissions - Lorena Byrd

Administrative Assistant, Advisement - Isha Shea

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Provost - Glen Zeitzer

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Dean, Advisement - Antonio Santiago

Academic Advisor - Alexandra Sansone

Assistant Dean, Student Development and Campus Life - Alicia Martinez

Director, Student Development and Campus Life - Melissa Vidam

Personal Counselor - Alyssa Marulli

Director, Residence Life - Michael Gilbert

Residence Life Counselor - Ashlee Carter

Residence Life Counselor - Andrew Peak

Learning Coordinator, Academic Support Center - Lauren Linkowski

Director, Library - James Leftwich

Counselor, Career Services - Ana Yee

Director, Financial Aid - Amanda Manuel

Financial Aid Administrator - Mika Woody

Interim Director, Student Accounts - Kristle Wilson

Director, Adult Admissions - John Wool

Director, High School Admissions - Lynn Ovimeleh

Assistant Director, Adult Admissions - Jessica Thoms

Admissions Associate - Douglas Colon

Admissions Associate - Priscilla Gonzalez

Admissions Associate - Sandra Haseeb

Admissions Associate - Diane Mekuli

Admissions Associate - Charles Stott

Manager, Bookstore - Peter Nawoschik

Bookstore Associate - Jayson Vargas

Computer Support Technician - Luis Colon

Director, Building and Grounds - Eric Chulan

Administrative Assistant, Admissions - Joanne Mazzullo
Administrative Assistant, Admissions - Janice Ramsey
Administrative Assistant, Advisement - Ann Marie Owen
Administrative Assistant, Campus Operations - Mameni Gbarbea

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Woodland Park

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Dean, Advisement - Julie Wood

Academic Advisor - Joe Pasqualetto

Academic Advisor - Doreen Pino

Dean, Student Development and Campus Life - Neddie Ramadan

Director, Student Development and Campus Life - Ashante Barnes-Awe

Coordinator, Student Development and Campus Life - Heather Eaton Dwyer

Director, Personal Counseling - Sandra Coppola

Director, Academic Support Center - Roger Perry Stovall

Reading/Writing Coordinator - Rose Arszulowicz

Learning Coordinator - Candice Kaup Scioscia

Director, Library - Laurie McFadden

Circulation/Reference Librarian - Yevgeniy Sokolovskiy

Reference/Instruction Librarian - Amanda Piekart

Counselor, Career Services - Maria Ortega-Cubas

Counselor, Career Services - Nancy Stecker

Director, Financial Aid - Susan Barschow

Financial Aid Administrator - Jixelly Pena

Financial Aid Administrator - Steven Perez

Director, Student Accounts - Steven Figueiredo

Student Accounts Administrator - Paula Cannizzaro

Student Accounts Administrator - Cameron Jones

Student Accounts Administrator - Ann Mulligan

Director, Adult Admissions - Michael Lincoln

Director, High School Admissions - Christine D'Elia

Assistant Director, High School Admissions - Jaswant Singh

Admissions Associate - Paul Caramucci

Admissions Associate - Silvia Ferraro
Admissions Associate - Bruno Ferriera
Admissions Associate - Janet Glass
Manager, Bookstore - Elizabeth Steinfeldt
Bookstore Associate - Jeny Mariano
Manager, Desktop Services - Wayne Davison
Campus Technician - Max Armenante
Campus Technician - Jeff Hernandez
Interim Director, Buildings and Grounds - Michael Hyjeck
Administrative Assistant, Admissions - Patricia D'Allegro
Administrative Assistant, Admissions - Kelli Williams
Administrative Assistant, Advisement - Christine Ranucci
Administrative Assistant, Campus Operations - Suzanne Dinse
Administrative Assistant, Campus Operations - Janice Sanchez
Administrative Assistant, Faculty Affairs - Jill Upritchard

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Woodbridge

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Dean, Advisement - Linda Lanzi

Academic Advisor - Tara Matusik

Director, Student Development and Campus Life - Kevin Frey

Learning Coordinator, Academic Support Center - Debra Sekula

Director, Library - Bonnie Lafazan

Counselor, Career Services - William Bolognese

Counselor, Career Services - Rovena Passero

Director, Financial Aid - Tino Lula

Financial Aid Administrator - Awilda Cruz

Financial Aid Administrator - Jakora Holman

Director, Student Accounts - Tara Solan

Student Account Administrator - Linda Lopez

Student Account Administrator - Andrzej Oldakowski

Director, Adult Admissions - Gerald Wilkins

Director, High School Admissions - Sara Mamrak

Assistant Director, High School Admissions - Carlos Gomez

Admissions Associate - Jennifer Blumberg

Admissions Associate - Greg Carter

Admissions Associate - David Patti

Manager, Bookstore - Nicole Giordano

Computer Support Technician - Luis Bertrand-Otero

Supervisor, Buildings and Grounds - Jesse Warnick

Administrative Assistant, Admissions - Elizabeth Bueno

Administrative Assistant, Admissions - Cheryl Packan

Administrative Assistant, Advisement - Raiana Stinnett

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Dean, Advisement - Suzanne Casadevall

Academic Advisor - Alice Hayes

Director, Student Development and Campus Life - Jennifer Litvak

Personal Counselor - Nicole Palagano

Reading/Writing Coordinator, Academic Support Center - Rose Arszulowicz

Director, Library - Maria Deptula

Counselor, Career Services - Lynn Page

Director, Financial Aid - Daniel Larkin

Financial Aid Administrator - Arlene Marte

Director, Student Accounts - Matthew El Sabry

Student Accounts Administrator - Sophia Baptiste

Student Accounts Administrator - Erick Otero

Director, Adult Admissions - Elaine Coleman

Director, High School Admissions - Robert Oddo

Admissions Associate - Christopher Brundage

Admissions Associate - Dipexa Gandhi

Admissions Associate - Katie Gensinger

Computer Support Technician - Stanley Kukulka

Supervisor, Buildings and Grounds - Henry Fernandez

Administrative Assistant, Admissions - Vicky Torunidis

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