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# Berkeley College Consumer Information Disclosures

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## GRADUATE STUDENTS 2018 WINTER SEMESTER

### Notice of Availability of Institutional and Financial Aid Information

Federal law requires colleges to notify students (current and prospective) and associates (current and prospective) of specific consumer information available to them and how to obtain it. This summary is provided periodically to current students and associates via email. Please direct any questions and/or requests for paper copies of specific institutional or financial aid information to the Office of the General Counsel (973-278-5400 ext. 1371). This summary is also available online at: [http://berkeleycollege.edu/files\\_bc/Consumer\\_Info\\_Disclosures-Grad.pdf](http://berkeleycollege.edu/files_bc/Consumer_Info_Disclosures-Grad.pdf)

## INSTITUTIONAL INFORMATION

### Contact Information for Obtaining Institutional Information

Contact information for assistance in obtaining institutional information is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17112.htm>

### Accreditations and Approvals

Information about Berkeley College's accreditations, authorizations, and approvals is available online at: [http://berkeleycollege.edu/berkeley\\_bc/3211.htm](http://berkeleycollege.edu/berkeley_bc/3211.htm). Approval documents are available for review upon request to the Provost's Office.

### Academic Programs and Degrees

Information about academic programs of study is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17118.htm>

Information about locations and instructional facilities is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17124.htm>

Information about faculty, administration and staff is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17119.htm>

### Gainful Employment

Information by program is available online at: [http://berkeleycollege.edu/disclosures/disclosures\\_index.htm](http://berkeleycollege.edu/disclosures/disclosures_index.htm)

### Transfer Credits and Waiver of Foundation Courses

Information about transfer credits is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17142.htm>

Information about waiver of foundation courses is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17144.htm>

## Privacy of Student Records

The Notice of Student Rights under the Family Educational Rights and Privacy Act (FERPA) contains information about the inspection, disclosure, and correction of student records. Notice is provided to students annually via this disclosure and is available online at: [http://berkeleycollege.edu/files\\_bc/Notification\\_of\\_Student\\_Rights\\_Under\\_FERPA.pdf](http://berkeleycollege.edu/files_bc/Notification_of_Student_Rights_Under_FERPA.pdf)

The Student Records Policy is available online at: [http://berkeleycollege.edu/files\\_bc/FERPA\\_Notice\\_Berkeley\\_1099.pdf](http://berkeleycollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf)

## Student Body Diversity

Information about diversity statistics by ethnicity, gender, and age, along with the percentage of Federal Pell Grant recipients, is available online at: [http://berkeleycollege.edu/berkeley\\_bc/1944.htm](http://berkeleycollege.edu/berkeley_bc/1944.htm)

## Price of Attendance • Withdrawals and Refunds • Net Price Calculator

Information about the price of attendance, including tuition and fees, other classroom-related expenses, along with information about withdrawals and refunds is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17143.htm>

Tuition refund: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17232.htm>

Miscellaneous costs: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17233.htm>

The net price calculator provides estimates only and is available online at: <http://berkeleycollege.studentaidcalculator.com/survey.aspx>

## Textbooks

Most courses use eTexts and do not require the purchase of a textbook. If a traditional textbook is required for a course, the information, including course requirements, pricing, ISBN, and available textbook options is available online at <http://berkeleystore.berkeleycollege.edu>. Textbooks are generally available two weeks before the start of each semester.

## Copyright Policy

Information on peer-to-peer file sharing, fair use and penalties for infringement is available online at: [http://www.berkeleycollege.edu/files\\_bc/Copyright\\_Policy.pdf](http://www.berkeleycollege.edu/files_bc/Copyright_Policy.pdf)

## Services Available to Students and Associates with Disabilities

**Notice of Non-Discrimination (ADA):** Berkeley College prohibits discrimination based upon disability in its programs and activities. Questions regarding disability discrimination and the implementation of services offered at Berkeley College may be referred to Sharon McLennon-Wier, Ph.D., CRC, LMHC, Director of Disability Services, (914)-694-1122 ext. 3169 or [sharon-mclennon@berkeleycollege.edu](mailto:sharon-mclennon@berkeleycollege.edu). Individual requests for accommodations may be referred to the College ADA/Section 504 Coordinators: [NY students] Adam Rosen, Psy.D., 212-986-4343, x4216 or [amr@berkeleycollege.edu](mailto:amr@berkeleycollege.edu); [NJ students] Sandra Coppola, Ph.D., 973-278-5400, x1320 or [sec@berkeleycollege.edu](mailto:sec@berkeleycollege.edu); [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111, x1394 or [knw@berkeleycollege.edu](mailto:knw@berkeleycollege.edu); [associates] Karen Carpentieri, Vice President, Human Resources, [kjc@berkeleycollege.edu](mailto:kjc@berkeleycollege.edu), 201-291-1111 x5162.

Information about procedures and forms for requesting accommodations is available online at:

Students: [http://berkeleycollege.edu/files\\_bc/Equal\\_Opportunity\\_Complaint\\_Procedures\\_for\\_Students.pdf](http://berkeleycollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf)

Associates: [http://berkeleycollege.edu/files\\_bc/Equal\\_Opportunity\\_Complaint\\_Procedures\\_Associates.pdf](http://berkeleycollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_Associates.pdf)

## FINANCIAL ASSISTANCE AND STUDENT LOAN INFORMATION

### Contact Information for Obtaining Financial Aid Information

Contact information for assistance in obtaining financial aid information is available online at: <http://berkeleycollege.edu/finances.htm>

### Student Financial Aid Information

Information about available aid; how to apply for aid; disbursement; early refunds for books and supplies; recipients' rights and responsibilities; deferment conditions; and terms and conditions of federal work study awards is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17141.htm>. Paper copies available upon request to the Financial Aid Office.

### Student Loan Information • Entrance and Exit Counseling • National Student Loan Data System

Student loan information, including borrower's rights and responsibilities, NSLDS, and entrance and exit counseling information, is provided to borrowers either in person through Financial Aid Office staff, via U.S. mail, or electronically. Borrowers are required to complete entrance counseling online at: <https://studentloans.gov/myDirectLoan/index.action>

Borrowers must complete Exit Counseling before ceasing at least half-time enrollment, or within 30 days of leaving the college, completing correspondence, or study abroad. Borrowers are required to complete exit counseling online at: [https://www.nsls.ed.gov/nsls/nsls\\_SA/](https://www.nsls.ed.gov/nsls/nsls_SA/)

### Notice of Suspension of Eligibility for Financial Aid for Drug-Related Offenses

Notice is provided to students upon enrollment via email, and is available online at: [http://berkeleycollege.edu/files\\_bc/Suspension\\_of\\_Eligibility\\_for\\_Drugs.pdf](http://berkeleycollege.edu/files_bc/Suspension_of_Eligibility_for_Drugs.pdf)

### Code of Conduct for Financial Aid Professionals

Information is provided annually to all associates with Title IV loan responsibilities. Available online at: [http://berkeleycollege.edu/files\\_bc/Code\\_of\\_Conduct\\_for\\_Financial\\_Aid\\_Professionals.pdf](http://berkeleycollege.edu/files_bc/Code_of_Conduct_for_Financial_Aid_Professionals.pdf)

### Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members

Information about education benefits for veterans, service members, and their spouses or dependents is available online at: <http://berkeleycollege.edu/graduate-catalog-2017-2018/graduate-catalog-2017-2018-17121.htm>

"Shopping Sheets" are customized for each individual who may be eligible to receive federal military and veterans' education benefits. Provides the estimated cost of attendance; total grants and scholarships; net costs to the student; available loan options; and other additional options such as family contribution, military, and/or national service benefits. For more information, contact the Financial Aid Office: <http://berkeleycollege.edu/finances.htm>

Contact Information for the Office of Military and Veterans Affairs is available online at: <http://berkeleycollege.edu/2336.htm>

## HEALTH AND SAFETY INFORMATION

### Drug and Alcohol Abuse Prevention Program

Information about standards of conduct, applicable legal sanctions for violations, health risks and available counseling and/or treatment options is provided to students and associates annually by email and is also available online at: [http://berkeleycollege.edu/files\\_bc/Alcohol\\_and\\_Drug\\_Policy\\_Students.pdf](http://berkeleycollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf) (for students) and [http://berkeleycollege.edu/files\\_bc/Alcohol\\_and\\_Drug\\_Policy\\_Associates.pdf](http://berkeleycollege.edu/files_bc/Alcohol_and_Drug_Policy_Associates.pdf) (for associates).

The biennial report is available for review upon request to the Counseling & Wellness Office (973)-278-5400 Ext. 1320.

## **Notice of Non-Discrimination (Title IX)**

In accordance with Title IX of the Education Amendments, Berkeley College prohibits discrimination, harassment, and assault based upon sex or gender in its programs and activities. Questions regarding Title IX may be referred to the College Title IX Coordinator: Dallas F. Reed, Ph.D., Vice President, Student Development and Campus Life, at 973-278-5400 x4211 or 212-986-4343 x4211, [TitleIXCoordinator@BerkeleyCollege.edu](mailto:TitleIXCoordinator@BerkeleyCollege.edu); or the U.S. Department of Education, Office for Civil Rights, at 32 Old Slip, 26th Floor, New York, NY 10005-2500; Telephone: 646-428-3900; TDD: 800-877-8339; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

## **Title IX and the Violence Against Women Act**

Information about policies and procedures related to sexual harassment, sexual assault, domestic violence, dating violence, and stalking; reporting options; confidentiality; student bill of rights; and available resources is available on the College's Title IX website at: [http://berkeleycollege.edu/berkeley\\_bc/title-ix.htm](http://berkeleycollege.edu/berkeley_bc/title-ix.htm)

## **Immunization Requirements**

Information about immunization requirements is provided to students via email upon enrollment and is available online at: [http://berkeleycollege.edu/files\\_bc/Immunization\\_Policy.pdf](http://berkeleycollege.edu/files_bc/Immunization_Policy.pdf)

## **Security Reports and Fire Safety Reports**

Notice of availability of the annual security and fire safety reports are provided by email to all students and associates on or before October 1. The reports include information and policy statements relating to campus safety and security; crime reporting; emergency/evacuation procedures; fire safety procedures; fire statistics and missing students procedures for White Plains residence halls; designated crime statistics going back three years; and policies, procedures, education and training, and resource information relating to sexual assault, intimate partner violence, and stalking. The reports are available online at: [http://berkeleycollege.edu/berkeley\\_bc/2579.htm](http://berkeleycollege.edu/berkeley_bc/2579.htm).

Paper copies available upon request to the Public Safety Department (973)-278-5400 Ext. 1194.

## **Crime and/or Fire Logs**

Portions of the crime and/or fire logs for the most recent 60-day period are available for inspection upon request from 9 AM to 5 PM weekdays at the Security Desk at each location. Fire log is only available at the White Plains location. Logs are maintained by the Public Safety Department. Any portion of the log that is older than 60 days will be made available for inspection within two business days of the request.

## **Counseling & Wellness Resources**

Information about available emergency resources and counseling options is provided to students by email each semester. If you or someone you know is in immediate danger, having thoughts of death or suicide, or is otherwise in a crisis situation, contact one of the following 24/7 emergency resources:

**Call 9-1-1 immediately or go to your local emergency room**

**NJ Hopeline Suicide Prevention Hotline**

**1-855-654-6735**

[www.njhopeline.com](http://www.njhopeline.com)

**The Samaritan's NYC 24-Hour Crisis Hotline**

**1-212-673-3000**

<http://samaritansnyc.org/24-hour-crisis-hotline/>

**National Suicide Prevention Lifeline**

**1-800-273-TALK (8255)**

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

**TTY: 1-800-799-4TTY (4889)**

For non-emergencies, contact information for the Counseling & Wellness Office is available online at:

<http://berkeleycollege.edu/10231.htm>

## MISCELLANEOUS

### Voter Registration

Information is provided via email to students who physically attend courses at the New York and New Jersey locations prior to federal and/or state elections. This information is also available online at:

New Jersey: <http://www.state.nj.us/state/elections/voting-information.html>

New York: <http://www.elections.ny.gov/VotingRegister.htm>

### Equity in Athletics Disclosure Act Report (EADA Report)

This report is made available annually on or before October 15 and includes athletic program participation rates and related financial data. Paper copies are available upon request to the Athletic Director 973-278-5400 ext. 4395. The report is also available online at: [http://berkeleycollege.edu/files\\_bc/EADA\\_Report.pdf](http://berkeleycollege.edu/files_bc/EADA_Report.pdf)

### Career Services

Information about how to obtain career assistance, such as resume and interview preparation, is available online at: [http://berkeleycollege.edu/student\\_experience\\_bc/1938.htm](http://berkeleycollege.edu/student_experience_bc/1938.htm)

### Student Complaints

Information about where to direct academic and non-academic complaints is available online at: [http://berkeleycollege.edu/student\\_experience\\_bc/student\\_complaint\\_process.htm](http://berkeleycollege.edu/student_experience_bc/student_complaint_process.htm).

### General Policies

Information about Berkeley College's policies, procedures, reports and disclosures is available online at [http://berkeleycollege.edu/berkeley\\_bc/2038.htm](http://berkeleycollege.edu/berkeley_bc/2038.htm) and <http://www.berkeley365.com> (associates).