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## Berkeley College 2017-2018 Student Handbook

Dear Students,

Welcome to the start of a new academic year! Whether you are just beginning, at the midway point, or close to graduation, college is a time for embracing new experiences, overcoming obstacles, and achieving your goals. I hope that throughout your time here at Berkeley College you will be committed to excelling academically, getting involved, and making the most of the many people, services, and resources that Berkeley offers.

Whether your passion is student leadership, clubs and activities, athletics, or community engagement, I challenge you to engage, connect, and participate fully in college life. This is a pivotal time in your life. You have embarked upon an adventure that will lay the foundation for the fulfillment of life's aspirations. Stay true to your principal objective: graduation! Visualize yourself walking across the stage at commencement, beaming with the pride and satisfaction of knowing that you committed yourself fully and made it happen. The only limitations are the ones you set for yourself. In the words of author A.A. Milne, "Promise me you'll always remember: you're braver than you believe, and stronger than you seem, and smarter than you think." Remember, too, that when you need us, we'll be here to help.

Exciting things are always happening at Berkeley College. Please keep informed of new opportunities and resources that are available to you. And I encourage you to contact your Academic Advisor if you have any questions regarding your courses or other concerns.

On behalf of the entire Berkeley College family, I wish you success in your studies, your career, and your life.

All the best,

Dallas Reed  
Vice President, Student Development and Campus Life

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Please note that students enrolled in the **LPN to B.S.N.**, **Medical Assistant**, **Patient Care Technician**, **Practical Nurse**, **Surgical Processing Technician**, and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for additional information.

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## Mission, Vision, and Values

### Mission Statement:

Berkeley College empowers students to achieve lifelong success in dynamic careers.

### Vision:

Berkeley College will be the college of choice for students pursuing lifelong success in dynamic careers and employers seeking graduates prepared to meet the demands of the global marketplace.

### Values:

In achieving its mission, Berkeley College is guided by the values of:

- Students First
- Applied Learning
- Integrity
- Respect
- Renewal

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## Campuses

### New York Campuses

#### MIDTOWN MANHATTAN

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

#### BROOKLYN

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

#### WHITE PLAINS

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

### New Jersey Campuses

#### DOVER\*

1 West Blackwell Street  
Dover, NJ 07801  
973-366-6700

#### NEWARK

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

#### PARAMUS

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

#### WOODBRIIDGE

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

#### WOODLAND PARK

44 Rifle Camp Road  
Woodland Park, NJ 07424  
973-278-5400

### Online

#### BERKELEY COLLEGE ONLINE<sup>®</sup>

[BerkeleyCollege.edu/Online/](http://BerkeleyCollege.edu/Online/)  
973-405-2111

\*Berkeley College to phase out Dover campus by April 2018. [Click here](#) for more details



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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. All students, both online and on-site, 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. Please refer to

**[BerkeleyCollege.edu/files\\_bc/Academic\\_Integrity\\_and\\_Plagiarism\\_Procedures.pdf](http://BerkeleyCollege.edu/files_bc/Academic_Integrity_and_Plagiarism_Procedures.pdf)** for information on definitions of academic integrity and procedures for reviewing academic integrity violation reports.

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## Assessment

Berkeley College's mission, vision, and values inform its assessment framework, which is designed to improve institutional effectiveness and to assess and enhance student achievement. Student mastery of the **College's Learning Objectives**, its Program Learning Objectives, and its **Student Development Learning Objectives** is continuously assessed to measure objective achievement as well as to develop appropriate enhancements to the student learning experience. Results of assessment are used to inform curricular and programmatic changes in order to support students in their learning and certificate or degree completion and to improve teaching and learning at Berkeley College.

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## Evaluation and Grading

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

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation
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

**Computation of Grade Point Average (GPA):** To compute the GPA for the term, each letter grade is converted to the grade point equivalent listed above. 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 term. The result is the term GPA.

**Incomplete Grade:** Documented inability to complete coursework 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 outstanding work must be completed within two weeks after the end of the course. If all work is not completed by that time, the incomplete 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 Academic Advisement Department. Courses dropped during the add/drop period (first week for seven-week courses and first two weeks for all other courses) do not appear on the student's transcript. Withdrawal from a seven-week course between weeks two and four will result in a grade of WP or WF, and withdrawal from a 15-week course between weeks three and 12 will result in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time of withdrawal. A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially withdraw from a course will receive a letter grade that reflects their achievement.

Students enrolled in the Practical Nurse program are permitted to withdraw from one NUR course during the length of their Practical Nurse program; students enrolled in the Surgical Technology program are permitted to withdraw from one SUR course during the length of their Surgical Technology program. Students enrolled in these programs should refer to their respective Student Handbook Supplements for additional information.



**Repeated Course:** When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. A single course can be taken a maximum of three times, including two repeats. With the exception of certain courses offered in the School of Health Studies, students may only repeat courses in which the student has earned a grade of F and 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.

Where a course is no longer offered, the Chair of the Academic Department in which the course is housed, in consultation with the Dean of the School, shall designate an appropriate replacement course. When a course has been repeated, both the original and subsequent courses are included on the permanent record, but the credit is counted only once.

Students in School of Health Studies programs should consult their individual program handbooks for specific guidelines for repeating a course.

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

**Course Syllabus:** Students receive a syllabus for each course during the first week of the term. 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, arranging for disability accommodations, and a list of major assignments.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific grading policies.

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## General Academic Policies

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

**Transfer to Bachelor's Degree:** Students in an Associate's degree program must graduate before moving to a Bachelor's degree program. After discussion with an Academic Advisor, dual enrollment may be approved for the last term of the Associate's program.

**Justice Studies - Criminal Justice Requirements:** New, first-time students in the Justice Studies - Criminal Justice major are enrolled in the Associate in Applied Science (A.A.S.) degree program. Upon completion of the Associate's degree, students transition into the Bachelor of Science (B.S.) degree program. After discussion with an Academic Advisor, enrollment in both degrees may be approved for the last term of the Associate's program.

**Fashion Merchandising and Management Requirements:** New, first-time students in the Fashion Merchandising and Management major are enrolled in the Associate in Applied Science (A.A.S.) degree program. Upon completion of the Associate's degree, students transition into the Bachelor of Business Administration (B.B.A.) degree program. After discussion with an Academic Advisor, enrollment in both degrees may be approved for the last term of the Associate's program.

**College Skills (Developmental Education) Courses:** All new, matriculated, degree-seeking students, including transfer students and those entering Berkeley College for the first time, are assessed to determine competency levels in reading, writing, and mathematics. When this assessment indicates a need, students are scheduled for one or more of the following skills courses designed to promote their successful transition to college life: Foundations of Critical Reading, Foundations of Critical Writing, and Transitional Math.

All College Skills courses must be successfully completed by the end of a student's second semester. Students enrolled in College Skills courses must receive a grade of C or better in the course in order to complete their programs and graduate from the College. College Skills courses 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 lengthen the time required to complete the student's program, thereby resulting in increased costs to a student.

**Attendance:** Students are expected to attend and participate in all their courses throughout each term. Those who fail to do so may be administratively withdrawn from individual courses or the College. Online students in 15-week courses have one week to complete their work. A student is considered absent if he or she does not submit work for a full week. Students are generally encouraged to log-in to online courses as often as possible throughout the week, rather than trying to complete all of their class assignments on a single day. It is expected that students will spend significant time in each online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Seven-week online courses: Typically students in an accelerated seven-week online course will need to log in at least three separate times during each week to be successful. Specific guidelines for each course are available through the course syllabi, but it generally is expected that these log-ins will occur on separate days throughout the week rather than on a single day, and that students will spend significant time in the online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific attendance requirements.

Faculty members will include their course-specific rules about absences, grading, and make-up work in each course syllabus. Each instructor may excuse absences for good cause and determine to what extent absences will affect grading. Certain absences will be excused automatically as required by law (such as military students called to active duty).

If illness, accident, or similar circumstances require absence for three or more consecutive days, students must notify the Academic Advisement Department and the faculty member to discuss their status in their class(es).

Students who are withdrawn for a failure to attend and participate will receive a grade of WP or WF for the course(s), depending on whether the student was passing or failing at the time of withdrawal. This may affect the student's financial aid eligibility.

**Academic Time Commitment:** Coursework performed outside of the classroom (such as reading, studying, writing papers, doing projects, or receiving tutoring) is critical to academic success. While the time requirements for individual students may vary somewhat, a general rule of thumb is that students should spend about two hours outside the classroom for every hour required in it. For more information, please see the **Berkeley College Semester Credit Hour Assignment Policy**.

**Grade Appeal:** A student wishing to appeal a course grade must submit a completed **grade appeal eForm** to the faculty member by the end of the first week of the academic term following posting of the disputed grade. The faculty member will respond to the student's appeal as soon as practical. All responses should be entered into the grade appeal eForm found on the student's Blackboard home page under the tab, "eForms".

Should the student disagree with the faculty member's decision, then no later than two weeks after receiving the faculty member's decision, the student may appeal that decision to the Department Chair. The Chair will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Chair may deem appropriate. Should the student disagree with the Chair's decision, then – and only then – no later than two weeks after receiving the Chair's decision, the student may submit a final appeal to the Dean of the School. The Dean will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Dean may deem appropriate. The Dean's decision shall be final.

When submitting an appeal to either the Department Chair or the Dean of the School, the student should continue to use and submit the original appeal eForm, containing the response received from the faculty member and, if submitting to the Dean, the response received from the Department Chair. The student should indicate on the eForm why the student believes the faculty member's decision was in error.

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

Closings only apply to on-site students. Work will continue in the online platform for both online and many on-site students. On-site students will be contacted by their instructors regarding the week's requirements.

Schedules for delayed openings due to inclement weather are posted on Blackboard and at **closings.BerkeleyCollege.edu**.

**Add/Drop Policy:** Students enrolled in non-clinical 15-week courses may add a course or courses to their schedules prior to the start of the second week of the term. Clinical and accelerated courses cannot be added after the start of the term. Fifteen-week courses dropped during the first two weeks of classes do not appear on the student's transcript. Accelerated courses dropped during the first week of classes do not appear on the student's transcript. Students who drop a course or courses (including College Skills courses) and reduce their total term credit hours to fewer than 12 prior to the enrollment status determination should notify the Financial Aid Department. This action may adversely affect eligibility for financial aid.

**Seven-Week Sessions:** Students taking courses in both session A and session B must register for both by the end of the Add/Drop Period applicable to the corresponding semester. Any credits added, on rare exception as a result of special academic approval, after that date will not count toward financial aid eligibility. Students taking session B without first having taken session A may register for session B and add credits up to week 10 of the corresponding semester.

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

**Leaves of Absence:** A one-term academic leave of absence (LOA) may be granted at the discretion of the Academic Advisement Department for students in a degree program (Bachelor's and Associate's). Subject to the terms of the **Tuition Freeze Policy**, students who take a leave of absence will be charged the prevailing rate of tuition and residence charges at the time of their return. An LOA may be requested only at the end of a term for the subsequent term.

Students enrolled in clinical programs are subject to medical and criminal background clearance prior to returning from their LOA. Students are responsible for any fees incurred in obtaining these medical and criminal background clearances.

**Withdrawing from College:** Any student who wishes to withdraw from the College should contact the student's Academic Advisor immediately and complete the College withdrawal eForm, which can be found on Blackboard. Failure to notify the College of a student's withdrawal on a timely basis may have significant financial consequences.

**Seven-Week Sessions - "Intent to Return":** A student registered for both sessions A and B who chooses to withdraw from session A but intends to return for session B should complete the Intent to Return statement on the **Course Withdrawal** eForm and submit to the Academic Advisement department. See the Return of Federal Funds section for more details.

**Credits per Semester:** Full-time students typically take a course load of 15 semester credits. Students on probation or academic plan will be advised to take a course load of 12 semester credits or less until they are restored to good academic standing. In some cases, students taking a reduced load may require longer to complete their academic programs, leading to significant additional charges.

Students enrolled in some School of Health Studies programs will be scheduled according to programmatic requirements. Students should refer to their respective Student Handbook Supplements for program-specific requirements, where available.

**Additional Credits per Term:** A per credit tuition rate is charged for each credit in excess of 15 semester credits. This fee is waived for students enrolled in the Surgical Technology and Medical Insurance, Billing, and Coding programs. Students must have permission from an Academic Advisor to enroll in more than 15 semester credits. Consideration will be offered to students who have demonstrated academic success. Students may not enroll in more than 18 semester credits in any one term.

**Online:** An introductory online course to familiarize the student with online learning is a prerequisite to enrolling for online courses. Additional information is available in the Academic Advisement department.

**Please Note:** Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.

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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.

Requirements for the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs may differ. Students should refer to their respective Student Handbook Supplements for program-specific graduation policies.

Each spring the College conducts both an in-person Commencement ceremony and a separate online Virtual Commencement ceremony. Online and international students are automatically invited to the Virtual Commencement; on-site students may request to participate. Both ceremonies will include special addresses by the Berkeley College President and other noteworthy speakers. Students must be within six semester credits of completing all requirements by the end of the winter term to be considered for participation in spring Commencement exercises.

**Honors:** Students in degree programs 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*.

**Honors for Certificate Recipients:** Students in certificate programs who achieve an overall average of 3.50 – 3.79 will be graduated with *Honors*; students who achieve an overall average of 3.80 – 4.00 will be graduated with *High Honors*.

**Graduation Pictures:** Graduates may have formal pictures taken during Graduate Salutes- celebratory events held at each College campus- prior to the annual Commencement ceremony. Arrangements may be made through the Student Development and Campus Life Department.

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## Honors Program

The Berkeley College Honors Program is a selective and voluntary 9 or 18-credit academic opportunity designed to educate, recognize, and retain our highly-motivated, high-achieving Associate and Bachelor degree-seeking students. The mission of the Honors Program is to provide a rigorous educational experience that focuses on theme-based seminars, community service engagement, and the development of student scholarship. Students are taught and mentored by Honors faculty, guest lecturers, writing consultants and librarians. Honors seminars are held at select New York and New Jersey campuses, and online. Each accepted Honors student is assigned to a particular location and learning community. Learning communities meet approximately once a week. Students must register for Honors seminars through their academic advisor.

The Honors Program is open to both incoming first-year students enrolled in an Associate or Bachelor degree program and continuing/transfer students enrolled in a Bachelor degree program. Students who meet the seminar, service, and scholarship requirements will receive the Honors Scholar distinction on their Berkeley College transcripts and diplomas. The distinction will be noted next to each student's name in the Commencement booklets. Students will also receive an Honors Scholar cord to be worn over their gowns at Commencement.

Berkeley College continuing/transfer students seeking a Bachelor's degree with a cumulative 3.50 grade point average (GPA) or higher, and a minimum of 18 semester credits, but no more than 80 semester credits by the next fall term, are eligible to apply for admission into the next honors continuing/transfer learning community. Continuing/Transfer Honors students starting the program will complete one honors seminar in each of the fall, winter, and spring semesters consecutively, culminating in a final Honors Thesis seminar in the spring semester. Transfer students must receive approval before applying to the Program.

Incoming first-year domestic or international students seeking Associate's or Bachelor's degrees who have either high school GPAs of at least 3.00 or special approval from the Honors Program Director are eligible to apply for the first-year Honors program.

Associate's degree-seeking first-year Honors students starting the program in the fall semester complete one first-year honors seminar in each of the fall, winter, and spring semesters consecutively.

Bachelor's degree-seeking first-year Honors students starting the program in the fall semester complete one first-year honors seminar in each of the fall, winter, and spring semesters consecutively. First-year students continue into the second year of the Honors Program.

All eligible students are invited to download an application via the Honors Program page on the Berkeley College website: **click here**. The application deadline is June 1st for domestic applicants seeking to join the first-year Honors Program the following fall. Applications should be e-mailed directly to the relevant campus Admissions Director.

The application deadline is August 1st for international applicants seeking to join the first-year Honors Program the following fall. Applications should be emailed directly to the International Admissions Director.

The application deadline is June 1st for applicants seeking to join the Continuing/Transfer Honors Program the following fall. Applications should be emailed directly to the Honors Program Director.

The three-member Honors Faculty Admissions Committee will review each application and select the next learning community of Honors students for the fall term. Students admitted

into the program will receive a written response from the Honors Program Director within one month following the application deadline.

Each student in the Honors Program must sign an Honors Program Acknowledgment that the student must maintain a cumulative 3.00 Berkeley College GPA to remain in the program, among other requirements. Credits earned in the Honors Program will contribute toward the fulfillment of students' liberal arts or free elective requirements.

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## Identity Verification of Students Taking Online Course

Berkeley College Online® uses Acxiom Identify-X™ student authentication services. A student's identity may be verified by this service, at no cost to the student, when a student accesses Blackboard. The information collected will only be used to authenticate a student's identity for class assignments and will be encrypted using secure connections. Student responses to authentication questions will be handled in accordance with the Berkeley College **Privacy Policy**.



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## Project Success

The Project Success program may be required for students returning to Berkeley who have not achieved satisfactory academic progress. The program requires active participation, weekly discussions, and activities that focus on effective study and learning skills and strategies. Students who do not post to the weekly discussions may be withdrawn from the College.

Students must meet the requirements of their academic plan to remain enrolled. Students are encouraged to review the **Satisfactory Academic Progress information** in the Berkeley College Undergraduate Catalog.

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## Satisfactory Academic Progress (SAP)

**Qualitative Assessments:** Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

**Quantitative Assessments:** Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

### QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Quantitative Standards	
Degree Programs	
<u>Credits Attempted</u>	<u>Required GPA</u>
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

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

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 at

the end of their second academic year.

**QUANTITATIVE STANDARDS**

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

**150 Percent Rule**

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

**Maximum Timeframe Standards**

<b>Program</b>	<b>Credits Required for Graduation</b>	<b>Maximum Attempted Credits Allowed</b>
Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

**Application of the 150 Percent Rule**

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

**Progress Assessments**

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

**Degree Programs**

$$\frac{\text{Credits Attempted}}{\text{Necessary \% Passed (Earned/Attempted)}}$$

0-30	50
31-45	65
46 or more	67

**Certificate Programs**

Credits Attempted    Necessary % Passed  
(Earned/Attempted)

0-15	50
16 or more	67

For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

**WARNINGS AND APPEALS****Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements**

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

**Appeals for Probation**

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

**Appeals for Academic Plans**

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

**Academic Advisement**

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

**Appeal Procedures**

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review

Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

### **Provisional Appeals**

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

### **Denial of an Appeal**

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

### **Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards**

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

### **SAP and Transfer Credits**

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

### **SAP and Repeated Courses**

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

### **SAP and Incomplete Grades**

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

### **SAP and Course Withdrawal**

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

### **SAP and Developmental Coursework**

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

### **SAP and Non-Matriculated Students**

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in

SAP calculations.

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## Student Development Learning Objectives

### Students at Berkeley College will . . .

1. Express a feeling of connection to the Berkeley College community
2. Identify the ways in which their uniqueness and differences are valued by the Berkeley College community
3. Articulate the value of diversity and cross-cultural competence
4. Articulate and apply self-advocacy skills
5. Articulate behaviors which contribute to a healthy lifestyle
6. Articulate the characteristics of healthy, mutually respectful interpersonal relationships
7. Demonstrate behaviors or practices that show community engagement
8. Articulate the value of professional development for career success
9. Articulate the value of and take on leadership opportunities
10. Identify and engage in the variety of co-curricular opportunities available which complement their academic programs
11. Identify, know how to utilize, and express having benefited from the use of campus resources such as Academic Advisement Department, Center for Academic Success, Career Services, Financial Aid, Library, Registrar, Student Accounts, and Student Development and Campus Life

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## Student Development and Campus Life

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- **Diversity and Multicultural Activities**
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## Athletics

Intercollegiate athletics plays an important part in college life. Participation in athletics helps students develop leadership, sportsmanship, and interpersonal skills that will be valuable throughout their careers. At Berkeley College, full-time students may get involved in intercollegiate competition on a regional and national level. Berkeley College is a member of the United States Collegiate Athletic Association (USCAA) and the Hudson Valley Intercollegiate Athletic Conference.

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## Berkeley College Alumni Association

The Berkeley College Alumni Association serves more than 50,000 alumni across the U.S. and around the world. Alumni have access to free, lifetime career assistance\*; alumni networking and employment opportunities; College libraries and e-resources; and invitations to social, networking, and educational events. Alumni also return to Berkeley for speaking engagements, as alumni panelists, for community service events, and as advisors on the Alumni Leadership Council.

The Alumni Association 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 custom profiles showing only the information they want to share. The Office of Alumni Relations oversees all activities and encourages alumni to reach out with questions and suggestions.

Reach out to the Office of Alumni Relations at **Alumni@BerkeleyCollege.edu** and visit the alumni website at **BerkeleyCollege.edu/alumni/**.

\*while the College is in operation

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## Campus Activities

### Getting involved can 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 campuses. Campus activities span a wide range of interests and there is something for everyone. Events have included trips to museums, theaters, and more. Embracing the diverse and multicultural activities at Berkeley College contributes toward the social, personal, emotional, and cultural development of students.

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## Community Service

### Learn how good it feels to give back

Community service has always been a priority at Berkeley, and students, staff, and faculty support numerous causes on a regular basis. The Berkeley Cares Community Service Program is the College's social responsibility initiative that builds on Berkeley's long tradition of addressing important societal issues. Through this program, students, faculty, and staff are committed to donating hours of hands-on service to the community and creating a community of care at each campus and surrounding neighborhoods. It is a great way to get involved, meet new people, and help those in need.

Students have the opportunity to get involved with community organizations such as area soup kitchens, shelters, schools, and libraries, as well as national organizations such as Habitat for Humanity, the American Cancer Society, March of Dimes, Cystic Fibrosis Foundation, the American Conference on Diversity, Community Blood Services, Children's Aid and Family Services, the ALS Association, and more.

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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 multicultural events to promote this understanding and to help students form relationships that can last far beyond the college years. Multicultural programs offered are centered on historical and traditional milestones intended to commemorate, celebrate, and reflect pivotal moments in history and throughout an array of cultures.

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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:

*The National Society of Leadership and Success* is the nation's largest leadership honor society. Students are invited for membership based on either academic standing or leadership potential.

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

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

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

*Phi Theta Kappa* is for students enrolled in Associate's degree programs or for students enrolled in certificate programs where 12 credit hours of completed coursework can be applied toward an Associate's degree in the same major at Berkeley College.

*The Financial Management Association National Honor Society* recognizes the achievement of finance and accounting 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.

For more information on eligibility requirements for these honor societies, please visit the Student Development and Campus Life page on Blackboard.

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## Online Opportunities

Berkeley College Online® offers students opportunities for engagement and leadership development comparable to those available at on-site campuses. Access to Berkeley College's outstanding academic programs, support services, and online community is available on the Internet. Enrolling in online courses affords students opportunities to improve their communication, technology, and research skills. Those skills, which are often sought by employers, can help prepare students for career success.

Online students may become peer mentors who empower other online students to achieve academic success. They also may participate in online organizations and virtual activities, which currently include the Online Book Club, the Student Advisory Board, a wellness blog, and numerous discussion boards, community outreach programs, and special interest clubs/groups.



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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 allows new students to meet faculty, staff, and other new students; helps them become comfortable with their surroundings; and empowers them to take full advantage of the College's many available resources. Day and evening students attend on-site orientations at each campus and also have online access to important orientation information prior to their first day of classes. Berkeley College Online<sup>®</sup> students participate in an interactive online orientation that is available prior to the first day of classes.

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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 a variety of health and wellness seminars to address student needs, interests, and challenges.

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## Student Clubs and Organizations

### Join together to network, share, and lead

Berkeley College encourages students to join or form clubs and organizations that address their interests and offer opportunities to network, share, and lead. Membership offers a place to meet new people, as well as an opportunity to develop important communication, organizational, and leadership skills. Clubs and organizations are social, cultural, academic, recreational, or service-oriented and are an excellent complement to the educational experience at Berkeley College. To find out more about student clubs and organizations, contact the Student Development and Campus Life Department at your campus.

### Be a part of the SGA and represent the student body

The Student Government Association (SGA) offers students the opportunity to not only be heard, but also to serve as the voice of the student body. In the SGA, students learn about relational and positional leadership, group dynamics, community representation, event planning, and delegation. 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 liaisons between students and administration.

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## Voter Registration

Students are encouraged to exercise their right to vote! For more information about voter registration, please see the Student Development and Campus Life Department page on Blackboard or visit the Student Development and Campus Life office. Voter registration information is also sent annually to students' Berkeley College email addresses.

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## Accommodating a Disability

### Notice of Non-Discrimination- Americans with Disabilities Act (ADA)

In accordance with federal law, Berkeley College does not discriminate on the basis of 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-Weir, Ph.D., CRC, LMHC, Director of Disability Services, 914-694-1122 ext. 3169 or **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 ext. 4216 or **AMR@BerkeleyCollege.edu**; [NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or **SEC@BerkeleyCollege.edu**; [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or **KNW@BerkeleyCollege.edu**; [associates] Karen Carpentieri, Vice President, Human Resources, **KJC@BerkeleyCollege.edu**, 201-291-1111 ext. 5162.

In accordance with its Equal Opportunity Policy, Berkeley College strives to reasonably accommodate the needs of students with disabilities. For information regarding how to request a reasonable accommodation of a disability, please go to **BerkeleyCollege.edu/files\_bc/Equal\_Opportunity\_Complaint\_Procedures\_for\_Students.pdf**.

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## Alcohol and Drug Policy Statement

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

Berkeley strictly prohibits the possession, sale, use, or distribution of illegal drugs and drug paraphernalia; the misuse/abuse or redistribution of drugs obtained lawfully; and the unauthorized sale, possession or consumption of alcohol on any College property, in College vehicles, or at any College-sponsored activity. Moreover, no Berkeley student or associate shall coerce, even subtly, another Berkeley student or associate to use drugs or alcohol. Any member of the Berkeley community 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.

To see Berkeley's Alcohol and Drug Policy for Students in its entirety, please go to [BerkeleyCollege.edu/files\\_bc/Alcohol\\_and\\_Drug\\_Policy\\_Students.pdf](http://BerkeleyCollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf).

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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 campus. They contain security- and crime-related policy statements and information; specified crime statistics; and emergency response policies and procedures (and fire safety policies and procedures for the White Plains residence halls).

The annual Campus Crime Reports (and Fire Safety Report for the White Plains residence halls), for all Berkeley College campuses, are available on the Berkeley College website's Public Safety page at [BerkeleyCollege.edu/berkeley\\_bc/2579.htm](http://BerkeleyCollege.edu/berkeley_bc/2579.htm).

Paper copies are also available upon request by contacting the Public Safety Department at 973-278-5400 ext. 1194.

The College has various policies relating to public safety, including, but not limited to, a Conduct and Safety Policy, a Missing Students Policy, Emergency Management Plans and Evacuation Procedures, Drug and Alcohol Policies, an Equal Opportunity Policy, a Weapons Policy, and an ID Policy. The College also has an education and resource Brochure dedicated to incidents of sexual assault, intimate partner violence, and stalking (the "Violence Against Women Act Resource Brochure"). All members of the Berkeley College community are urged to familiarize themselves with these policies and materials, and with emergency procedures and evacuation routes for campuses at which they spend significant time.

The above referenced Public Safety related policies and procedures are posted on the Berkeley College website at [BerkeleyCollege.edu/berkeley\\_bc/general-counsel-policies-and-procedures.htm](http://BerkeleyCollege.edu/berkeley_bc/general-counsel-policies-and-procedures.htm); [BerkeleyCollege.edu/berkeley\\_bc/2040.htm](http://BerkeleyCollege.edu/berkeley_bc/2040.htm); and [BerkeleyCollege.edu/berkeley\\_bc/title-ix-resources-and-education.htm](http://BerkeleyCollege.edu/berkeley_bc/title-ix-resources-and-education.htm). Paper copies are available upon request from the Public Safety Department.



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## Children on Campus

Children may not accompany Berkeley College students to class, or to other places on campus, except that students may bring children to campus for brief visits to Berkeley College business offices outside of class and to specific programs that have been designated by the College as open to families. Children may not be left unaccompanied anywhere on campus at any time for any reason. Personal Counselors at each Berkeley College location can assist students in identifying licensed, child-care resources nearby.

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## Classroom Management

Only individuals who are listed on the class roster are allowed to be in the classroom during the instruction of the class. No children of students, or any relatives or friends of students, can attend a class. Except for emergency situations, accessing the online course materials or customized eText or other class-related activities, cell phones may not be accessed by students for personal use during on-site classes. Students are expected to share in maintaining the condition of classrooms. Students observed defacing College property will be reported immediately to the Student Development and Campus Life Department.

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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.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for specific conduct requirements applicable to Health Studies clinical settings.

The complete Conduct and Safety Policy is available at **[BerkeleyCollege.edu/files\\_bc/Conduct\\_and\\_Safety\\_Policy.pdf](http://BerkeleyCollege.edu/files_bc/Conduct_and_Safety_Policy.pdf)**.

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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 — one is 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. The Berkeley College community is 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 and associates 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. 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 [copyright.gov](http://copyright.gov).

For more detailed policy information, please go to [BerkeleyCollege.edu/files\\_bc/Copyright\\_Policy.pdf](http://BerkeleyCollege.edu/files_bc/Copyright_Policy.pdf).

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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 prohibits (a) discrimination or harassment on the basis of sex, gender (including gender identity or expression), sexual orientation, pregnancy, race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status; (b) sexual assault (which is a form of sexual/gender harassment that includes unwelcome physical contact of a sexual nature); (c) sexual exploitation (which is a form of discrimination on the basis of sex); (d) domestic violence and dating violence; (e) stalking; (f) bullying of students by other students, including, but not limited to, cyberbullying; and/or (g) retaliation for complaints, reports, or testimony in connection with the Equal Opportunity Policy.

The College shall provide prompt, impartial and fair resolution of equal opportunity complaints, in accordance with its Equal Opportunity Complaint Procedures for Students.

To see the Equal Opportunity Policy in its entirety, please go to **[BerkeleyCollege.edu/files\\_bc/Equal\\_Opportunity\\_Policy.pdf](http://BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf)**.

For information regarding how to make a complaint of sexual discrimination, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking; discrimination or harassment based on race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, or bullying; retaliation in connection with any such complaint; and contact information for College Title IX and Equal Opportunity Coordinators, go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located at

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

For more information regarding sexual discrimination, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence or stalking, go to the **Sexual Misconduct, Intimate Partner Violence and Stalking** page; and to the College Title IX/VAWA page: **[BerkeleyCollege.edu/berkeley\\_bc/title-ix.htm](http://BerkeleyCollege.edu/berkeley_bc/title-ix.htm)**.

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## Immunization Requirement

Berkeley College has an Immunization Policy to promote the health and safety of the College community and to comply with applicable New Jersey and New York laws. This policy applies to students taking classes at any Berkeley College campus. Students taking classes exclusively online are exempt from immunization requirements.

The College Immunization Policy may be accessed at [BerkeleyCollege.edu/files\\_bc/Immunization\\_Policy.pdf](http://BerkeleyCollege.edu/files_bc/Immunization_Policy.pdf).

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes or occupy residence halls.

Students enrolled in the **LPN to B.S.N.**, **Medical Assistant**, **Patient Care Technician**, **Practical Nurse**, **Surgical Processing Technician**, and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for additional program-specific immunization requirement policies.

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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 by completing the FERPA Opt-Out eForm available at <https://transforms.berkeleycollege.edu/iFiller/iFiller.jsp?fref=8512d944-7ee1-4ebb-9cbf-268f71a0a5ba>.

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## Recording Classroom Lectures and Discussion

Students are not permitted to record classroom lectures or discussions without written authorization from the Department Chair, the Director of Disability Services for New Jersey and New York campuses, or the designated Americans with Disabilities Act (ADA)/Section 504 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, the Director of Disability Services for New Jersey and New York campuses, or the designated ADA/Section 504 Coordinator may authorize recording of classroom lectures or discussions only, and to the extent reasonably necessary, to effect a reasonable accommodation to a student's documented disability. For information regarding how to request a reasonable accommodation of a disability, please see the **Equal Opportunity Complaint Procedures for Students** or contact:

For questions regarding disability discrimination and implementation of services offered at Berkeley College, please contact Sharon McLennon-Wier, Ph.D., CRC, LMHC, Director of Disability Services for New Jersey and New York campuses, at 914-694-1122 ext. 3169 or **sharon-mclennon@berkeleycollege.edu**.

Individual requests for accommodations may be referred to the ADA/Section 504 Coordinators: [NY students] Adam Rosen, Psy.D., 212-986-4343 ext. 4216 or **AMR@BerkeleyCollege.edu**; [NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or **SEC@BerkeleyCollege.edu**; [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or **KNW@BerkeleyCollege.edu**.



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## Sexual Misconduct, Intimate Partner Violence, and Stalking

As evidenced by its Equal Opportunity Policy, Berkeley College prohibits sexual discrimination, sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

To see the Equal Opportunity Policy in its entirety, go here: [BerkeleyCollege.edu/files\\_bc/Equal\\_Opportunity\\_Policy.pdf](http://BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf).

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

*In accordance with federal law, Berkeley College does not discriminate on the basis of sex (including pregnancy) in its programs and activities.*

*Title IX of the Education Amendments prohibits discrimination, harassment, and assault based upon sex or gender. Questions regarding Title IX may be referred to the College Title IX Coordinator: Dallas Reed, Vice President, Student Development and Campus Life, at 973-278-5400 ext. 4211 or 212-986-4343 ext. 4211, [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).*

The College will handle complaints of this nature according to the Equal Opportunity Complaint Procedures for Students.

For information regarding:

how to make a complaint alleging sexual discrimination, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence or stalking (Title IX/Violence Against Women Act (VAWA) related complaints), or retaliation in connection with any of these allegations; resources and interim assistance; investigation and appeal procedures; and potential sanctions in these types of cases; and for contact information of Berkeley's Deputy Title IX Coordinator for Students, please go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located at [BerkeleyCollege.edu/files\\_bc/Equal\\_Opportunity\\_Complaint\\_Procedures\\_for\\_Students.pdf](http://BerkeleyCollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf).

For more information on Title IX and the VAWA go to the College Title IX and VAWA web page located here: [BerkeleyCollege.edu/berkeley\\_bc/title-ix.htm](http://BerkeleyCollege.edu/berkeley_bc/title-ix.htm)

For education, rights, options, and resources in the context of sexual assault, intimate partner violence, and stalking, go to the VAWA Resource Brochure, located here: [BerkeleyCollege.edu/files\\_bc/VAWA\\_Brochure.pdf](http://BerkeleyCollege.edu/files_bc/VAWA_Brochure.pdf)

To see the College Bill of Rights, go here: [BerkeleyCollege.edu/files\\_bc/BC-Sexual-Assault-Victim-Bill-of-Rights.pdf](http://BerkeleyCollege.edu/files_bc/BC-Sexual-Assault-Victim-Bill-of-Rights.pdf)

To see the NY and NJ definitions of the VAWA crimes, go here: [BerkeleyCollege.edu/files\\_bc/New\\_York\\_Crime\\_Definitions.pdf](http://BerkeleyCollege.edu/files_bc/New_York_Crime_Definitions.pdf) and [BerkeleyCollege.edu/files\\_bc/New\\_Jersey\\_Crime\\_Definitions.pdf](http://BerkeleyCollege.edu/files_bc/New_Jersey_Crime_Definitions.pdf)

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## Smoking

Berkeley College strictly prohibits the use of tobacco products and electronic smoking devices anywhere on College (or affiliated) property. For more detailed policy information, please go to **[BerkeleyCollege.edu/files\\_bc/Smoke\\_Free\\_Campus\\_Policy.pdf](http://BerkeleyCollege.edu/files_bc/Smoke_Free_Campus_Policy.pdf)**.

**Berkeley College** 1-800-446-5400 ext. W80

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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<sup>®</sup>, Facebook<sup>®</sup>, LinkedIn<sup>®</sup>, Instagram<sup>®</sup>, YouTube<sup>®</sup>, and Flickr<sup>®</sup>.

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 other interested parties.

It is important to recognize, however, that the use social media at or concerning Berkeley College is governed by the same laws, policies, rules of conduct, and etiquette that apply to all other activities at or concerning the College. 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://BerkeleyCollege.edu/files_bc/Social_Media_Policy.pdf).

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for specific social media requirements applicable to Health Studies clinical settings.

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## Student Complaint Process

Berkeley College has policies and procedures for resolving student complaints. Students are advised to proceed as promptly as possible to initiate a complaint with the appropriate office or College official and provide any detailed information and/or documentation related to their complaint. Faculty, staff, and administrators are advised to acknowledge receipt of a complaint promptly and to respond in a timely manner. See the **Student Complaint Process page** for information on types of complaints and how to submit a complaint.

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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 or clinicals are required to follow the participating company's or clinical site's dress code.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for additional program-specific dress code requirements.

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## Student Electronic Information Policy

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 campuses 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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## Student Name Change Policy

Students seeking an official name change within the College should make a written request with supporting documentation, indicating the new name and the legal basis for the change, to the College Registrar. For more details, including appropriate supporting documentation and how to make the request, please see the **Berkeley College Student Name Change Policy**.

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## Student Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how student academic, financial, disciplinary, and immunization records, among others ("Education Records"), and information derived from them, are managed. Education Records protected by FERPA refer to *any* records maintained by Berkeley College that are directly related to a student, with certain exceptions. Generally, FERPA prohibits educational institutions from disclosing private student information and records (such as grades, disciplinary records, and Social Security numbers) without prior consent from the student. It also gives students the right to review many of their 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, email address, student number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, dates of attendance, degrees, honors and awards received, most recent previous school attended, and likeness (photograph, video, or other form).

Students wishing to prevent the disclosure of Directory Information should submit a FERPA Opt-out eForm, which is available at **FERPA Opt-Out of Routine Sharing of Student Directory Info**.

Students may authorize the disclosure of student records by submitting a FERPA Waiver eForm, which is available at **FERPA Authorization to Release Student Records**.

To see Student Rights under FERPA, please go to **[BerkeleyCollege.edu/files\\_bc/Notification\\_of\\_Student\\_Rights\\_Under\\_FERPA.pdf](http://BerkeleyCollege.edu/files_bc/Notification_of_Student_Rights_Under_FERPA.pdf)**.

For more detailed policy information, please go to **[BerkeleyCollege.edu/files\\_bc/FERPA\\_Notice\\_Berkeley\\_1099.pdf](http://BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf)**.



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## Use of Berkeley College Trademarks

Berkeley College logos, slogans, symbols, trade names, trademarks, and service marks (collectively, "Berkeley Marks") are the exclusive property of the College. Any unauthorized use of Berkeley Marks or Berkeley College's name may constitute a violation of law and is strictly prohibited. No individual, club, organization, or entity may use Berkeley Marks in any manner (particularly, any use that conveys the impression of official sponsorship, approval, and/or endorsement) without obtaining prior written permission from the College. Berkeley Marks may not be used on any website, wiki, or social media site without prior authorization from the College and any such use must also comply with the **Social Media Policy**. Violators may be subject to legal action as well as disciplinary action, up to and including dismissal from the College.

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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 Assistant Vice President of Public Safety and Emergency Management, 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 see the **Berkeley College Weapons Policy**.

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## Student Support

- **Academic Support**
- **Career Services**
- **Office of Military and Veterans Affairs**

### Registration

To register for an upcoming semester, students are required to select courses with an Academic Advisor. All students must receive financial aid clearance each semester from both the Financial Aid and Student Accounts Departments. Once classes begin, Academic Advisors monitor students' progress to encourage the achievement of their educational goals.

All students enrolled in an online degree program who have not selected their course schedules by Friday of week six for the subsequent term will be assessed a \$100 late scheduling fee.

Students enrolled in the Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs have their schedules created for them and must print them directly from Blackboard.

### Academic Advisement

Berkeley College recognizes academic advising to be an integral component of the educational experience of its undergraduate students. Academic advising is a collaborative relationship for which Academic 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 Academic Advisement Department is committed to providing students with a comprehensive and supportive educational experience.

It is important for students to meet regularly with an Academic Advisor, minimally once per term, to register for courses and develop an individualized academic plan that will help students stay on track for graduation. The Academic Advisement Department will assist students with making connections to support services that will enhance the learning experience. Academic Advisement reserves the right to adjust students' schedules based on their degree requirements.

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

In an effort to facilitate academic success, Berkeley College has implemented an early warning, midterm progress report, and late warning monitoring system designed to identify students experiencing academic difficulties. Those students then are referred to the Academic 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 Academic Advisement

The Academic 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 Academic Advisement Department to help make sure the transfer experience is smooth and seamless.

## Berkeley ID Card

Students receive a Berkeley ID Card during their first semester at Berkeley College. The Berkeley ID Card acts as an identification card. Students are required to carry the card at all times while on campus and to display it if requested to do so by a member of the College faculty or staff. In addition to being used for security purposes, the Berkeley ID Card has financial and administrative uses. It can be used instead of other payment options in the Berkeley Store. 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 to replace lost cards is \$10.

## Berkeley Refund Disbursement Card

The Berkeley Refund Disbursement Card is the official refund card for Berkeley College students. Upon enrollment, all students with a valid United States address are mailed an activation code to be used to 'activate' their card and select their preferred refund method. A student may choose either of two refund options: a deposit made either onto the Berkeley Refund Disbursement Card itself or into the student's own bank account. There is no charge to students for either option. Questions about the Berkeley Refund Disbursement Card may be directed to the Student Accounts Department.

## 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 access their class schedules, view Berkeley's schedule of classes and Catalog, grades, and unofficial transcripts. Students can update personal information, make payments, apply for financial aid, and view their financial aid awards. eForms for all departments can be accessed from Blackboard, as well.

Blackboard can be accessed at **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 semester. Once the quota has been used, students may replenish their account. Remaining print quotas cannot be carried over to the following semester. Further information is available at the Student Accounts Department and on Blackboard.

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## Academic Support

### Libraries

College libraries are available at all campuses. They provide a combination of physical and virtual learning environments, resources, personnel and services that support the curriculum related research of students, enhance the instructional endeavors of faculty, and nurture personal/professional growth in the pursuit of life-long learning.

Resources include the system-wide collection of 109,000 print and media titles, 150,000 electronic book titles, 63,000 streaming video programs, and 77 research databases. Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system.

The **library's website** provides on-site and remote access to resources, services, research, and help options. Print, electronic, on-demand video, and full text databases enhance coursework and support research within the majors, specializations, elective, and interdisciplinary topics of each program of study. The Berkeley College Online®, library, available in Blackboard, supports online learning, locally and globally with a full array of web-based resources that include electronic journals, e-books, reference tools, assignment support and live chat assistance.\*

The libraries are open days, evenings, and weekends when classes are in session. Academic librarians are available in person, by telephone, email, or live chat service to assist with navigating the electronic resources and locating materials within the Berkeley College Collections or through a worldwide resource-sharing network.

The ability to find, interpret, evaluate, and use many types of information is a valuable set of skills for academic and professional success. Throughout the academic experience there are many opportunities to develop a deeper understanding of the value of information literacy.

\* The Berkeley College Online Library is available from a PC, Mac, tablet, or smartphone 24 hours a day, seven days a week, from any location where Internet access is available and permitted by law.

### Center for Academic Success (formerly the ASC)

The Center for Academic Success is dedicated to empowering students throughout their academic careers at Berkeley College and encouraging their development as successful independent learners. Staff are available days, evenings, and weekends to support student achievement. Students may access an array of resources to support all academic courses.

Center services include:

#### On-site Services

The Center for Academic Success provides a productive learning environment at every campus for students to work and share ideas. Students can book one-on-one or group tutoring appointments with peer and professional tutors to dialogue about their progress in their course and work toward their academic goals. Sessions are available for all courses at Berkeley College, as well as in computer skills. Additionally, students can collaborate with their peers in tutor-led study groups in accounting, math, and other subjects. Groups may review coursework, study for assessments, or share strategies for success in the course. The Speakeasy program, available at every campus, coaches students in public speaking skills so that they can complete class presentations with confidence.

#### CAST Anywhere

Center for Academic Success Tutoring Anywhere, or CAST Anywhere, is a remote tutoring program. Students who prefer to connect to group or individual tutoring, study groups, computer skills assistance, or Speakeasy may access these programs on an online platform, available from any computer with a camera and a microphone. Some online classes also have an "Ask the Tutor" discussion board where students can dialogue with a peer about questions and ideas from their course. WriteAid provides asynchronous, remote feedback to students on their writing so that they can navigate the writing process independently. The Center's Blackboard site provides a range of online resources to students, including course-specific materials, a LibGuide on writing and citations, and webinars on study skills.

### **Learning Strategies**

Students can attend forums and discussions on a variety of learning skills, including time management, maximizing study time, working effectively in groups, memory techniques, and many more topics that allow students to excel in their courses and gain confidence. These events may take place on campus or in the classroom. Students who are interested in developing their academic strategies on an individual basis may work with Center staff to develop a plan for more effective learning on-site or online.

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## Career Services

Berkeley College provides a variety of career development and employment assistance services through the Career Services Department. The Career Services Department includes more than 30 career professionals who assist students in identifying and pursuing employment opportunities in the New York/New Jersey area.

During their first term, 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, on-campus employer presentations and interviews, seminars, and workshops are organized regularly to help students identify employment opportunities as well as assist them with their professional development.

### Internship Opportunities

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

### Employment Opportunities

Berkeley graduates are eligible for free career services assistance for life. Berkeley College communicates regularly with a wide range of prospective employers to help identify potential opportunities for well-prepared candidates.

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## Office of Military and Veterans Affairs

**Berkeley College is committed to helping veterans and their families succeed.**

The Office of Military and Veterans Affairs will be with you every step of the way.

### Getting Started

Berkeley College proudly supports the GI Bill® and Yellow Ribbon Program. Berkeley also adheres to the terms of Executive Order 13607, *The Principles of Excellence*, and supports the United States Department of Education's *8 Keys to Veterans' Success*.

### Academic Assistance

Flexible academic programs can help accommodate your situation, and you may be eligible for credit for prior learning. Tutoring is available at no additional charge.

### Social Support

Berkeley College offers many programs, resources, and activities for veterans, including:

- On-site and **online** Veterans Resource Centers
- Veterans Affairs Work-Study Program
- Veterans History Project in conjunction with the Library of Congress
- Support all Tuition Assistance Programs including GoArmyEd, the Navy College Program, and the Air Force Partnership
- Student-veteran-led clubs affiliated with the Student Veterans of America
- Annual Salute to Veterans Gala
- Veterans Day and Memorial Day events

### Awards and Acknowledgments

- Berkeley College named a 'Top 10 Military Friendly College' by GI Jobs Magazine for 2017
- Berkeley College named a 'Best Online College for Veterans' by US News and World Report; 2014 and 2017
- Berkeley College named a 'Best for Vets College' by Military Times 2013, 2014 and 2017
- Berkeley College named a 'Military Friendly College' by GI Jobs Magazine 2010-2014; 2016 and 2017
- Berkeley College named a 'Military Friendly College' by Military Advanced Education Magazine 2010-2015 and 2017
- Berkeley College named a 'Top 10 Military Friendly College for Spouse' by GI Jobs Magazine for 2017

### Talk to us. We're here to help.

To learn more about opportunities for military and veteran students at Berkeley College, visit:

**[BerkeleyCollege.edu/military/](http://BerkeleyCollege.edu/military/)**

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.*





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## Finances

Students interested in applying for financial aid must submit a Free Application for Federal Student Aid (FAFSA). As a result, students eligible for financial aid 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 eligible 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 needs after federal and state aid has been awarded. All students have the opportunity, and are encouraged, to meet with a financial aid administrator.

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.

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- **Early Refund for Books and Supplies**
- **Lifetime Eligibility Disclosures**
- **Other Financial Aid Refunds**
- **Other Title IV Refunds**
- **Satisfactory Academic Progress (SAP)**

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## Disbursement of Aid

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## Early Refund for Books and Supplies

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## Lifetime Eligibility Disclosures

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## Other Financial Aid Refunds

Information on other financial aid refunds, other than federal Title IV aid, is available in the 2017-2018 Undergraduate Catalog. To view, please click on the link below.

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## Other Title IV Refunds

Information on other Title IV refunds is available in the 2017-2018 Undergraduate Catalog. To view, please click on the link below.

- **Other Title IV Refunds**

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## Satisfactory Academic Progress (SAP)

**Qualitative Assessments:** Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

**Quantitative Assessments:** Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

### QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Quantitative Standards	
Degree Programs	
<u>Credits Attempted</u>	<u>Required GPA</u>
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

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

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 at



the end of their second academic year.

**QUANTITATIVE STANDARDS**

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

**150 Percent Rule**

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

**Maximum Timeframe Standards**

<b>Program</b>	<b>Credits Required for Graduation</b>	<b>Maximum Attempted Credits Allowed</b>
Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

**Application of the 150 Percent Rule**

The College includes developmental and test credits as “credits attempted” in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost’s Office, these students may be dismissed from the College. Such decisions are not appealable.

**Progress Assessments**

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

**Degree Programs**

$$\frac{\text{Credits Attempted}}{\text{Necessary \% Passed (Earned/Attempted)}}$$

0-30	50
31-45	65
46 or more	67

**Certificate Programs**

Credits Attempted    Necessary % Passed  
(Earned/Attempted)

0-15	50
16 or more	67

For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

**WARNINGS AND APPEALS****Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements**

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

**Appeals for Probation**

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

**Appeals for Academic Plans**

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

**Academic Advisement**

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

**Appeal Procedures**

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review

Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

### **Provisional Appeals**

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

### **Denial of an Appeal**

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

### **Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards**

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

### **SAP and Transfer Credits**

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

### **SAP and Repeated Courses**

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

### **SAP and Incomplete Grades**

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

### **SAP and Course Withdrawal**

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

### **SAP and Developmental Coursework**

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

### **SAP and Non-Matriculated Students**

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in

SAP calculations.

**Berkeley College** 1-800-446-5400 ext. W80

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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" from any campus phone

### Parking

On-campus parking is available for students at the Woodland Park, Paramus, and Woodbridge campuses. Parking permits, which may be obtained from the Office of Student Development and Campus Life, are required for all campuses and must be displayed in the vehicles. Please note that general parking is prohibited in areas reserved for the handicapped or for visitors, faculty, or staff.

A limited number of parking permits is also available each semester on a first-come, first-serve basis for students attending the Dover campus. Applications may be submitted through the Student Development and Campus Life Department. It is recommended that students use public parking lots that are available throughout the town.

The College is not responsible for theft of or damage to vehicles or their contents. It is suggested that you remove anything of special value, such as laptops, from your car or lock them in the trunk while parked on campus.

Public parking garages and limited on-street parking are available near the Newark, White Plains, Midtown Manhattan, and Brooklyn campuses. The White Plains campus is diagonally across the street from the Hamilton Main Municipal Parking Garage. The public garage offers hourly rate day parking, and a limited number of quarterly parking permits are available for purchase through the Student Accounts Office. In addition, the White Plains Transportation Center is three blocks from campus and provides bus and train service.

The College encourages all students to use public transportation whenever possible.

### Food Service

Woodland Park has a cafe located in the atrium in the Renaissance Hall building. 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.

### 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 is not responsible for loss of or damage to the personal property of students or guests, who should take reasonable steps to protect their belongings. It is recommended that students arrange for appropriate insurance coverage for their personal property.

## Residence Halls

Student housing is available at the White Plains campus. Policies governing the operation of Cottage Place and Sussex House Residence Halls are set forth in the Residence Life Handbook. Any student who fails to abide by such policies may be subject to disciplinary action, up to and including dismissal from housing or from the College.

## Contact Information

Contact information for students must be current. Students can change their addresses, as well as cell or home telephone numbers, through the Student Self-Service tab on Blackboard. To change a student's name in the College's records, the student must present legal documentation of the new name to the Office of the Registrar with a request to modify the name under which the student originally enrolled.

## BerkAlert

Prior to or during an emergency situation, the College may utilize BerkAlert to notify students of any pending emergency via text messaging and email. 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 on Blackboard to update their contact information.

## The Berkeley Store

School supplies and a selection of Berkeley College apparel and merchandise are available on the online Berkeley Store and an on-site store on the Woodland Park campus. Students may shop online and have their orders shipped to any Berkeley College campus for pick up at no extra charge. The Berkeley Store hours are posted on its **website**.

Most courses use eTexts and do not require traditional textbooks. If a traditional textbook is required for a course, the information, including course requirements, pricing, International Standard Book Numbers (ISBN), and available textbook options may be found on The Berkeley Store's website. Textbooks are generally available two weeks before the start of each semester.

When the program tuition and fees includes books and supplies, students have the option of purchasing any required traditional textbooks and supplies from another source, as long as they meet the requirements for the course. In order to receive a credit for textbooks/supplies that are purchased from another source, a student must request a waiver from the Department Chair who will determine the appropriateness of the items. If approved, the Chair will forward that information to the Berkeley Store to verify that the items distributed by the College have been returned, and the waiver will be forwarded to the Student Accounts Department so that a credit can be applied to the student's account.

Students with financial aid credit may charge required course supplies other than books against the funds by submitting a signed "Transfer of Funds Request" form to the Student Accounts Department. This form is available on Blackboard.