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# Berkeley College Consumer Information Disclosures

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## UNDERGRADUATE STUDENTS 2024 SPRING SEMESTER

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

Federal law requires colleges to notify students (current and prospective) and associates (current and prospective) of specific consumer information available to them and how to obtain it. This summary is provided periodically to current students and associates via email. Please direct any questions and/or requests for paper copies of specific institutional or financial aid information to the Office of the General Counsel ([Legal@BerkeleyCollege.edu](mailto:Legal@BerkeleyCollege.edu)). This summary is also available online at: <https://berkeleycollege.edu/pdf/undergraduate-consumer-informationdisclosures.pdf>

## INSTITUTIONAL INFORMATION

### Contact Information for Obtaining Institutional Information

Contact information for assistance in obtaining institutional information is available online at: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/contact/index.html>

### Accreditations and Approvals

Information about Berkeley College's accreditations, authorizations, and approvals is available online at: <https://berkeleycollege.edu/about/accreditation-regulatory/index.html>. Approval documents are available for review upon request to the Provost's Office.

### Academic Programs and Degrees

Information about academic programs of study is available online at: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/academics-programs/index.html>

Information about locations and instructional facilities is available online at: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/overview/campuses/index.html>

Information about faculty, administration and staff is available online at: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/administration-faculty-staff/index.html>

## Professional Licensure & Certification

Information about academic programs that may lead to professional licensure and certification is available online at: <https://berkeleycollege.edu/about/accreditation-regulatory/professionallicensure-and-certification/index.html>

## Privacy of Student Records

The Notice of Student Rights under the Family Educational Rights and Privacy Act (FERPA) contains information about the inspection, disclosure and correction of student records. Notice is provided to students annually via this disclosure and is available online at: <https://berkeleycollege.edu/pdf/notification-of-student-rights-under-ferpa.pdf>

The Student Records Policy is available online at: <https://berkeleycollege.edu/pdf/ferpa-notice.pdf>

## Student Body Diversity

Information about diversity statistics by ethnicity, gender, and age, along with the percentage of Federal Pell Grant recipients, is available online at: <https://berkeleycollege.edu/about/at-a-glance/index.html>

## Price of Attendance • Withdrawals and Refunds • Textbooks & Supplies

Information about the price of attendance, including tuition and fees, textbooks (eTexts), supplies, field trips, other classroom-related expenses, transportation, estimated room and board costs (for students not living in Berkeley College facilities), and personal expenses, along with information about withdrawals and refunds is available online at:

Degree programs: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/admissions/undergraduate-degree-program-tuition-fees-2023-2024/index.html>

Certificate programs: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/admissions/certificate-program-tuition-fees-2023-2024/index.html>

Books and supplies: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/admissions/undergraduate-degree-program-tuition-fees-2023-2024/index.html>

Most programs of study at Berkeley College utilize eTexts. Charges for eTexts and print textbooks (and to a lesser extent supplies) are included in the tuition charge for most courses at Berkeley College. In compliance with federal regulations, students may choose, under certain circumstances, to opt out of the otherwise mandatory eText/book fees (and supply fees, if applicable) included in the price of tuition. Detailed information about the eText and Supplies OptOut Policy and related forms is available online at the two links above.

A few programs at Berkeley College still use print textbooks. Students in programs where print textbooks are used have the right to obtain them (as well as supplies) from other sources, so long as they meet the requirements for the course. In order to receive a credit for textbooks and/or supplies that are purchased from another source, a student must request a waiver from the

Department Chair by the end of week 1 of the start of the term. See the two links above for more information. Purchase and pricing information for print textbooks and supplies is available from the Berkeley College Store at [BerkeleyStore.BerkeleyCollege.edu](https://BerkeleyStore.BerkeleyCollege.edu).

### **Net Price Calculator**

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

### **Copyright Policy**

Information on peer-to-peer file sharing, fair use and penalties for infringement is available online at: <https://berkeleycollege.edu/pdf/copyright-policy.pdf>

### **Transfer Credit Policy and Articulation Agreements**

Information about criteria used regarding transfer of credit is available online at: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/policies-procedures/transfer-credit-policy/index.html>

A full list of Berkeley College's articulation agreements with other institutions is available online at: <https://berkeleycollege.edu/admissions/articulation-agreements/index.html>

### **Services Available to Students and Associates with Disabilities**

Information about accessibility support services, accommodations, policies, and forms are available online at: <https://berkeleycollege.edu/admissions/accessibility-services/index.html>

Accessibility Services Accommodations Policy for Students: <https://berkeleycollege.edu/pdf/ada-student-policy.pdf>

Accessibility Services Accommodations Policy for Associates: <https://berkeleycollege.edu/pdf/ada-associate-policy.pdf>

Service Animal & Emotional Support Animal Policy: <https://berkeleycollege.edu/pdf/service-emotional-support-animal-policy.pdf>

## **FINANCIAL ASSISTANCE AND STUDENT LOAN INFORMATION**

### **Contact Information for Obtaining Financial Aid Information**

Contact information for assistance in obtaining financial aid information is available online at: <https://berkeleycollege.edu/admissions/tuition-financial-aid/index.html#applyQuestions>

## **Student Financial Aid Information**

Information about available types of aid; how to apply for aid; eligibility; disbursement; early refunds for books and supplies; recipients' rights and responsibilities; deferment conditions; and terms and conditions of federal work study awards is available online in the Guide to Financial Aid:  
<https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/financial-aid/index.html>

Information about Satisfactory Academic Progress standards is available online at:  
<https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/policies-procedures/satisfactory-academic-progress/index.html>

Paper copies are available upon request to the Financial Aid Office.

## **State Financial Aid**

Information about availability of and eligibility for state financial aid is available online at:

New Jersey: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/financial-aid/new-jersey-state-financial-aid/index.html>

New York: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/financial-aid/new-york-state-financial-aid/index.html>

## **Student Loan Information • Entrance and Exit Counseling**

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

Borrowers must complete Exit Counseling before ceasing at least half-time enrollment, or within 30 days of leaving the college, completing correspondence, or study abroad. Borrowers are required to complete exit counseling online at:  
<https://studentaid.gov/app/counselingInstructions.action?counselingType=exit>

## **Code of Conduct for Financial Aid Professional**

Information is provided annually to all associates with Title IV loan responsibilities. Available online at: <https://berkeleycollege.edu/pdf/code-of-conduct-for-financial-aid-professionals.pdf>

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

Information about education benefits for veterans, service members, and their spouses or dependents is available online at: <https://berkeleycollege.edu/catalogs/undergraduate-2023-2024/financial-aid/military-and-veteran-students/index.html>

A College Financing Plan (formerly “Shopping Sheet”) is provided to all students every 2 semesters. The plan includes the estimated cost of attendance; total grants and scholarships; net costs to the student; available loan options; and other additional options such as family contribution, military, and/or national service benefits. For more information, contact the Financial Aid Office: <https://berkeleycollege.edu/admissions/tuition-financial-aid/index.html>

Contact Information for the Office of Military and Veterans Affairs is available online at: <https://berkeleycollege.edu/admissions/military-veterans/index.html>

## **HEALTH AND SAFETY INFORMATION**

### **Drug and Alcohol Abuse Prevention Program**

Information about standards of conduct, applicable legal sanctions for violations, health risks and available counseling and/or treatment options is provided to students and associates annually by email and is also available online at: <https://berkeleycollege.edu/pdf/alcohol-and-drug-policystudents.pdf> (for students) and <https://berkeleycollege.edu/pdf/alcohol-and-drug-policyassociates.pdf> (for associates). The biennial report is available for review upon request to the Counseling & Wellness Office (973)-278-5400 x1320.

### **Title IX, Sexual Harassment, and Sexual Misconduct**

Information related to sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking, including educational information; College policies and procedures; reporting options; supportive measures; sanctions; student bill of rights; and available resources is available on the College’s Title IX website at: <https://berkeleycollege.edu/about/administration/general-counsel/title-ix/index.html>

Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy: <http://berkeleycollege.edu/pdf/Title-IX-Non-Title-IX-Sexual-Harassment-and-Sexual-MisconductPolicy.pdf>

Title IX Sexual Harassment and Sexual Misconduct Procedures:  
<http://berkeleycollege.edu/pdf/Title-IX-Sexual-Harassment-and-Sexual-MisconductProcedures.pdf>

Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Students:  
<https://berkeleycollege.edu/pdf/Non-Title-IX-Sexual-Harassment-and-Sexual-MisconductProcedures-for-Students.pdf>

Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Associates:  
<http://berkeleycollege.edu/pdf/Non-Title-IX-Sex-Harass-and-Sex-Misconduct-Procedures-forAssociates.pdf>

### **Title IX Staff**

#### **Title IX Coordinator**

Sherrille Shabazz, EdD Vice President, Student Development and Campus Life  
3 East 43<sup>rd</sup> Street, New York, NY 10017  
[TitleIXCoordinator@BerkeleyCollege.edu](mailto:TitleIXCoordinator@BerkeleyCollege.edu)  
646-948-1361

#### **Deputy Title IX Coordinator for Students**

LaTysha Gaines, MPA, Campus Operating Officer, Woodland Park  
44 Rifle Camp Road, Woodland Park, NJ 07424  
[Latysha-Gaines@BerkeleyCollege.edu](mailto:Latysha-Gaines@BerkeleyCollege.edu)  
973-368-9857

#### **Deputy Title IX Coordinator for Associates**

Karen Carpentieri, Vice President, Human Resources  
44 Rifle Camp Road, Woodland Park, NJ 07424  
[KJC@BerkeleyCollege.edu](mailto:KJC@BerkeleyCollege.edu)  
862-437-8532

### **Equal Opportunity**

The College's Equal Opportunity Policy and Procedures is available online:  
<https://berkeleycollege.edu/pdf/equal-opportunity-policy.pdf>

### **Immunization Requirements**

Information about immunization requirements is provided to students via email upon enrollment and is available online at: <https://berkeleycollege.edu/pdf/immunization-policy.pdf>

### **Security Reports & Crime Logs**

Notice of availability of the annual security reports are provided by email to all students and associates on or before October 1. The reports include information and policy statements relating to campus safety and security; crime reporting; emergency/evacuation procedures; crime statistics going back three years; and policies, procedures, education and training, and resource information relating to sexual assault, intimate partner violence, and stalking. The reports are available online at: <https://berkeleycollege.edu/current-students/security-reports/index.html>. Paper copies available upon request to the Public Safety Department (973)-278-5400 Ext. 1188.

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

### **Counseling & Wellness Resources**

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

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

**NJ Hopeline Suicide Prevention Hotline** 855-654-6735 [www.njhopeline.com](http://www.njhopeline.com)

**Samaritan's NYC 24-Hour Crisis Hotline** 212-673-3000 <https://samaritansnyc.org/get-support/crisis-services/>

**National Suicide Prevention Lifeline** 800-273-TALK (8255) [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)  
TTY: 800-799-4TTY (4889)

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

<https://berkeleycollege.edu/student-life/campus-life/health-counseling-wellness/index.html>



### **Retention and Graduation Rates**

Information about retention and graduation rates is available online at:

<https://berkeleycollege.edu/about/administration/general-counsel/consumer-information/employment-retention-graduation-rates/index.html>

Disaggregated graduation rates broken down by gender, major racial and ethnic subgroup, recipients of a federal Pell Grant, recipients of a subsidized Stafford Loan who did not receive a Pell Grant, and students who did not receive either a Pell Grant or subsidized Stafford Loan are available online at: <https://berkeleycollege.edu/pdf/disagg-rates-2023.pdf>

### **Employment Rates • Types of Graduate and Professional Education**

Information about employment rates and the types of graduate and professional education in which graduates of Berkeley College's four-year degree programs enroll is available online at:

<https://berkeleycollege.edu/about/administration/general-counsel/consumer-information/employment-retention-graduation-rates/index.html>

## **Surgical Technology CST Exam Pass Rate**

Fifty-eight percent of Berkeley College's Surgical Technology students who graduated from the CAAHEP accredited program between August 1, 2021, and July 31, 2022, passed the Certified Surgical Technologist (CST) exam on their first attempt.

<https://berkeleycollege.edu/academics/undergraduate-degrees/surgical-tech-program/index.html>

## **Medical Assistant Retention, Job Placement and Exam Pass Rates**

The Medical Assistant certificate program at Berkeley College has a five-year average of 75.00% for retention, 76.50% for job placement, and 87.73% for exam pass rate for the years 2018-2022.

<https://berkeleycollege.edu/academics/undergraduate-degrees/medical-assistant-program/index.html>

## **MISCELLANEOUS**

### **Notice of Non-Discrimination**

Berkeley College does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other category protected by applicable law, in its programs or activities. The full notice is available online at:

<https://berkeleycollege.edu/about/administration/generalcounsel/notice-nondiscrimination/index.html>

### **Voter Registration**

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

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

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

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

This report is made available annually on or before October 15 and includes athletic program participation rates and related financial data. Paper copies are available upon request to the Vice President, Student Development & Campus Life (646)-948-1361. The report is also available online at: <https://berkeleycollege.edu/pdf/eada-report.pdf>



## **Career Services, Student Activities, and Student Organizations**

Information about how to obtain career assistance, such as resume and interview preparation, is available online at: <https://berkeleycollege.edu/student-life/career-services/index.html>

Information about student activities and organizations is available online at: <https://berkeleycollege.edu/student-life/campus-life/index.html> and <https://berkeleycollege.edu/student-life/campus-life/clubs-organizations/index.html>

## **Student Complaints**

Information about where to direct academic and non-academic complaints is available online at: <https://berkeleycollege.edu/student-life/student-complaint-process/index.html>