2025 - 2026 Graduate Catalog

Effective September 1, 2025 to August 31, 2026

Table of Contents

Berkeley College Graduate Overview..... 5
Mission, Vision, and Values..... 6
Mission Statement:..... 6
Vision:..... 6
Values:..... 6
Accreditations and Approvals..... 7
New York City Campus Program..... 9
Woodland Park Campus Program..... 10
Berkeley College Online®..... 11
International Students..... 13
Military and Veteran Students..... 14
Academic Program Information..... 16
Academic Year..... 17
Academic Calendar..... 18
ACADEMIC YEAR 2025-2026..... 18
FALL SEMESTER 2025..... 18
WINTER SEMESTER 2026..... 18
SPRING SEMESTER 2026..... 18
ACADEMIC YEAR 2026-2027..... 18
FALL SEMESTER 2026..... 18
WINTER SEMESTER 2027..... 19
SPRING SEMESTER 2027..... 19
Academic Records..... 20
Enrollment Verification..... 21
Evaluation and Grading..... 22
Graduation..... 26
General Academic Policies..... 27
Honorary Posthumous Degrees..... 34
Identity Verification of Students Taking Online Courses..... 35
Admissions..... 36
Graduate Program Refund Policy and Miscellaneous Costs..... 37
Tuition Refund Policy..... 38
Miscellaneous Costs..... 41
Immunization Requirement..... 42
MBA Admissions..... 43

MBA Program Tuition and Fees 2025/2026 45
2025-2026 MBA PROGRAM TUITION per year (in USD) 45
DEGREE PROGRAM FEES (NON-REFUNDABLE) 45
TUITION DEPOSIT 45
TUITION PAYMENTS 46
MSN Admissions 49
MSN Program Tuition and Fees 2025/2026 53
2025-2026 MSN PROGRAM TUITION per year (in USD) 53
DEGREE PROGRAM FEES (NON-REFUNDABLE) 53
TUITION DEPOSIT 53
TUITION PAYMENTS 54
Guide to Financial Aid 57
Student Financial Literacy 58
Financial Aid Summary for students who started spring 2022 and prior 59
Financial Aid Summary for students who started fall 2022 and later 60
Financing a Graduate Education 62
How to Apply 63
Verification and File Review 64
Federal Financial Aid Programs 66
Other Financial Aid Policies 72
Other Financial Assistance 73
Employment 73
Payment Plans 73
Disbursement of Aid 74
Satisfactory Academic Progress (SAP) 75
Military and Veteran Students 77
Title IV Refunds 78
Seven-Week Session Students 78
Information Resources 79
Berkeley College Grants and Scholarships for students who started spring 2022 and prior 80
Berkeley College MBA Alumni Grant 80
Berkeley College MBA Veterans Award 80
Law Enforcement Scholarship 80
Corporate Learning Partnership 81
Yellow Ribbon Grant 81
Berkeley College Grants and Scholarships for students who started fall 2022 and later 82
Berkeley College Access Grant 82
Berkeley College MBA Alumni Grant 82
Berkeley College MSN Grant 82
CH35 Assistance Scholarship 83
Corporate Learning Partnership 83
Hispanic Chamber of Commerce Scholarship 84
NYC Mayor’s Graduate Scholarship 84
Yellow Ribbon Grant 85
Other Financial Aid Refunds 86

Student Development and Campus Life..... 87
Berkeley College Alumni Association.....88
Children on Campus..... 89
Community Service..... 90
Diversity and Multicultural Activities.....91
Orientation..... 92
Personal Counseling..... 93
Contact Information..... 93
New York City..... 93
Newark.....93
Online..... 93
Woodbridge..... 93
Woodland Park.....94
Voter Registration.....95
Student Rights and Responsibilities.....96
Accommodating a Disability.....97
Notice of Non-Discrimination - Americans with Disabilities Act (ADA).....97
Alcohol and Drug Policy Statement..... 98
Campus Security and Emergency Procedures..... 99
Classroom Management..... 100
Conduct..... 101
Copyright Policy..... 102
Equal Opportunity Policy.....103
Media Relations Consent.....104
Office of Marketing and Communications..... 104
Recording Classroom Lectures and Student Support Services..... 105
Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking.....106
Smoking.....107
Social Media Policy.....108
Student Dress Code.....109
Student Electronic Information Policy..... 110
Student Name Change Policy.....111
Student Records and Information..... 112
Use of Berkeley College Trademarks..... 113
Weapons.....114
Student Support.....115
Academic Support.....116
Libraries.....116
Center for Academic Success (CAS).....116
Career Services.....117
General Information.....118
Public Safety Department..... 118
Parking.....118
Fire Drill Procedures..... 118
Insurance.....118

Contact Information.....118
BerkAlert.....119
The Berkeley Store.....119
Books and Supplies.....119
College Administration.....121
Board of Trustees.....122
Office of the President.....123
General Administration.....124
Master of Business Administration (MBA) Academic Offerings.....125
Master of Business Administration (MBA) Overview.....126
MBA in Management Course Descriptions.....127
Core Courses.....127
ELECTIVES.....129
MBA Concentrations.....138
Accounting (Note: The Accounting Concentration is only offered Online).....138
Financial Management.....138
Healthcare Management.....139
Human Resources Management.....139
Law Enforcement Executive Management.....140
Marketing Management.....140
Supply Chain Management.....141
Four-Year Combined BBA/MBA Option.....143
Four-Year Combined BS/MBA Option.....145
MBA Program Administration and Faculty.....147
Contact Us.....149
Master of Science in Nursing (MSN) Academic Offering.....150
Master of Science in Nursing (MSN) Overview.....151
Master of Science in Nursing - Family Nurse Practitioner Program.....151
Family Nurse Practitioner Curriculum - For Students Enrolled Prior to Fall 2025.....151
Family Nurse Practitioner Curriculum - For Students Enrolled For Fall 2025 and Later.....152
Admission Requirements.....153
MSN Course Descriptions.....155
MSN Program Administration and Faculty.....162
Contact Us.....164

Berkeley College Graduate Overview

Since 1931, Berkeley College has been focused on preparing students for success in a constantly changing professional world. To remain at the forefront of career-focused education, Berkeley College has expanded with new technologies and programs. The addition of graduate degree programs has been a natural evolution of the College's traditions of excellence and its student-centered philosophy.

The Master of Business Administration (MBA) degree in Management program in the Berkeley College Larry L. Luing School of Business® and the Master of Science in Nursing (MSN) program in the School of Health Studies offer opportunities for motivated students to earn an advanced degree focused on their career goals. Professors in the graduate programs are carefully selected for their excellent academic credentials and their real-world experience. While accommodating the busy schedules of working professionals, these programs offer intensive instruction as well as the ability to choose a concentration in a specialized area of study.

It is a different world than we used to know, and Berkeley College is a different kind of institution that prepares the next generation to lead the world. We invite you to take a closer look. We are confident you will find a unique experience committed to providing the resources and opportunities to help you to be successful.

- Mission, Vision, and Values
- Accreditations and Approvals
- New York City Campus Program
- Woodland Park Campus Program
- Berkeley College Online®
- International Students
- Military and Veteran Students

Berkeley College reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications subsequent to the original publication of this document may not be reflected here. For up-to-date and detailed information, please visit BerkeleyCollege.edu and view our catalogs at BerkeleyCollege.edu/Publications.

Mission, Vision, and Values

Mission Statement:

Berkeley College empowers each student to achieve lifelong success.

Vision:

Berkeley College will be the college of choice for those pursuing a career-focused education in a challenging and changing world.

Values:

- We Put the Student First
- We Embrace Diversity
- We Demand Integrity
- We Commit to Continuous Improvement

Accreditations and Approvals

Berkeley College is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street 4th Floor, MB #166, Wilmington, DE 19801; 267-284-5011. Accreditation was last reaffirmed in June 2018. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Berkeley College is authorized by the Secretary of Higher Education of the State of New Jersey to offer programs in New Jersey leading to the degrees of Master of Business Administration (MBA), Master of Science in Nursing (MSN), Bachelor of Fine Arts (BFA), Bachelor of Science (BS), Bachelor of Business Administration (BBA), Bachelor of Science in Nursing (BSN), Associate in Science (AS), and Associate in Applied Science (AAS), as well as certificates in Medical Assistant; Medical Insurance, Billing, and Coding; Patient Care Technician; Practical Nurse; and Surgical Processing Technician.

Berkeley College is authorized by the New York State Board of Regents to offer programs in New York leading to the degrees of Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelor of Fine Arts (BFA), Bachelor of Science (BS), Associate in Science (AS), and Associate in Applied Science (AAS).

Many Berkeley College programs of study are approved for veterans and their eligible dependents under the GI Bill®, and Berkeley College is an approved participant of the Department of Veterans Affairs Yellow Ribbon program. The College is also certified to enroll foreign students under the Student and Exchange Visitor Program (SEVP).

The Larry L. Luing School of Business® at Berkeley College has received specialized business accreditation for the following program through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas 66213, USA. The IACBE grants accreditation for business and accounting programs only. Locations and delivery modes for program offerings are at the sole discretion of the Member. For a list of accredited programs please view our IACBE member status page.

- Master of Business Administration in Management

The Larry L. Luing School of Business® at Berkeley College has received specialized accounting accreditation for the following program through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas 66213, USA. The IACBE grants accreditation for business and accounting programs only. Locations and delivery modes for program offerings are at the sole discretion of the Member. For a list of accredited programs please view our IACBE member status page.

- Master of Business Administration in Management with a Concentration in Accounting (Available Online only)

The Master of Science in Nursing – Family Nurse Practitioner Specialization program at Berkeley College is accredited by the Commission on Collegiate Nursing Education (www.aacnnursing.org/ccne-accreditation).

Berkeley College New Jersey and Berkeley College New York participate in the State Authorization Reciprocity Agreements ("SARA"). Colleges and universities that are SARA members may provide online education to residents of SARA member states. For more information, see the Online Programs: State Authorization page.

Online programs are subject to regulation in those states that do not participate in SARA. It is, therefore, essential that online students intending to change their state of residence should notify their Academic Advisor as soon as possible in advance, since such change may affect their eligibility to remain enrolled in the college.

Complete list of Berkeley College accreditations and approvals.

Approval documents are available for review upon request to the Provost's Office.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

New York City Campus Program

3 East 43rd Street, New York, NY 100017

The Berkeley College MBA program at the New York City campus located at 3 East 43rd Street, is housed within the Larry Luing School of Business® on the 6th floor. In addition to classrooms for MBA courses, graduate students have access to all facilities and resources throughout the campus. Upon arrival, students enter a lovely Welcome Center where the Admissions department is housed. Overlooking the Welcome Center/ Admissions lobby is a glass-enclosed mezzanine featuring a “one-stop shop” of service departments, including Academic Advisement and Student Finance. On the 2nd and 3rd floors, computer labs are available to all students before or after class and on Saturdays. The Career Services department is located on the 5th floor, and the 7th floor is home to the e-Library and study space. In addition, our MBA students are welcome to use conference rooms on the 3rd and 5th floor for group projects, meetings, and private study spaces.

The New York City campus is steps away from Bryant Park, the New York Public Library, and Grand Central Station. It is in the heart of midtown and easily accessible by mass transportation.

Woodland Park Campus Program

44 Rifle Camp Road, Woodland Park, NJ 07424

The Berkeley College MSN program is offered in a synchronous hybrid format with some laboratory classes scheduled at the Woodland Park campus. The high-fidelity simulation laboratories, used to teach psychomotor skills and development of advanced clinical reasoning, are located in Building 5 of Renaissance Hall at the Woodland Park campus. Renaissance Hall also houses an expanded Student Center; the Atrium, which is an open multipurpose student center for events and dining; the Center for Academic Success; and the Library. In the Atrium is the fitness room with a variety of cardio and strength training equipment, exercise mats, and more. The Berkeley College Store is also located in the Atrium. In addition to classrooms and laboratories for MSN courses, Renaissance Hall has offices for Graduate Admissions, Administration, and the Chair of the Nursing program.

Berkeley College Online®

To meet the demands of the changing world, Berkeley College became an early leader in online education more than 25 years ago. As a result, Berkeley College's programs, infrastructure, and support system are exceptional, offering students the same quality education as in the College's on-campus programs. From Certificate, Associate's, Bachelor's, and Master's degree programs, studying online can be a practical, affordable way to prepare for your future.

Flexibility and convenience – Log onto courses with 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. You can balance coursework with family, job, social responsibilities, and work at your own pace within a weekly schedule of discussion topics, readings, and assignments.

Career-focused programs – Like the on-campus programs, Berkeley College curricula are developed and regularly updated with input from advisory boards of industry experts to ensure that you are learning the skills employers demand. Many programs include an internship, practicum, or job-related assignment for a valuable career experience.

A team of Career Services specialists work with students by identifying and preparing them for internship and job opportunities. Berkeley College graduates receive free career assistance.

Exceptional faculty – You'll learn from accomplished faculty members, whose real-world professional experience brings expert knowledge to the subjects they teach for a practical education.

Recognitions for excellence

- Berkeley College was one of the first college or university online programs worldwide to be awarded a Quality Standards certification by the United States Distance Learning Association, placing Berkeley among an elite group of institutions recognized for excellence in distance learning.
- For 13 consecutive years, Berkeley College has been ranked among the Best Online Bachelor's Degree Programs and Best Online Bachelor's Degree Programs for Veterans by *U.S. News & World Report*. Berkeley College has also been recognized in the "Best Online Bachelor's Degree Programs - Business" and "Best Online MBA Program" categories.
- Berkeley has been named as one of the nation's "Top Veteran-Friendly Schools" in the *Best of the Best* issue of *U.S. Veterans Magazine*, a valuable resource for transitioning veterans published by DiversityComm.

Comprehensive support – Berkeley College has earned the Quality Scorecard Exemplary Endorsement for Online Student Support from The Online Learning Consortium™ (OLC), recognizing the outstanding quality of the College's online learning programs. The Online Learning Consortium™ (OLC) is a collaborative

community of higher education leaders and innovators dedicated to advancing quality digital teaching and learning experiences designed to reach and engage the modern learner – anyone, anywhere, anytime.

Support is available throughout your educational journey:

- Instructors, classmates, and academic advisors are just an email, phone call, or video chat away.
- You are able to access the services of the Center for Academic Success for tutoring and other academic assistance at no additional charge.
- The online library provides electronic resources, as well as “Live Help available via a chat service.”
- The Online Student Development and Campus Life Department provides support through counseling services, as well as opportunities for leadership, engagement, and community service through online clubs and outreach initiatives.

International Students

Berkeley College's International Student Department provides help with application questions, visa procedures, housing information, and orientation to college life.

For more information
To learn more about opportunities for international students at Berkeley College, visit the Berkeley College website.

Or contact:
International Department
3 East 43rd Street
New York, NY 10017 USA
Telephone: US Dialing Code +1-212-687-3730
Email: International@BerkeleyCollege.edu

Military and Veteran Students

Berkeley College is committed to helping service members, veterans, and their families succeed.
Our Office of Military and Veterans Affairs will be with you every step of the way.

Getting Started

We proudly support the GI Bill® and Yellow Ribbon Program. Berkeley College adheres to the terms of Executive Order 13607 as well as Title 38 US Code 3679 subsection, *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

We offer many programs, resources, and activities for military-aligned students, including:

- On-site and online Veterans Resource Centers
- Veterans Affairs Work-Study Program
- Veterans Graduation Dinner
- Urban hikes and other social events
- Student-veteran-led clubs affiliated with the Student Veterans of America (SVA)
- Veterans Day and Memorial Day events

Awards and Acknowledgments

- Best Online Bachelor's Programs for Veterans, 2014-2026 – *U.S. News & World Report*
- Top School, 2015, 2017 and 2018 – *Military Advanced Education & Transition*
- Military Friendly® Top 10 Nontraditional School, 2017 – *Victory Media*
- Military Friendly® Top 10 Spouse School, 2017 – *Victory Media*
- Best for Vets: Four-year Colleges, 2017-2024 – *Military Times*
- Best of the Best/Veteran-Friendly Schools, 2014-2015, 2017-2020, and 2024 – *U.S. Veterans Magazine*

Talk to us. We're here to help.

Click to learn more about opportunities for military and veteran students at Berkeley College.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Berkeley College abides by the requirements established in Section 103 of the Veterans Benefits and Transition Act of 2018. As such, the College shall not penalize those

students who are eligible for the Post 9/11 GI Bill® or Veteran Readiness & Employment (chapter 31), but for whom payment is pending from the Department of Veterans Affairs. For example, while the College is waiting to receive these VA funds, students will have access to the full range of Berkeley College resources and student services, both onsite and online, so long as the student has otherwise fulfilled all other commitments to the College and their education. Moreover, while the College waits to receive these VA funds, we shall not place any holds, or prevent students from attending classes or enrolling in the upcoming semester; nor shall we create any late payment fees, or require students to secure alternative or additional funding.

To meet the requirements of this statement, students must provide Berkeley College with a Certificate of Eligibility, or a summary of educational benefits from eBenefits. Chapter 31 students may obtain a VA Form 1905, or a PO from the assigned case manager. This must be done by the first day of class. In addition, the College must receive the student's request for certification of benefits through the Office of Military and Veterans Affairs, as well as any other required information essential to the certification process. First-term students must sign the Veterans Billing Agreement.

Academic Program Information

- Academic Year
- Academic Calendar
- Academic Records
- Enrollment Verification
- Evaluation and Grading
- Graduation
- General Academic Policies
- Honorary Posthumous Degrees
- Identity Verification of Students Taking Online Courses

Academic Year

Calendar Year: Berkeley College's graduate calendar is organized based on the semester system. The fall semester begins in September, followed by the winter semester in January, and the spring semester in April. Online MBA graduate courses are offered in a concentrated, seven-week format with courses beginning in week one and week nine of each semester. Online and in-person MSN graduate courses are offered over a 15-week semester.

A standard academic year (two consecutive semesters) is typically comprised of two terms totaling 30 weeks. This distinction is for financial aid purposes. The campuses are closed on some legal holidays. The current academic calendar specifies the exact dates.

Course Evaluation: Courses are evaluated in terms of semester hours of credit. Graduate courses are typically three semester hours of credit. A credit hour is an amount of work of not less than 50 minutes of classroom or direct faculty instruction and a minimum of two hours (120 minutes) of out-of-class student work each week for approximately 15 weeks for one semester credit, or the equivalent amount of work over a different amount of time.

Class Hours: Generally, on-site graduate courses are offered in the evening from 6:00 to 9:00 PM. Graduate courses are also available online. The MSN Family Nurse Practitioner program is offered in a synchronous online format with classes meeting during the evenings and/or Saturday mornings and afternoons. The program also includes mandatory simulation sessions that will be conducted on campus as well as clinical rotations conducted at off-site clinical facilities located in the state of New Jersey. Simulation requirements will be communicated to students by the appropriate faculty members and will be noted in the applicable course syllabi.

Academic Calendar

ACADEMIC YEAR 2025-2026

FALL SEMESTER 2025

Monday, September 1, 2025 – Labor Day – No Classes
Tuesday, September 2, 2025 – Classes Begin – 15-week and 7-week session I
Monday, October 13, 2025 - Columbus Day – No Classes
Saturday, October 18, 2025 – Classes End – 7-week session I
Monday, October 27, 2025 – Classes Begin – 7-week session II
Thursday, November 27, 2025 - Sunday, November 30, 2025 – No Classes
Saturday, December 13, 2025 – Classes End – 15-week and 7-week session II
Sunday, December 14, 2025 - Sunday, January 4, 2026 – Recess

WINTER SEMESTER 2026

Monday, January 5, 2026 – Classes Begin – 15-week and 7-week session I
Monday, January 19, 2026 – Martin Luther King Day – No Classes
Monday, February 16, 2026 – Presidents' Day - No classes
Saturday, February 21, 2026 – Classes End – 7-week session I
Monday, March 2, 2026 – Classes Begin - 7-week session II
Saturday, April 18, 2026 – Classes End – 15-week and 7-week session II
Sunday, April 19, 2026 - Sunday, April 26, 2026 – Recess

SPRING SEMESTER 2026

Monday, April 27, 2026 – Classes Begin – 15-week and 7-week session I
Monday, May 25, 2026 – Memorial Day – No classes
Saturday, June 13, 2026 – Classes End – 7-week session I
Friday, June 19, 2026 – Juneteenth Observed – No Classes
Monday, June 22, 2026 – Classes Begin – 7-week session II
Friday, July 3, 2026 – Independence Day Observed – No classes
Saturday, August 8, 2026 – Classes End - 15-week and 7-week session II
Sunday, August 9, 2026 - Sunday, September 6, 2026 – Recess

ACADEMIC YEAR 2026-2027

FALL SEMESTER 2026

Monday, September 7, 2026 – Labor Day – No Classes
Tuesday, September 8, 2026 – Classes Begin – 15-week and 7-week session I
Monday, October 12, 2026 - Columbus Day – No Classes
Saturday, October 24, 2026 – Classes End – 7-week session I

Monday, November 2, 2026 – Classes Begin – 7-week session II
Thursday, November 26, 2026- Thanksgiving – No Classes
Saturday, December 19, 2026 – Classes End – 15-week and 7-week session II
Sunday, December 20, 2026 - Sunday, January 3, 2027 – Recess

WINTER SEMESTER 2027

Monday, January 4, 2027 – Classes Begin – 15-week and 7-week session I
Monday, January 18, 2027 – Martin Luther King Day – No Classes
Monday, February 15, 2027 – Presidents' Day - No classes
Saturday, February 20, 2027 – Classes End – 7-week session I
Monday, March 1, 2027 – Classes Begin - 7-week session II
Saturday, April 17, 2027 – Classes End – 15-week and 7-week session II
Sunday, April 18, 2027 - Sunday, April 25, 2027 – Recess

SPRING SEMESTER 2027

Monday, April 26, 2027 – Classes Begin – 15-week and 7-week session I
Monday, May 31, 2027 – Memorial Day – No classes
Saturday, June 12, 2027 – Classes End – 7-week session I
Friday, June 18, 2027 – Juneteenth Observed – No Classes
Monday, June 21, 2027 – Classes Begin – 7-week session II
Monday, July 5, 2027 – Independence Day Observed – No classes
Saturday, August 7, 2027 – Classes End - 15-week and 7-week session II
Sunday, August 8, 2027 - Sunday, September 6, 2027 – Recess

Academic Records

Semester Grade Reports: Semester grade reports may be accessed online through Student Self-Service.

Transcript Requests: Official or unofficial transcripts may be requested online at The Office of the Registrar.

Official Transcripts will be stamped: “Issued to Student in Sealed Envelope.” If the envelope is opened, the transcript is no longer official. Effective on or about May 27, 2022, students, former students, and alumni who enrolled at a New York campus or enrolled in an online New York education program may obtain an official transcript even if such students, former students, or alumni have an outstanding financial obligation to the College. Official transcripts will not be issued for all other students, former students, and alumni with an outstanding financial obligation to the College. Various delivery options are available.

Unofficial Transcripts must be requested in the “Special Instructions” under the Delivery Options field. Effective on or about May 27, 2022, students, former students, and alumni who enrolled at a New York campus or enrolled in an online New York education program may obtain an unofficial transcript even if such students, former students, or alumni have an outstanding financial obligation to the College. All other students, former students, and alumni with outstanding financial obligations may request unofficial transcripts while making arrangements with Student Accounts to resolve their balance.

Unofficial Transcripts can be sent via all of the delivery methods except for the electronic PDF method.

Transcript Processing Hours: Transcripts are processed Monday through Friday from 9:00 AM to 3:00 PM Eastern Standard Time. All rush requests received after 3:00 PM will be processed the next business day (excluding holidays).

Please note that there is a fee for transcripts.

Enrollment Verification

The College operates on one 15-week term and two 7-week sessions. During the second, fourth, seventh, and eleventh week of each 15-week semester, by no later than the posting deadline, faculty members must submit an enrollment verification form for each class they teach. Enrollment verification occurs during the second and fourth weeks of 7-week courses. Enrollment verification is submitted online through Canvas.

Faculty will complete enrollment verification by assessing each student's participation in academically-related activities. For enrollment verification purposes, "participation" is defined as completing course work and/or initiating any contact of an academic nature with faculty. Examples of participation include, but are not limited to, responding to discussion board posts, emailing/calling faculty regarding the course and/or course work, completing assessments, and/or other reasonable means in which the student demonstrates engagement or the intent to engage in the course.

Evaluation and Grading

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

GRADING SYSTEM	
Grade	**Grade Point Equivalent**
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
F	0
FA	Course Failure Stopped Attending
P - Pass	None
I - Incomplete	None
W - Withdrawal (Never Attended)	None
WP - Withdrawal Passing	None
WF - Withdrawal Failing	None
WVR - Waiver	None
CR - Credit	None

A failing grade will be used in the calculation of the student's overall grade point average (GPA). If the course in which the F grade is repeated, the new grade will replace the original F grade in the calculation of overall GPA. Regardless, the original F grade will remain on the transcript.

Computation of GPA: Berkeley College computes the semester GPA and cumulative GPA using the grade point equivalent values provided in the table above.

To compute the GPA for the semester, 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 produces the grade point equivalents for each class. This procedure is followed for each course.

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

To compute the cumulative GPA, the grade point equivalents for all courses taken during the graduate program are added. That total is then divided by the total number of credits attempted during the graduate program. The result is the cumulative GPA.

Pass or fail grades are not included in the cumulative GPA calculation. The credits for repeated courses are only included once in the GPA calculation.

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 participation and grading policies, the academic integrity policy, instruction for arranging for disability accommodations, and a list of major assignments.

Course Withdrawal: Students who wish to withdraw from a course must inform and receive approval from the Academic Advisement Department. Courses dropped during the 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. After these deadlines, students will receive the appropriate grade earned in the course. 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.

FA Grade: Federal law requires students who have been awarded any type of Federal Student Aid (FSA) to fulfill their academic requirements. If a student fails to earn a passing grade in at least one course, an assessment must be made to determine whether the student earned the non-passing grades while participating in courses, or, whether the student stopped participating in courses, but did not officially withdraw. If a student stopped participating in courses after the final date for withdrawal, which is week 4 for seven-week courses and week 12 for 15-week courses, a grade of "FA" - Course Failure Stopped Attending - will be assigned. The FA grade is assigned by the faculty to any student who meets both of the following conditions:

- They failed the class, and
- They have not actively attended and/or participated since the last enrollment verification.

An "FA" grade notation affects a student's grade point average as any other F grade and will appear in the transcript as an "F" grade. No other grades, such as an "I," may be assigned under these circumstances.

**The College operates one 15-week term and two seven-week sub-terms. During the second, fourth, seventh, and eleventh week of each term, by no later than the posting deadline, faculty members must submit an enrollment verification form for each class they are teaching. Enrollment verification occurs during the second and fourth weeks of 7-week courses. Forms are to be submitted online through Canvas.*

Faculty will complete enrollment verification by assessing each student's participation in academically related activities. For enrollment verification purposes, "participation" is defined as completing course work and/or initiating any contact of an academic nature with faculty. Examples of participation include, but are not limited to, responding to discussion board posts, emailing/calling faculty regarding the course or course work, completing assessments, and/or other reasonable means in which the student demonstrates engagement or the intent to engage in the course.

Incomplete Grades:

1. An Incomplete (“I”) is a temporary grade which may be assigned to a student who, for reasons beyond their control, cannot finish the assigned course work by the end of the term as defined in the course syllabus.
2. The following conditions apply to this grade:
    - The faculty member will clearly define the assignments or the academic product(s) to be delivered by the student and the corresponding due dates. The due date cannot be later than the last day of the subsequent semester in which the course was taken.
    - The student initiates the request for the incomplete grade before the end of the term.
3. Students must initiate the process using the Incomplete Grade Request eForm and obtain the approval of their instructor. This form will specify what work remains, how it is to be completed, and the deadline to turn in outstanding work. . It will remain in the student’s record, with finalized copies to the student, instructor and the appropriate Department Chair or Division Director.
4. Once a faculty member has agreed to this process, the Office of the Registrar will assign an “I” before the grade deadline.
5. The deadline for initiating the process is Saturday of Week 7 for the Seven-Week Session A term and Saturday of Week 15 for the Seven-Week Session B and 15-Week terms. However, students are encouraged to engage in dialogues with their instructors as soon as they are aware that circumstances may delay completion of course work.
6. The faculty will determine a deadline for completion of the course work; however, this cannot be later than the last day of the subsequent semester in which the course was taken. The student should be encouraged to complete work as soon as reasonably possible.
7. A student, upon consultation with their faculty member, may appeal to extend the deadline for the “I;” however, this extension may not be longer than the final day of the subsequent term after which the course was taken. Extensions are at the discretion of the faculty member and must be reported to the Office of the Registrar if approved. Students must initiate the extension using the Incomplete Grade Request eForm and obtaining the approval of their instructor. This request must be made at least 72 hours before the established deadline of the original request.
8. When the outstanding work is turned in to the satisfaction of the faculty member, or if the student fails to meet the agreed-upon deadline, a Change of Grade form should be submitted with the appropriate final grade. Absent exigent circumstances, this final grade is not subject to appeal.

Repeating Courses: Graduate students may elect to repeat up to two courses when the grades earned are “B-" or lower.

Students in the School of Health Studies have varying accreditation and course requirements. Students in those majors should consult with their program-specific student handbook supplement and Academic Advisor to determine which courses may be repeated.

1. The student is expected to repeat the course at Berkeley College. If a student wishes to repeat a course at a different institution, the student must obtain written

permission from the Chair/Director of the department/division in which the course is offered at Berkeley College.
    - The student must provide a rationale for why the course cannot be repeated at Berkeley College.
    - Repeated courses taken at other colleges fall under the current regulations for courses taken at other colleges.
    - Courses taken elsewhere must be evaluated under the current transfer credit policy. A student must earn a grade of “C,” or higher and only the credits will be accepted into the Berkeley College program requirements.
2. Eligible courses may be repeated once (second attempt) in consultation with an Academic Advisor.
3. A student wishing to take a course for a third time, regardless of whether the repeated grade is passing or failing, must obtain written permission from the Dean or Associate Provost of the School/Division in which the course is offered. The student will also document an Academic Plan with their Advisor that includes support from The Center for Academic Success, and a statement which details their plans for success.
    - Except in extreme circumstances, a course may not be attempted more than three (3) times.
    - Students who do not pass a required course after three (3) attempts will be subject to Academic Dismissal from the College.
4. The repeated course and the new grade for the course will be entered on the student’s permanent record. The cumulative GPA reflects only the most recent grade for the repeated course, even if it is lower than the original grade. The attempted credit hours will reflect each attempt at the course.
5. The repeated course must be the same as the original course. Substitution for courses will only be allowed if the course is no longer offered at Berkeley College or will not be offered again in a timely manner for the student to complete the repeat.
6. The repeat of a course must be completed before graduation.
7. If a grade of “W” was received for a course, re-registration for the same course is not considered a repeat of the course.
8. The repeat of a course may affect financial aid awards and completion of major requirements. The student should consult with Financial Aid for advice related to these issues.

Graduation

Requirements: To qualify for graduation, students must complete the prescribed course of study with a minimum grade point average (GPA) of 3.00 (B) and discharge all financial obligations to the College. Students who were expected to complete their degree requirements in the winter semester but did not, and are enrolled with no more than three semester credits remaining, can participate in the spring commencement exercises.

Each spring the College conducts a Commencement ceremony. The ceremony will include special addresses by the Berkeley College President and other noteworthy speakers.

Honors: Graduation with Distinction is awarded to MBA students who have completed all the requirements for graduation with an overall minimum grade point average (GPA) of 3.67 and MSN students who have achieved an overall GPA of 3.8.

Graduation Pictures: Graduates may have formal pictures taken at celebratory events held prior to the annual Commencement ceremony. Arrangements may be made through the Student Development and Campus Life Department.

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.

Class Attendance: Faculty members will include their course-specific rules about absences, grading, and makeup 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 if reported in a timely fashion (such as military students called to active duty).

If illness, accident, or similar circumstances require absence for two or more consecutive class sessions, the student must notify the Chair/Director of the applicable Graduate program and the faculty member to make up missed work. Documentation of the circumstances may be required.

Consistent engagement in an online course is the key to effective learning. Graduate program students who take online courses are required to engage regularly with their professors and peers, typically by logging into their courses at least three times each week. Specific guidelines for each course are available through the course syllabus, but generally it 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 who are withdrawn for 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, and completing projects) 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.

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 on the Berkeley College website by means of an emergency alert banner spanning across the top of the site 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 on-site students. On-site students will be contacted by their instructors regarding the week's online requirements.

In the event of a catastrophic incident, Berkeley College will make all reasonable efforts to ensure the continuation of critical academic and administrative functions. This involves the implementation of emergency response and recovery plans to safeguard

the welfare of our students, faculty, and associates. Our commitment extends to maintaining the continuity of education for students and preserving essential support services.

Schedules for delayed openings due to inclement weather are posted on the website and sent out via the BerkAlert System.

Add/Drop Policy: Students may add a course or courses to their schedules up until the first day of the semester for seven-week courses and prior to the start of the second week of the semester for 15-week courses. Students may drop a 7-week course prior to the start of the second week of the semester. Students may drop a 15-week course prior to the start of the third week of the semester. Clinical courses cannot be added to an MSN student's schedule after the start of the term.

15-WEEK SESSIONS

Fifteen-week courses dropped during the first two weeks of classes and seven-week courses dropped during the first week of classes do not appear on the student's transcript. Students who drop a course or courses prior to the enrollment status determination should notify the Financial Aid Department.

SEVEN-WEEK SESSIONS

Students taking courses during both Session I and Session II must register for both by the end of the Add/Drop Period applicable to the corresponding semester. Any credits added, with rare exception as a result of special academic approval, after that date will not count toward financial aid eligibility. Students taking Session II without first having taken Session I may register for Session II 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: Students must file an application for a leave of absence with the Chair/Director of the graduate program if they expect to miss two consecutive semesters. Leaves of absence will not be granted for more than one academic year. The decision of the Chair/Director of the program concerning leaves of absence is final.

Program Withdrawal: Students must file an application for withdrawal from the Chair/Director of the graduate program. A student who does not take courses for two consecutive semesters and who has not filed for a leave of absence will be withdrawn from the program.

Medical/Unfortunate Circumstance Withdrawal Policy: A student may request an Academic Advisor to apply for the Voluntary Medical or Unforeseen Circumstance Withdrawal (MUCW) in extraordinary cases in which serious illness or injury ("medical"), or another significant personal situation ("unforeseen circumstance"), prevents a student from continuing their classes, and an incomplete or other arrangements with instructors are not possible. Students have one week from when the request is made to an Academic Advisor to submit the MUCW application and supporting documentation. They must also submit the application for a MUCW during the term the request is made.

Requests made after the end of the term may be considered for extreme circumstances only. Students who complete and sign the MUCW application authorize Berkeley

College to return all of their financial aid for the semester for which the leave is applied. Likewise, the College will remove all related charges for that semester, which will generally leave the student with a zero balance for that semester. Prior balances and bad debt will not be waived. When a student is ready to return to Berkeley College, they shall first contact Academic Advisement. Students then complete a Return from Leave form and submit their application at least two weeks before the next semester to the MUCW Committee to be approved to return. Please read the Medical/Unfortunate Circumstance Withdrawal Policy to see it in its entirety.

Seven-Week Sessions - Intent to Return: A student registered for both Sessions I and II who chooses to withdraw from Session I but intends to return for Session II should complete the Intent to Return statement on the Course Withdrawal eForm and submit.

Program Reinstatement: Students who withdraw or have been withdrawn from a program must file a petition for reinstatement with the Chair/Director of the graduate program. The decision of the Chair/Director of the graduate program concerning reinstatement is final.

Graduation: Graduation with Distinction is awarded to MBA students who have completed all the requirements for graduation and have achieved an overall minimum grade point average (GPA) of 3.67.

Graduation with Distinction is awarded to MSN students who have completed all the requirements for graduation and have achieved an overall minimum grade point average (GPA) of 3.8.

Academic Standing: Graduate students are required to maintain a high level of academic scholarship and discipline while pursuing an advanced degree. For this reason, it is expected that all graduate students maintain the appropriate minimum GPA, complete program requirements within the approved timeframe, and submit original work of sufficient academic rigor to qualify for graduate study.

At a minimum, all graduate students are expected to earn a minimum cumulative GPA of 3.00 to graduate. All students are solely responsible for monitoring their academic progress and standing, the submission of work, and all other program requirements.

The following standings will apply to students based on their performance:

Good Standing:

- Maintain a term and cumulative GPA of 3.00.
- Complete all coursework within the approved timeframe.

Academic Warning:

- A student whose term GPA falls below a 3.00 is placed on Academic Warning.
- Students on Academic Warning must meet with their faculty advisor or program director/chair to determine what steps are necessary to maintain progress to the degree and successful completion of all requirements.

Academic Dismissal:

- Students who have a term GPA of less than 3.00 in the semester immediately following a term of Academic Warning.
- Students who receive all failing grades within a term.

Students may not normally appeal their academic standing; however, they may appeal a course grade consistent with the procedures and rationale within the policy on Course Grade Appeals. If a course grade appeal is approved, the academic standing will be revised, if appropriate, to reflect the change in GPA.

Any student dismissed from graduate study at the College may ask for a review of the circumstances leading to the dismissal. This appeal should be sent to the Chair/Director of the relevant program within 5 business days of receipt of the dismissal notification using the following mechanism:

- Student outlines a written appeal to the Chair/Director of the program of study detailing reasons why the dismissal is in error. Such appeal should include relevant documentation, a detailed summary of where the error occurred, and any other appropriate supporting facts.
- The Chair/Director will review the appeal and conduct an appropriate investigation with faculty, advisors, and/or other College officials, as they deem appropriate.
- The Chair/Director will issue a final decision within 15 calendar days of receipt of the appeal.

If the student does not agree with the determination of the Chair/Director, they may submit a final appeal to the Dean or Associate Provost of the School in which the program resides, using the following mechanism:

- Student outlines a written appeal to the Dean or Associate Provost of the School of study detailing reasons why the dismissal is in error. Such appeal should include the original appeal, the Chair/Director's response and other relevant documentation; a detailed summary of where the error occurred; and any other appropriate supporting facts, including why the student disagrees with the Chair/Director.
- The Dean or Associate Provost will review the appeal and conduct an appropriate investigation with faculty, advisors, and/or other College officials, as they deem appropriate.
- The Dean or Associate Provost will issue a final decision within 15 calendar days of receipt of the appeal.

The Dean or Associate Provost’s decision is final and may not be appealed.

Students who have been dismissed from graduate study and have not been successful on appeal are ineligible for re-admission to the College’s graduate program.

Course Grade Appeal:

Policy, Scope and Intent

The assessment of the quality of a student’s academic performance is one of the major responsibilities of college faculty members. This assessment is solely and properly their responsibility. It is essential for the standards of the academic programs at Berkeley

College and the integrity of the degrees conferred by this institution that the professional judgments of faculty members not be subjected to pressures or other interference from any source.

It is presumed that the grade assigned by a faculty member is correct. Thus, the burden of proof that it is not correct or was improperly awarded rests on the student who files an appeal.

This appeals process provides an opportunity for the student to initiate a review of a perceived injustice in the final determination of a course grade. An appeal is available only for review of alleged arbitrary or capricious grading. “Arbitrary or capricious grading,” as used herein, is limited to one or more of the following:

- The instructor failed to notify student in a clear and timely manner as to the basis for grade determination;
- The assignment of a final grade deviates substantially from the instructor’s previously announced standards;
- The grade is assigned on some basis other than the student’s performance in the course;
- There is demonstrable evidence of discrimination or prejudice in the final grade assignment;
- There was a demonstrable error in calculating the grade.

A grade appeal is not appropriate when a student simply disagrees with the faculty member’s judgment about the quality of the student’s work. Appeals are for grades received in a course, not for those received for individual assignments (though individual assignments may nonetheless be the basis of disputing the course grade). Appeals are for course grades after the end of the term. Appeals are not accepted in anticipation of course grades or because of final scheduling. A student who is uncertain about whether or not a grade should be appealed or needs additional information about the grade appeal process should contact their Academic Advisor.

A course grade must be based on evidence of the student’s academic performance. The student must have access to the evidence; the instructor must explain and interpret the evidence to the student. A single evaluative standard must be applied to all students in a course section. It is also expected that grades be determined in accordance with written guidelines provided by the instructor.

The Appeals Process

Faculty Member

- The first appeal is made to the instructor of the course. This should be submitted by the end of the Add/Drop period of the following term. The student should gather all evidence of academic work, the course syllabus, and well-thought-out reasoning as to why this grade was incorrect. The student will then submit all information through the Grade Appeal eform. If the instructor agrees that the grade assigned for the course is incorrect, they will approve the grade appeal request and submit a Change of Grade form to the Registrar within five business days.
- In the event that the faculty member is not available, either because they are on leave, sabbatical, or no longer employed by the College, the student may appeal

to the Department Chair/Division Director by the end of the Add/Drop period of the following term. If the faculty member is no longer employed by the College, then the Chair/Director will serve as the instructor of record.
- If concerns remain after appeal with the faculty member, the student may elect for the Department Chair/Division Director to review.

Second Appeal: Department Chair/Division Director

- The formal appeal is initiated within two weeks of the faculty member's decision. This appeal is initiated with the Chair/Director of the department/division that offers the course. The student will complete and submit the Grade Appeal Form, available online.
- The Chair/Director will consult, separately, with the student and with the faculty member. The Chair/Director will make a written decision to support the faculty member or a recommendation to the faculty member in support of the student's position within one week of meeting with both parties. If Chair/Director agrees that the grade assigned for the course is incorrect, they will approve the grade appeal request and submit a Change of Grade form to the Registrar within five business days.
- If concerns remain after meeting with the Chair/Director and the faculty member, the student may initiate a final appeal with the Dean or Associate Provost of the School/Division.

Final Appeal: Dean or Associate Provost of the School/Division

- The student must initiate the final appeal within one week of receiving the Chair's/Director's decision. The appropriate Dean or Associate Provost is in the school/division in which the course was taught, not necessarily the student's major Dean or Associate Provost.
- The Dean or Associate Provost, in consultation with the Chair/Director, the faculty member, and the student, will make a final written decision to support the faculty member or a recommendation to the faculty member in support of the student's position on the grade appeal within five business days. If the Dean or Associate Provost agrees that the grade assigned for the course is incorrect, they will approve the grade appeal request and submit a Change of Grade form to the Registrar.

Timing

- All parties involved in the appeals process must adhere to the timeline delineated in this policy.
- While this policy is designed to resolve any disputes in as short a time as possible, there may be a time when a student wishes to have the process completed prior to the start of the following term. The process can be accelerated in this case, provided that the student initiates the appeal as soon as possible.
- In extreme circumstances, the Dean or Associate Provost may extend the timeline, at their discretion.

Time for Completion of Degree Requirements: Students are required to complete all requirements for the MBA within seven years of admission to the program. The Director of the MBA program may approve an extension of one year. Students who do not complete the MBA within this time period will be dismissed from the program.

Students are required to complete all requirements for the MSN program within five years of admission to the program. The Chair of the Nursing Department may approve an extension of one year. Students who do not complete the MSN program within this time period will be dismissed from the program.

Course Load: The Berkeley College graduate course load designations for determining federal financial aid eligibility are:

- A full-time course load is nine (9) or more credits per semester
- A part-time course load is five (5) to eight (8) credits per semester
- Any semester course load fewer than five (5) credits is less than part-time and not eligible for Federal Financial Aid.

Graduate students who enroll in nine (9) or more credits during a semester are considered full-time.

Transferring Berkeley Graduate Degree Credits to Another Institution: Issues concerning the acceptance of transfer credits are determined solely by the institution to which a student transfers and are outside of Berkeley's College's control.

Please note: Berkeley College reserves the right to make changes to academic course offerings and students' schedules.

Honorary Posthumous Degrees

Deceased students who were enrolled in a graduate or undergraduate degree program may be eligible for an honorary posthumous degree. Students would be eligible if they were (1) within two semesters of completing their undergraduate degree program or within one semester of completing their graduate degree program; (2) registered in a Berkeley College degree program within 12 months of the date of death; and (3) are in good academic standing at the time of death. Exceptions may be considered by the President of the College in extraordinary circumstances.

Identity Verification of Students Taking Online Courses

Berkeley College Online® uses Proctorio student authentication services. A student's identity is verified by this service, at no cost to the student, when a student takes a proctored exam. Certain online courses require students to take proctored exams. The information collected will be used to verify a student's identity and to ensure academic integrity by using secure connections. Student responses to authentication questions will be handled in accordance with the Berkeley College Privacy Policy. For more detailed information about proctored exams in online courses, see Proctored Exams.

Admissions

- Graduate Program Refund Policy and Miscellaneous Costs
- Immunization Requirement
- MBA Admissions
- MBA Program Tuition and Fees 2025/2026
- MSN Admissions
- MSN Program Tuition and Fees 2025/2026

Graduate Program Refund Policy and Miscellaneous Costs

- Tuition Refund Policy
- Miscellaneous Costs

Tuition Refund Policy

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

Tuition Refund Schedule

Week of term when notification is made	Refund schedule for 15-week courses	Refund schedule for seven-week courses
1	90%	90%
2	90%	50%
3	50%	25%
4	50%	0%
5	25%	0%
6	25%	0%
7	25%	0%
8	0%	N/A
9	0%	N/A
10	0%	N/A
11	0%	N/A
12	0%	N/A
13	0%	N/A
14	0%	N/A
15	0%	N/A

The College will apply the 15-week tuition refund schedule when:

- A student is enrolled in semester-length (15-week) courses only and withdraws from all courses;
- A student is enrolled in seven-week courses in both Sessions I and II and withdraws from all courses in Session II after starting Session II;
- A student is enrolled in seven-week courses in Session I and/or II while taking at least one 15-week semester-length course and withdraws from all courses.

The College will apply the seven-week tuition refund schedule when:

- A student is enrolled in seven-week courses in Session I only or Session II only and withdraws from all courses;
- A student is enrolled in seven-week courses in both Sessions I and II and withdraws from all courses in Session II before starting Session II;
- A student is enrolled in seven-week courses in both Sessions I and II and withdraws from all courses in Session I; however, if the student returns and attends Session II, tuition and financial aid will be recalculated based on the 15-week refund schedule.

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid, based on the student's enrollment status. (Individual course drops after week one for seven-week courses and week two for 15-week courses do not entitle the student to a refund for that course.) Students wishing to withdraw after the start of a semester should contact the Director/Chair of their respective graduate program.

Financial aid will be adjusted based on U.S. Department of Education Return of Title IV Funds Regulations and the College's checkpoint policy. When a student notifies the Director/Chair of their respective graduate program of their withdrawal, that date will be used to calculate the amount of financial aid funds that the College must return. If the withdrawal occurs subsequent to the 60 percent point in the term, then all of those funds are deemed "earned" and do not need to be returned. State aid will be returned based on state regulations and Berkeley College Institutional aid will be prorated in accordance with the College tuition liability table.

When a student withdraws without notifying the Director/Chair of their respective graduate program ("unofficial withdrawals"), the calculation is different. When the College becomes aware of a student's unofficial withdrawal through the "checkpoint" process, financial aid will be considered earned as if the withdrawn student had attended for 50 percent of the term. The remaining portion of the original financial aid award will be returned to the originator.

Important notes:
Because a withdrawn student's tuition liability to the College is governed by the schedule set forth in the Tuition Refund Policy, the amount that a student who is withdrawn (officially or unofficially) during the term owes the College for tuition may exceed the amount of financial aid that the student is permitted to retain under governing regulations. If so, the student will be liable to the College for any balance.

Fees are not refundable.

For students who are service members and/or active duty who are utilizing Tuition Assistance, the Department of Defense's Refund Policy supersedes the published Berkeley College Refund Policy (Tuition and Berkeley Financial Aid). **There are no changes to the Return to Title IV Calculation.**

This policy is for dropping of classes and total withdrawals from the college.

Week of term when	**Refund schedule for**		**Refund schedule for**	
Notification is made	**15-week courses**	**TA-Active Duty**	**Seven-week courses**	**TA-Active Duty**
1	90%	90%	90%	90%
2	90%	90%	50%	50%
3	50%	50%	25%	50%
4	50%	50%	0%	25%
5	25%	50%	0%	25%
6	25%	25%	0%	0%

7	25%	25%	0%	0%
8	0%	25%	N/A	N/A
9	0%	25%	N/A	N/A
10	0%	0%	N/A	N/A
11	0%	0%	N/A	N/A
12	0%	0%	N/A	N/A
13	0%	0%	N/A	N/A
14	0%	0%	N/A	N/A
15	0%	0%	N/A	N/A

The Student Accounts Office completes billing for the students utilizing Tuition Assistance at the conclusion of the semester and after official grades have been posted. If a student withdraws from an individual course or the semester as a whole, the billing will be submitted based on the above policy.

Miscellaneous Costs

The cost of the Digital Learning Resources is included in the tuition. Living expenses can vary considerably. Estimated food and housing costs range between $3,564 and $12,351 per award year (every two semesters). Personal expenses are estimated to be $2,799, and transportation averages $3,519 per an award year. Actual expenses vary based on personal situations and choices.

Berkeley College does not offer a student health insurance plan or require graduate students to demonstrate health insurance coverage prior to enrollment. Students who would like more information about available health insurance options may find it at the following website: http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm.

Students enrolled in the MSN program are required to follow the health insurance requirements of the clinical affiliates. Specific information regarding those requirements will be communicated to students prior to clinical placement.

Immunization Requirement

Berkeley College has an Immunization Policy to promote the health and safety of the College community and to comply with applicable New York and New Jersey laws. This policy applies to students taking classes at any Berkeley College campus. Students taking classes exclusively online are exempt from immunization requirements. Students enrolled in the MSN program are required to follow the health clearance requirements outlined in the MSN Healthcare Supplement prior to participating in clinical rotations.

Click to see the College Immunization Policy.

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

Students who fail to satisfy the College's immunization requirements, or those outlined by the MSN program clinical affiliates, will not be permitted to register for classes.

MBA Admissions

Berkeley College seeks to provide graduate students with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission to the graduate programs based on future potential, past academic achievement, motivation, and work experience. The program-specific Admissions Committee will evaluate - among other things - the applicant's relevant academic record and work experience, including current position, level of responsibility, and career progression. Letters of recommendation and the applicant's statement of interest will also be considered. If the applicant's academic record is not recent, the Committee will rely more on work experience. If the applicant has little or no work experience, the Committee will rely more on academic achievement. A personal interview is strongly recommended. Applicants are encouraged to contact the MBA Program office to arrange for an appointment. Please allow a minimum of one hour for the visit to discuss educational objectives and career plans, and to receive a tour of the College. For further information, students may also call the College at 800-446-5400 or email BCGrad@BerkeleyCollege.edu.

Because Berkeley College maintains a rolling admissions policy, students are encouraged to apply as early as possible. Applicants will be notified of a decision as soon as all credentials have been submitted and evaluated.

Students must submit the following items as part of the admissions process.

- An application for admission (BerkeleyCollege.edu/Apply/)
- Official transcripts from all undergraduate institutions
- $50 nonrefundable application fee
- Two letters of recommendation
- Resume
- Personal statement
- Application for transfer credit
- TOEFL or IELTS scores for students graduating from an institution in a country where English is not the official language and/or English is not the student's first language

Students are considered for admission to the Woodland Park, New Jersey; New York City; and Online MBA program for the fall, winter, and spring semesters. The application deadline is one week before classes begin. All admissions documents must be submitted by that date.

Online Degree Applicants: Many students choose to earn a degree online. The MBA Program office works with applicants who are seeking flexibility and convenience to balance graduate classes with family, work, and other commitments. Prior to registering for their first online course, applicants should familiarize themselves with online learning. Interested students should call the College at 800-446-5400 or email BCGrad@BerkeleyCollege.edu.

Transfer Credits: Students may transfer up to six semester credits of graduate course work from an accredited graduate program. The course must have been taken within seven years prior to admission to the MBA program, and the student must have earned a grade of B or better.

Transfer credits will be accepted for any core (except MBA8810, MBA Capstone) or elective course. Students must apply for transfer credit at the time of application to the MBA program. Syllabi for transfer credit courses must be submitted at the time of application. Transfer credits appear as CR on the student's Berkeley College transcript and are not included in the GPA calculation. The decision of the Graduate Admissions Committee whether to grant transfer credit is final.

No transfer credits will be accepted once the student has matriculated into the MBA program.

Military and Veteran Applicants: Berkeley College is dedicated to helping veterans, members of the National Guard, active duty military members, and their families earn college degrees. Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should obtain VA approval prior to enrollment. Veterans may apply for their GI Bill® benefits at the VONAPP website, located at www.va.gov. Veterans are required to submit copies of their Certificate of Eligibility and DD214 Member 4 or Service 2 copy during the admissions process in order for their benefits to be processed most effectively. Students must request certification for their benefits at BerkeleyCollege.edu/Admissions/Military-Veterans. In addition, Berkeley College participates in the Department of Veterans Affairs' Yellow Ribbon Program and in all active duty Federal Tuition Assistance programs.

The Berkeley College Office of Military and Veterans Affairs is dedicated to supporting all veterans, military personnel, and their dependents. More information is available at the Online Veterans Resource Center located at BerkeleyCollege.libguides.com/veterans. Students should call the College at 800-446-5400 ext. VET or email VeteransAffairs@BerkeleyCollege.edu or contact any member of the staff of the Office of Military and Veterans Affairs for further information.

International Applicants: The International Student Department provides assistance to international students in such areas as immigration, visas, housing, orientation to college, and adjustment to life in the United States. This office is located at Berkeley's Midtown Manhattan campus. Students can contact the International Student Department by phone (212-687-3730), fax (212-986-7827), or email (International@BerkeleyCollege.edu).

Foreign Transcripts: Foreign transcripts will be evaluated considering program accreditation/recognition, applicability to the MBA program, and other factors.

Degree Program Applicants: All new students enrolled in on-campus degree programs must meet the College's immunization requirements prior to registering for classes.

MBA Program Tuition and Fees 2025/2026

Educational costs are an important consideration for students selecting a college. For that reason, Berkeley College protects eligible students from increases in full-time tuition rates (excluding fees) through the Tuition Freeze Program. Full-time tuition rates shall not increase for students who maintain full-time or part-time continuous enrollment in a graduate degree program. This policy is effective beginning with new students enrolling Fall 2025 and is subject to change in the future. For the full policy, see the Tuition Freeze Policy.

Tuition and fees are applicable for the 2025/2026 academic year, effective on 9/1/2025.

2025-2026 MBA PROGRAM TUITION per year (in USD)

Academic Year 2025-2026	Tuition
Per Semester Credit Full-time: 9 or more credits Part-time: Less than 9 credits	$1,175 per credit

DEGREE PROGRAM FEES (NON-REFUNDABLE)

Academic Year 2025-2026	Fees
Application Fee	$50 (non-refundable)
Late registration	$50 per instance
Graduation Fee	$150
Tuition Deposit	up to $300
International Application Processing Fee	$100
International Student Fee per semester*	$100

*Effective Fall 2025

Seven-week session students are charged no differently than semester students. Tuition is based on the number of credits taken in Session I and/or Session II and/or full 15-week semester.

TUITION DEPOSIT

For students who have been accepted, a tuition deposit of up to $300 must be paid within two weeks after receiving an acceptance letter and/or financial aid award letter. This deposit will be refunded provided the College receives written notice of cancellation at least 30 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 30-day period.

TUITION PAYMENTS

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check, wire transfer, MasterCard, Visa, American Express, Discover, PayPal, Google Pay, Venmo, and Klarna.

Billing for tuition and fees is done on a semester basis, although students who wish to do so may make one payment in full for the entire academic year.

Subsequent semester bill information is available to students online through Student Self-Service approximately six weeks prior to the start of each semester. It is the student's responsibility to obtain and pay the semester bill on time. Students who fail to do so are charged a late registration fee.

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

Professional Judgement (PJ) is the authority that the U.S. Department of Education gives to Financial Aid Administrators. All students who believe they have special or unusual circumstances are encouraged to contact Financial Aid for potential "Professional Judgement" determinations. Some Conditions that can be considered for PJ:

- Adjustments to the Cost of Attendance based on Dependent Care, Disability or any other unusual expenses.
- Adjustments to student income when reported income no longer represents their current circumstances.

What Is Cost of Attendance?

Federal law mandates that all institutions of higher education create and document the cost of attendance (**COA**).

COA is the estimated amount it will cost a student to attend college and is comprised of an estimate of the following costs: tuition and fees, housing and food (or living expenses), books, supplies, transportation, loan fees, and miscellaneous expenses (including a reasonable amount for the documented cost of a personal computer). Allowance for childcare or other dependent care, costs related to a disability, and reasonable costs for eligible study-abroad programs is not included in the COA, but can be added based on "Professional Judgement."* It is important to know that the direct costs (tuition and fees) are the only items a student will be charged while the COA is what we use to determine need and award packages.

Berkeley calculates the COA to show the total cost for two semesters. The below COA charts can be difficult to understand, we recommend you read the following before reviewing them:

1. COA is customized based on your chosen program, your dependency status and whether or not you are living with your parent(s)/legal guardians(s).
    - Due to the removal of the housing option from the FAFSA, we are defaulting Dependent students to "living with their parent(s)" and Independent students

to "not living with their parent(s)". This information will be on the award notice giving the student the ability to tell Financial Aid Office that they are living with their parent(s) or not.

2. Housing and food are required elements to be added to the COA. They are part of the COA, however, does not mean that you will pay more for these items, just because you attend Berkeley. These are expenses you and/or your parents/legal guardians likely already have.
3. The College is also required to include the cost of a laptop in the COA. That does not mean, however, that we are providing you with a laptop, nor does it mean you have to purchase one if you already have a suitable computer. If you do not have a laptop and need access to a computer, the College will assist when possible.
4. The College supplies are mostly eBooks that you pay for as part of your tuition. We include additional expenses for books and supplies for all applicable programs.
5. The federal student loan origination fees are also a required COA element. The College does not assume, however, that you will borrow, nor how much, should you choose to borrow loans. If you do not borrow loans, you will not incur this cost.
6. COA is used to determine need as part of the multiple levels of federal packaging methodology. It does not represent, however, the amount of aid that you can receive.
7. *If you believe your expenses are unusual and/or much higher than the COA estimates, you can appeal the COA by contacting the Financial Aid office. Financial Aid can make documented “Professional Judgement” adjustments. It is important to know, however, that increasing the COA does not always increase financial aid eligibility.

Financial Aid: Student Budgets for Award Year 2025-2026 for Graduate Degrees

	Full Time Graduate Degree - Not Living with Parent	**Full Time Graduate Degree - Living with Parent**
eBooks	$200	$200
Personal	$1,367	$1,367
Housing & Food*	$8,441	$2,955
Transportation	$1,614	$1,614
Average Loan Fees	$46	$46
Tuition	$10,375	$10,375
Total, Term	$22,043	$16,558
Total, Annual	$44,806	$33,115
Students with Grad PLUS loan(s) may have their budget increased by $380 upon appeal. The full-time budget (above) will be adjusted for part-time.		

	Full Time Graduate Degree - Not Living with Parent	Full Time Graduate Degree - Living with Parent
LOAN FEES - are the average for all degree students		

ESTIMATED COST OF FOOD - Includes 3 meals*

Not Living with Parent	Living with Parent
$2,685	$1,611

OTHER IMPORTANT COST OF ATTENDANCE INFORMATION FOR GRADUATE DEGREES

First-time students at Berkeley College pursuing a Master’s degree are budgeted $520 for the first term for a laptop.

MSN Admissions

Berkeley College seeks to provide graduate applicants with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission to the graduate programs based on future potential, motivation, past academic achievement, and work experience. Applicants are encouraged to contact the Office of Graduate Admissions to arrange for an appointment. Please allow a minimum of one hour for the visit to discuss educational objectives and career plans, and to receive a tour of the College. For further information, applicants may also call the College at 800-446-5400 or email BCGrad@BerkeleyCollege.edu.

The Master of Science in Nursing - Family Nurse Practitioner Program is designed for clinicians who have experience in direct patient care, defined as nursing care provided to individuals and/or families intended to achieve specific health goals or achieve selected health outcomes. Applicants must be employed as a registered nurse for a minimum of one year in an acute direct patient care setting at the time of application. Nurses who work in indirect patient care are not eligible for this specialization track. Indirect patient care refers to nursing decisions, actions, or interventions that are provided through or on behalf of individuals, families, or groups and while they may be responsible for nurses providing direct care, they do not provide direct care themselves, making them ineligible for the program.

Berkeley College's Master of Science in Nursing - Family Nurse Practitioner specialization program is accredited by the Commission on Collegiate Nursing Education (CCNE). This accreditation enables graduates to participate in several national certification examinations, including American Nurses Credentialing Center Board Certification (ANCC) and the American Academy of Nurse Practitioners Certification Board (AANP).

The admission requirements are used to identify those applications who are most likely to complete the program. Applicants to the Master of Science in Nursing must provide the following information for admission:

- Applicants must submit a recent resume listing all professional experience. Also, applicants must be employed as a registered nurse for a minimum of one year in an acute direct patient care setting at the time of application.
- A Bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education.
- Official BSN transcripts, with a cumulative grade point average of 3.0* or higher on a 4.0 scale, including course work in statistics, research, and physical assessment.
- Verification of a current unencumbered, unrestricted license as a registered nurse (RN) in the state of residence or APRN certification in states where the APRN is an upgrade of the RN license resulting in only one license that is both an RN and an APRN license.

- A personal goal statement to reflect personal and professional career goals for graduate education (rationale and goals for the selected area of advanced practice must be included).
- Two letters of recommendation from professionals at the Master's or Doctoral level, such as a registered nurse or physician, who can attest to the applicant's ability to be successful in our program, aligning with program outcomes.
- A $50 nonrefundable application fee is required at the time of application, to cover transcript evaluation and other administrative costs.

At least 60 days prior to enrolling in any clinical course, each MSN student must show proof of possessing a New Jersey RN license or an RN license from a state that is included in the Nurse Licensure Compact of the Interstate Commission of Nurse Licensure Compact Administrators (ICNLCA).

NOTE: Prior to enrolling in clinical courses, students enrolled in the MSN-FNP program must provide authorization for a criminal background check. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College cannot guarantee that it will find suitable clinical placement(s) because the decision to allow students to complete clinical rotations is at the sole discretion of the clinical affiliate. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel.

Applications are considered for admission to the MSN program for the fall, winter, and spring semesters. The application deadline is one week before classes begin. All admissions documents must be submitted by that date. If there is insufficient enrollment for a particular semester, applicants will be informed of the cohort cancellation and will have an opportunity to defer their application to another semester.

Applications are accepted on a rolling admission for all options. An offer of admission will be valid for 12 months from the start date of the program. Applicants denied admission will be allowed to reapply after 180 days.

Final acceptance into the program will be determined by the Graduate Nursing Program Admissions Committee composed of nursing and School of Health Studies faculty, nursing administrators, and the MSN Admission Director.

*Applicants not meeting GPA requirement of 3.0 may be considered for conditional admission with the following provision: Student will take a minimum of six (6) credits of graduate courses at Berkeley College. Students will be required to demonstrate successful graduate work with a minimum of a 3.0 GPA at the end of the first semester in order to progress in the program. Students who do not achieve a minimum of a 3.0 GPA at the end of the first semester will be dismissed from the program.

Core Performance Standards for Admission and Progression: Applicants and students enrolled in the graduate nursing program must possess the necessary intellectual, physical, emotional, social and communication skills to provide nursing care that is safe for the client, themselves and other health care providers. They must be able to provide safe nursing care in a wide variety of settings with diverse clientele. Therefore, in addition to the MSN program's admission requirements,

Berkeley College's MSN program has set forth its essential eligibility requirements for the graduate nursing program by citing the Core Performance Standards. Students must consistently meet the standards to qualify for and remain in the program.

Students must refer to the MSN Student Handbook Supplement for the list of the Core Performance Standards for the MSN program along with examples of these standards. Every nursing applicant and student is required to have the abilities listed in the Core Performance Standards in order to perform safe, effective, and professional nursing care.

Self-Assessment According to Core Performance Standards: The Core Performance Standards are intended to constitute an objective measure of:

- A qualified applicant's or student's ability with or without accommodations to meet the program performance requirements, and
- Accommodations required by a matriculated student who seeks accommodations under the ADA.

All students admitted into the Nursing program shall self-assess their physical and mental capabilities to perform the essential functions of the program (outlined in the Core Performance Standards). Each student must determine his/her own ability to achieve the standards of the nursing program. After self-evaluation, any student requiring special accommodations to fulfill the nursing program's requirements should contact the Office of Accessibility Services to determine whether requested accommodations are reasonable.

Reasonable accommodations will be provided to those individuals with disabilities, where possible, to enable them to meet these standards and ensure that students are not denied the benefits of, excluded from participation in, and/or otherwise subjected to discrimination in this program. A reasonable accommodation is one that does not require a fundamental alteration in the program or lower academic and/or clinical standards. The Program shall abide by the requirements of section 504 of the Rehabilitation Act of 1974 while maintaining standards that ensure the protection of students and patients. Students who consistently do not meet these standards with reasonable accommodation will be unable to be admitted and/or progress in the nursing program and will be dismissed from the nursing program.

All students who require special accommodations own the responsibility to notify the College's Office of Accessibility Services. Early notification is essential in order to provide ample documentation for the accommodations and so that course faculty are informed of each student's needs. Students requesting accommodations under section 504 of the Rehabilitative Act of 1973/or the Americans with Disabilities Act must provide the Office of Accessibility Services the required documentation. The Office of Accessibility Services will determine the type of accommodations students are eligible for and notify the instructor(s) of those accommodations via written communication. The instructor has no obligation to provide an accommodation to the student without written documentation from the Office of Accessibility Services.

MSN Program Transfer Policies: At the time of enrollment in the MSN program, courses from other accredited colleges and universities can be evaluated for transfer credit. A maximum of nine units (9) of graduate credit taken at Berkeley College or other

approved colleges or universities may be transferred and credited toward the program if they are applicable to the requirements and are approved by the MSN Program Director and/or the Director's designee.

Transfer units are transferable only if the student has received a grade of at least B (3.0 on a 4.0 scale or its equivalent). Courses for transfer must have been completed within the past five years at a regionally accredited institution with a grade of B or higher. Courses taken on a pass/fail basis will not be transferred. The Direct Care Core courses which include Advanced Pathophysiology, Advanced Pharmacology*, and Advanced Health Assessment must have been completed within three years prior to admission.

The MSN Program Director, or a faculty designee, must approve all requests for transfer credit(s). Transfer credits must be requested at the beginning of the student's program of study. No transfer credits will be accepted once the student has matriculated into the MSN program. A student wishing to transfer course work must make a written request by filling out the **Request for Transfer of Graduate Credits** form and must provide a transcript and a syllabus or other description of the course they wish to have considered for transfer credit.

*Note: MSN-FNP graduates must complete a minimum of 45 contact hours of Advanced Pharmacology education within three years immediately preceding the application to the Board of Nursing (BON) post-graduation for prescribing and dispensing authority as a practicing nurse practitioner.

Military and Veteran Applicants: Berkeley College is dedicated to helping veterans, members of the National Guard, active duty military members, and their families earn college degrees. Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should obtain VA approval prior to enrollment. Veterans may apply for their GI Bill® benefits at the VONAPP website, located at www.va.gov. Veterans are required to submit copies of their Certificate of Eligibility and DD214 Member 4 or Service 2 copy during the admissions process in order for their benefits to be processed most effectively. Students must request certification for their benefits at BerkeleyCollege.edu/Admissions/Military-Veterans. In addition, Berkeley College participates in the Department of Veterans Affairs' Yellow Ribbon Program and in all active duty Federal Tuition Assistance programs.

The Berkeley College Office of Military and Veterans Affairs is dedicated to supporting all veterans, military personnel, and their dependents. More information is available at the Online Veterans Resource Center located at BerkeleyCollege.libguides.com/veterans. Students should call the College at 800-446-5400 ext. VET, email VeteransAffairs@BerkeleyCollege.edu, or contact any member of the staff of the Office of Military and Veterans Affairs for further information.

Degree Program Applicants: All new students enrolled in degree programs must meet the College's immunization requirement prior to registering for classes.

MSN Program Tuition and Fees 2025/2026

Educational costs are an important consideration for students selecting a college. For that reason, Berkeley College protects eligible students from increases in full-time tuition rates (excluding fees) through the Tuition Freeze Program. Full-time tuition rates shall not increase for students who maintain full-time or part-time continuous enrollment in a graduate degree program. This policy is effective beginning with new students enrolling Fall 2025 and is subject to change in the future. For the full policy, see the Tuition Freeze Policy.

Tuition and fees are applicable for the 2025/2026 academic year, effective on 9/1/2025.

2025-2026 MSN PROGRAM TUITION per year (in USD)

Academic Year 2025-2026	Tuition
An award year (two semesters) assuming 12 credits (six credits per semester)	$13,500
Per Semester Credit	$1,125 per credit

DEGREE PROGRAM FEES (NON-REFUNDABLE)

Academic Year 2025-2026	Fees
Application Fee	$50 (non-refundable)
Late registration	$50 per instance
Graduation Fee	$150
Tuition Deposit	up to $300
International Application Processing Fee	$100
International Student Fee per semester*	$100

*Effective Fall 2025

Seven-week session students are charged no differently than semester students. Tuition is based on the number of credits taken in Session I and/or Session II and/or full 15-week semester.

TUITION DEPOSIT

For students who have been accepted, a tuition deposit of up to $300 must be paid within two weeks after receiving an acceptance letter and/or financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 30 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 30-day period.

TUITION PAYMENTS

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check, wire transfer, MasterCard, Visa, American Express, Discover, PayPal, Google Pay, Venmo, and Klarna.

Billing for tuition and fees is done on a semester basis, although students who wish to do so may make one payment in full for the entire academic year.

Subsequent semester bill information is available to students online through Student Self-Service approximately six weeks prior to the start of each semester. It is the student's responsibility to obtain and pay the semester bill on time. Students who fail to do so are charged a late registration fee.

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

Professional Judgement (PJ) is the authority that the U.S. Department of Education gives to Financial Aid Administrators. All students, who believe they have special or unusual circumstances are encouraged to contact Financial Aid for potential "Professional Judgement" determinations. Some Conditions that can be considered for PJ:

- Adjustments to the Cost of Attendance based on Dependent Care, Disability or any other unusual expenses.
- Adjustments to student income when reported income no longer represents their current circumstances.

What Is Cost of Attendance?

Federal law mandates that all institutions of higher education create and document the cost of attendance (**COA**).

COA is the estimated amount it will cost a student to attend college and is comprised of an estimate of the following costs: tuition and fees, housing and food (or living expenses), books, supplies, transportation, loan fees, and miscellaneous expenses (including a reasonable amount for the documented cost of a personal computer). Allowance for childcare or other dependent care, costs related to a disability, and reasonable costs for eligible study-abroad programs is not included in the COA but can be added based on "Professional Judgement."* It is important to know that the direct costs (tuition and fees) are the only items a student will be charged while the COA is what we use to determine need and award packages.

Berkeley calculates the COA to show the total cost for two semesters. The below COA charts can be difficult to understand, we recommend you read the following before reviewing them:

1. COA is customized based on your chosen program, your dependency status and whether or not you are living with your parent(s)/legal guardians(s).
    - Due to the removal of the housing option from the FAFSA, we are defaulting Dependent students to "living with their parent(s)" and Independent students

to "not living with their parent(s)". This information will be on the award notice giving the student the ability to tell Financial Aid Office that they are living with their parent(s) or not.

2. Housing and food are required elements to be added to the COA. They are part of the COA, however, does not mean that you will pay more for these items, just because you attend Berkeley. These are expenses you and/or your parents/legal guardians likely already have.
3. The College is also required to include the cost of a laptop in the COA. That does not mean, however, that we are providing you with a laptop, nor does it mean you have to purchase one, if you already have a suitable computer. If you do not have a laptop and need access to a computer, the College will assist when possible.
4. The College supplies are mostly eBooks that you pay for as part of your tuition. We include additional expenses for books and supplies for all applicable programs.
5. The federal student loan origination fees are also a required COA element. The College does not assume, however, that you will borrow, nor how much, should you choose to borrow loans. If you do not borrow loans, you will not incur this cost.
6. COA is used to determine need as part of the multiple levels of federal packaging methodology. It does not represent, however, the amount of aid that you can receive.
7. *If you believe your expenses are unusual and/or much higher than the COA estimates, you can appeal the COA by contacting the Financial Aid office. Financial Aid can make documented “Professional Judgement” adjustments. It is important to know, however, that increasing the COA does not always increase financial aid eligibility.

Financial Aid: Student Budgets for Award Year 2025-2026 for Graduate Degrees

	Full Time Graduate Degree - Not Living with Parent	**Full Time Graduate Degree - Living with Parent**
eBooks	$200	$200
Personal	$1,367	$1,367
Housing & Food*	$8,441	$2,955
Transportation	$1,614	$1,614
Average Loan Fees	$46	$46
Tuition	$9,925	$9,925
Total, Term	$21,593	$16,107
Total, Annual	$43,186	$32,215
Students with Grad PLUS loan(s) may have their budget increased by $380 upon appeal. The full-time budget (above) will be adjusted for part-time.		

	Full Time Graduate Degree - Not Living with Parent	Full Time Graduate Degree - Living with Parent
LOAN FEES - are the average for all degree students		

ESTIMATED COST OF FOOD - Includes 3 meals*

Not Living with Parent	Living with Parent
$2,685	$1,611

ADDITIONAL EXPENSES BEYOND eBOOKS

PROGRAM	SEMESTER	COST
Master's of Science Nursing	EVERY SEMESTER	$64

OTHER IMPORTANT COST OF ATTENDANCE INFORMATION FOR GRADUATE DEGREES

First time students at Berkeley College pursuing a Master’s degree are budgeted $520 for the first term for a laptop.

Guide to Financial Aid

- Student Financial Literacy
- Financial Aid Summary for students who started spring 2022 and prior
- Financial Aid Summary for students who started fall 2022 and later
- Financing a Graduate Education
- How to Apply
- Verification and File Review
- Federal Financial Aid Programs
- Other Financial Assistance
- Other Financial Aid Policies
- Other Financial Aid Refunds
- Disbursement of Aid
- Satisfactory Academic Progress (SAP)
- Military and Veteran Students
- Title IV Refunds
- Information Resources
- Berkeley College Grants and Scholarships for students who started spring 2022 and prior
- Berkeley College Grants and Scholarships for students who started fall 2022 and later

Student Financial Literacy

The Berkeley College Student Financial Literacy Group (SFLG) helps students with important financial steps and planning for a successful financial future. Student Financial Literacy uses multifaceted resources to provide students with federal student loan information as well as understanding the importance of maintaining effective budgeting tools and managing personal finances. We provide prospective students, current and discontinued students, as well as alumni with educational resources to understand federal student loans, financial matters and making life-long financial decisions.

Berkeley College's Student Financial Literacy Group (SFLG) has teamed up with **Solutions at ECMC** to support our students and alumni. Solutions is a service of the non-profit organization ECMC and is dedicated to helping students manage their education loans.

SFLG and ECMC are working in tandem to help students and alumni navigate their repayment options. In addition to the services and support already provided by Berkeley's SFLG, Solutions at ECMC is an additional resource and is available to you free of charge.

Contact the Berkeley College SFL Group:

Email: StudentFinancialLiteracy@BerkeleyCollege.edu

Financial Aid Summary for students who started spring 2022 and prior

A continuing student means a student who has been enrolled at Berkeley College during or prior to the spring 2022 semester with continuous enrollment.

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

Standard Academic Year: The Department of Education defines a "Standard Academic Year." Under those guidelines, Berkeley College's Standard Academic Year is two semesters (30 weeks.) Certain types of aid are pre-determined and disbursed over the course of a calendar year. Berkeley awards institutional aid and processes packages with new loan eligibility during the two-semester period.

Federal Financial Aid

Award	Maximum Allowed Per Award Year
Federal Direct Unsubsidized Loan	Up to $20,500
Federal Direct Grad Plus	Up to the cost of attendance minus other financial aid/assistance and other resources
Federal Work Study (FWS)	Awards vary
Veterans' Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary

Berkeley College grants and scholarships

Berkeley College scholarship awards are determined before all Post-9/11 GI Bill® amounts have been applied, not to exceed the remaining tuition amount.

Award	Maximum Allowed Per Award Year
Berkeley College MBA Alumni Grant	Up to 25% of tuition
Berkeley College MBA Veterans Award	Up to a 50% tuition grant
Berkeley College Law Enforcement Scholarship	Up to 25% or 50% of tuition per standard academic year. Up to 25% for part-time attendance and up to 50% for full-time attendance
Corporate Learning Partnership	Up to 30% of tuition per standard academic year
Yellow Ribbon Grant	50% of balance, per standard academic year, after all benefits are applied for Post 9/11 recipients at the 100% level

Financial Aid Summary for students who started fall 2022 and later

A new or readmitting student means a student who is new to Berkeley College and starting their program in the fall 2022 semester and later or a student who left Berkeley College (not on an approved leave of absence) for one semester or longer and is returning to the College for fall 2022 semester.

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

Standard Academic Year: The Department of Education defines a "Standard Academic Year." Under those guidelines, Berkeley College's Standard Academic Year is two semesters (30 weeks). Certain types of aid are pre-determined and disbursed over the course of a calendar year. Berkeley awards institutional aid and processes packages with new loan eligibility during the two-semester period.

Federal Financial Aid

Award	Maximum Allowed Per Award Year
Federal Direct Unsubsidized Loan	Up to $20,500
Federal Direct Grad Plus	Up to the cost of attendance minus other financial aid/assistance and other resources
Federal Work Study (FWS)	Awards vary
Veterans' Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary

Berkeley College grants and scholarships

Berkeley College scholarship awards are determined before all Post-9/11 GI Bill® amounts have been applied, not to exceed the remaining tuition amount.

Berkeley College Access Grant	Award varies based on extraordinary circumstances as determined by the College.
Berkeley College MBA Alumni Grant	Up to 25% of tuition
Berkeley College MSN Grant	Up to 25% of tuition
CH35 Assistance Scholarship	Up to 50% of tuition
Corporate Learning Partnership	Up to 30% of tuition per standard academic year
Hispanic Chamber of Commerce Scholarship	Two scholarships up to 30% of tuition per standard academic year
NYC Mayor's Graduate Scholarship	Up to 15 scholarships at 30% tuition reduction

Yellow Ribbon Grant	50% of balance, per standard academic year, after all benefits are applied for Post 9/11 recipients at the 100% level

Financing a Graduate Education

The Berkeley College Financial Aid Department helps students understand the financial aid process. Students are encouraged to review their available options. All students are provided the opportunity to meet with a Berkeley College Financial Aid Administrator.

The first step for students interested in applying for financial aid is to complete and submit the **Free Application for Federal Student Aid** ("FAFSA") at https://studentaid.gov/h/apply-for-aid/fafsa. This is only required if you are interested in Federal Student Loans or participating in the Federal Work Study program.

Click for additional information about FAFSA.

Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind. Federal student loans are available to graduate students, along with select institutional scholarships. Federal Work Study is awarded after the package based on the student's interest, request, eligibility, and job availability. Federal grants (such as the Federal Pell Grant) are not available to graduate students.

Financial aid awards are determined by the Berkeley College Financial Aid Department. Financial aid is typically offered and awarded to eligible students in a "financial aid package," detailing the student's eligibility for federal loans and institutional scholarships. Each financial aid package also reflects charges that are payable directly to the College, which includes tuition and fees.

The Financial Aid Department assembles student financial aid packages in the following order, with due consideration given to students' eligibility for various programs and in accordance with federal formulas:

1. Scholarships
2. Berkeley College Grants and Scholarships (not based upon need)
3. Post-9/11 GI Bill® (Veterans Affairs Chapter 33 (if applicable))
4. Outside resources (such as private scholarships, VA benefits other than Post-9/11 GI Bill®, tuition reimbursement etc.)
5. Federal Direct Unsubsidized Loans
6. Federal Work Study
7. Federal Graduate PLUS Loans (upon request and only if Federal Direct Unsubsidized Loans are exhausted)

Following the student's submission of the FAFSA and the College's receipt of the ISIR (Institutional Student Information Record), an initial award notice will be provided to the student. This initial award notice contains estimates based on the information submitted. Award amounts may increase or decrease (due to, for instance, a change in the student's academic or financial status). Students are electronically notified when their financial aid awards have been updated. Revised award notices are available through Self-Service on Engage.

How to Apply

Each year, aid applicants must submit a Free Application for Federal Student Aid (FAFSA). This application should be submitted to the federal processor online at https://studentaid.gov/h/apply-for-aid/fafsa. For the 2025-2026 year, the FAFSA became available on December 1, 2024. For the 2026-2027 year, the FAFSA is expected to be available by October 1, 2025. Financial Aid Administrators are available to help students with the application process. The student's financial aid package cannot be finalized until the Financial Aid Department has received all requested documentation. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

The FAFSA now requires Contributors to provide consent to the IRS so they can share Federal Tax Information with the Department of Education. A contributor is someone who is required to provide information, sign, and consent to the FAFSA form, and allow their federal tax information to be transferred directly from the IRS into the form. This includes the student, and their spouse, biological or adoptive parent, or parent's spouse.

Click for additional information about FAFSA.

Verification and File Review

The U.S. Department of Education uses a required process called verification to confirm that the data reported on your FAFSA is accurate. In addition, verified and unverified students may have “Comments” on the Institutional Student Aid Report (ISIR), which is what we receive electronically as a result of your filing the FAFSA. To complete your aid package and disburse funds, you are required to provide documentation to support the information reported on the FAFSA.

In addition to verification, the U.S. Department of Education requires colleges to carefully review all student aid applications. Further, the College is required to review all applications for conflicting information. This is called a file review. The relief the Department has provided for verification has no impact on the file review requirement.

Berkeley College has teamed up with ProEducation Solutions using their automated verification software solution called ProVerifier+ which began for spring 2022 awards. It is still in effect now to help you complete your financial aid file.

If you are selected for verification, you will be notified by an email, coming from Berkeley@proverifier.Proed.org to your preferred email address. In addition to all the document requirements, you will find on self-service, you will also find a Pro-V checklist. The vast majority of the checklists will contain a link to your account with ProEd, created specifically for Berkeley and you. Log in to the ProVerifier Portal (picture of portal below), by using the same login name and password that you use for accessing all your Berkeley College accounts. While in your ProVerify portal you will see your required documents, and be able to load them to the portal. A rare self-service checklist will indicate that you need to load documentation via BerkBox. Please be sure to load all documents through the indicated portal – ProVerify vs. BerkBox.

Financial aid cannot be disbursed to your account until all your documentation is submitted and reviewed.

We have also engaged ProEd to assist you with the above-mentioned comment codes. There are some comment codes that ProEd cannot resolve, so some students may have checklists pointing to the ProEd Portal, as well as the checklist that stays with Berkeley (for which you should use BerkBox).

Verification Steps

1. Activate your ProEd account using the email notification sent to your preferred email address. The email will come from Berkeley@proverifier.proed.org.
2. Review the Proverify+ dashboard to see the items that are required.
3. Carefully complete and submit each outstanding item.
4. You will be able to request your IRS Tax Transcript inside the ProVerifier+ system. (mostly waived based on the Department’s guidance – above)
5. Upload any documents if necessary.
6. ProEd will review your information and notify you of missing or incomplete items.
7. Once you complete all requirements Berkeley will be notified.

8. Reminder – there are some items that Berkeley will be resolving with you directly. All requirements will be listed on your Self-Serve. There you will be guided to submit to Berkeley via BerkBox or to go to your ProVerify Portal.

Federal Financial Aid Programs

Below is a list of federal loans for which eligible Berkeley College students may be considered:

Federal Direct Loans: Berkeley College participates in the William D. Ford Direct Loan Program. Eligible students may borrow Federal Direct Loans from the U.S. Department of Education to assist in covering educational costs. Any loans taken out must be repaid through various loan servicers chosen by the U.S. Department of Education. Students must complete a Master Promissory Note, a legal document in which the student promises to repay such loans and any accrued interest and fees to the U.S. Department of Education. The Master Promissory Note also explains the terms and conditions of the loan(s). The Master Promissory Note is available at https://studentaid.gov/mpn/. Various repayment and deferment options exist for federal loans, more information can be found on StudentAid.gov. All first-time student borrowers must complete entrance counseling which is available at https://studentaid.gov/entrance-counseling/. Please refer to the chart below for annual and aggregate loan limits. Loan amounts are calculated by the College based on enrollment status and need, as determined by federal formulas and college policy.

- **Federal Direct Unsubsidized Loan**: This loan is available to students who are enrolled at least half-time, regardless of financial need. The student is responsible for interest during the life of the loan. Effective July 1, 2025 through June 30, 2026, a fixed interest rate of **7.94** percent applies. Interest begins accruing on the loan at time of disbursement until the loan is paid in full. All federal loans are charged a one-time loan origination fee. Effective October 1, 2024 through September 30, 2026 the origination fee is 1.057%.

- **Federal Direct Grad PLUS Loan**: Eligibility for the Federal Grad PLUS loan does not depend on demonstrated financial need, but students must file the FAFSA to qualify. Students must also pass a credit check and have exhausted their Federal Direct Loan eligibility. Students are responsible for the interest during the life of the loan. Effective July 1, 2025 through June 30, 2026 a fixed rate of **8.94** percent applies. All federal loans are charged a one-time loan origination fee. Effective October 1, 2024 through September 30, 2026 the origination fee is 4.228%. More information on how to apply for the Grad PLUS loan can found be found at https://berkeleycollege.edu/admissions/tuition-financial-aid/fafsa/index.html.

IMPORTANT NOTE: For any period of instruction beginning on or after July 1, 2026, graduate and professional students will no longer be eligible to receive a Federal Direct Grad PLUS Loan unless they qualify for the interim exception.

- **Federal Student Loan Graduate Annual and Aggregate Limits:** Loans have annual and aggregate (total lifetime) limits (see chart below).

Annual Loan Limits	**Unsubsidized**

Graduate or Professional Student	$20,500
Aggregate Loan Limits	
Graduate or Professional Student	$100,000

Interim Exception (Who Is Not Affected on July 1, 2026)

Students may qualify for the interim exception, which allows continued borrowing under prior rules:

- Students who borrowed any Federal Direct Loan (Subsidized, Unsubsidized, or Grad PLUS)

Students may continue to apply for and receive these loans up to the student's cost of attendance, minus other financial aid.

Important Interim Exception Requirements

- The Interim Exception is valid for up to three academic years *or* until the student completes their degree - whichever comes first.
- The student must remain continuously enrolled at Berkeley College:
  - At least 6 credits per semester for each semester (Fall/Winter/Spring)
  - A leave of absence will end eligibility under the Interim Exception.

Student Loan Proration for Part-Time Graduate Students

100% of the annual Federal Direct Loan eligibility for Graduate Students is $20,500. Now with proration, students who are not full-time will be eligible for less.

Effective for enrollments on or after July 1, 2026, students must be registered for and complete a total of 18 credits within their Borrower-Based Award Year (BBAY) to receive 100% of their annual Federal Direct Loan eligibility.

At Berkeley College, students are assigned to BBAY cohorts, each consisting of two consecutive semesters. BBAYs may be structured as:

- Fall/Winter
- Winter/Spring
- Spring/Fall

Loan eligibility is prorated based on the number of credits a student is enrolled in during each term of the BBAY, as well as the total number of credits registered for after loan disbursement for the entire BBAY.

Example 1: Part-Time Enrollment Across the BBAY

A first-year dependent student enrolled in a Fall/Winter BBAY registers for:

- 6 credits in Fall
- 6 credits in Winter
- Total BBAY credits: 12

Because the student is attempting fewer than 18 credits, loan eligibility is prorated as follows:

- Fall (6 of 18 credits = 33 %)
    - $6,765 Unsubsidized
- Winter (6 of 18 credits = 33%)
    - $6765 Unsubsidized

Example 2: Part-Time Enrollment Across the BBAY

A first-year dependent student enrolled in a Fall/Winter BBAY registers for:

- 6 credits in Fall
- 3 credits in Winter
- Total BBAY credits: 9

Because the student is attempting fewer than 18 credits, loan eligibility is prorated as follows:

- Fall (6 of 18 credits = 33 %)
    - $6,765 Unsubsidized
- Winter (3 of 18 credits = 16.67% However, the student is less than half-time in the winter and is not eligible.)
    - $0 Unsubsidized

Example 3: Part-Time Enrollment Across the BBAY

A first-year dependent student enrolled in a Fall/Winter BBAY registers for:

- 3 credits in Fall
- 6 credits in Winter
- Total BBAY credits: 9

Because the student is attempting fewer than 18 credits, loan eligibility is prorated as follows:

- Fall (16.67% However, the student is less than half-time in the winter and is not eligible.)
    - $0 Unsubsidized
- Winter (6 of 18 credits = 33% However, we can use the 3 credits in the Fall towards the entire BBAY, making it 9 of 18 credits = 50% for the Winter.*)
    - $10,250 Unsubsidized

*We cannot apply the same formula backwards, such as in example 2 above.

Important Note on Course Drops After Disbursement

If a student drops a course after the first loan disbursement, the College and the student may retain the full amount disbursed for that term. However, the remaining semester within the BBAY must be recalculated and prorated to reflect the reduced credit load.

Example 4: Course Drop After Full-Time Disbursement

A first-year student enrolled in a Fall/Winter BBAY initially registers for:

- 9 credits in Fall

- 9 credits in Winter
- Total BBAY credits: 18

The student receives a full-time loan disbursement for Fall. After the disbursement, the student withdraws from a 3-credit Fall course, reducing Fall enrollment to 6 credits.

- The Fall disbursement remains unchanged.
- The Winter loan eligibility must be adjusted to account for the dropped credits.

As a result:

- Winter eligibility is reduced from:
  9 credits (50% of annual loan eligibility) $10,250 to
  6 credits (3.33% of annual loan eligibility) $6765

Restoring Full Loan Eligibility

If the student adds a 3-credit course in Session II of the Fall or in the Winter semester, total BBAY enrollment would be restored to 18 credits, calculated as follows:

- Fall: 9 credits (3 dropped after disbursement)
- Winter (or session II of Fall) + 3 added credits
- Total BBAY credits: (9-3) + (3) + 9 =18

Because the student meets the 18-credit minimum for the BBAY, the student would once again be eligible to receive the full annual loan amount.

Note: The same proration rules and calculations apply to students who begin their BBAY as part-time students.

Federal Work Study (FWS): Eligible students can seek part-time employment either on campus or in community service positions off-campus. Awards, hours, and pay rates vary. Interested students should be directed to https://berkeleycollege.edu/current-students/federal-work-study/index.html

Return of Title IV: The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester or session, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on the last date of attendance. This provides the percentage of Title IV aid a student has "earned."

For example, if the semester is 100 days, and a student's separation date falls on the 47th day of the semester, the formula used would be 47/100 or 47.000 percent. This percentage would then be applied to the Title IV aid disbursed, or potentially disbursed, in order to determine how much and which proceeds need to be returned. Students who separate after the 60 percent point of the semester, per federal guidelines, will have earned 100 percent of their federal aid.

SEVEN-WEEK SESSIONS

For purposes of the College’s obligation to return Title IV funds to the federal government, a student who withdraws from a subsequent session while still attending classes in either Session I or a 15-week semester is not subject to a return of funds calculation. Based on new federal regulations effective July 1, 2021, but that were adopted early for the Spring 2021 semester, the College determines a student's frozen schedule at census each semester. Whatever the student is registered for at that point in time will serve as the student's denominator for the R2T4 calculation. This is because the student is in attendance and only withdrawn students require an R2T4 calculation.

The following examples will illustrate the important differences in timing:

Example 1

A student registers for Session I and Session II and at census is still registered for both. If the student withdraws from Session II the denominator will be the days in Session I plus the days in Session II. The week of no classes in-between the Sessions does not count. The numerator is the number of days the student attended in Session I and Session II (if any).

Session I = 47 days

Session II = 47 days

Total denominator = 94 days

If a student attends three days in Session II, then the denominator will be 50. Thus the calculation will be 50 divided into 94 or 53%, which is the percentage of aid the student may keep.

Example 2

A student registers for Session I and Session II, but at census is only registered for Session I, which will serve as the denominator. If the student withdraws in Session I after 20 days, then the calculation will be 20 divided into 47 or 42%, which is the percentage of aid the student may keep.

Session I = 47 days

Total Denominator = 47 days

Student attends 20 days in Session I.

Fraction is 20/47 making the percentage of aid the student may keep 42%.

Example 3

A student registers for Session I, Session II, and the semester. At census, the student is only registered for Session I and the semester. That is frozen. If the student withdraws from Session I, then the denominator will be the days in the semester (the semester does not have a break week so it does not exclude those days). The numerator is the number of days the student attended in Session I or the semester, whichever is longer.

Session I = 47 days

Semester = 105 days

Total Denominator = 105 days

Student attends 52 days (a few days after completing Session I). Fraction is 52/105 making the percentage of aid the student may keep 49%.

Intent to Return

A student registered for both Sessions I and II who chooses to withdraw from Session I but intends to return for Session II may submit an Intent to Return form to the Academic Advisement Department. Upon receiving the completed form, the College will not cancel the student's Session II registration and will not be required to reduce financial aid or perform the return of funds calculation. If, however, the student does not return to attend Session II, then the College will reduce the student's aid accordingly.

Also, based on the regulations effective July 1, 2021, a student does not require an R2T4 if they complete at least 6 credits in Session I. In addition, a student is exempt from an R2T4 calculation if they are registered for session courses only and then complete session I while withdrawing from session II. The new regulations exempt students who complete 49% of their scheduled days and session I is more than 49% of the scheduled days for a student only registered for session courses. These two waivers have been added to the ability for students to sign an intent to return. If a student separated in the middle of Session I and provided intent to return for Session II, an R2T4 is not required. Should the student not return in Session II, the R2T4 calculation will be performed upon the date of determination, of the student not returning, but as if the student never signed the intent.

Federal regulations determine the order in which the College must return financial aid funds after a student withdraws. The Attribution Table requires the College to return funds as follows:

First - Direct Unsubsidized Loan
Second - Federal Direct Grad PLUS Loan

Note: Federal Work Study earnings are not part of the above formula and funds earned do not need to be returned.

Veterans' Benefits: Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill® benefits at the VONAPP website, located at https://www.va.gov/education/how-to-apply/. Veterans are required to submit copies of their Certificate of Eligibility for their VA benefits and DD214 Member 4 copy during the admissions process in order to most effectively process their benefits.

Federal Aid to Native Americans: Click for information on Title VI - Indian, Native Hawaiian and Alaska Native Education.

Social Security Benefits: Social Security benefits may be available to eligible students under 18 years of age. For more information, go to: https://www.ssa.gov/schoolofficials/index.htm.

Other Financial Aid Policies

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

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

Withdrawals from the College: Financial aid will be adjusted based on the withdrawn student's last recorded date of participation. Eligibility for disbursement of federal funds will be recalculated as of that date in accordance with federal regulations. Returns will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after completing 60 percent of the semester (week 10 of the 15-week semester) will retain 100 percent of their federal awards.

Institutional aid will not be refunded. Berkeley Institutional aid awards are earned ratably during the semester.

Other Financial Assistance

Employment

Students who are interested in part-time and full-time employment at local companies, agencies, and organizations while attending Berkeley College are encouraged to seek assistance from the Career Services Department.

Payment Plans

Paying for college may present a challenge for some students and their families. To help make it more convenient, Berkeley College offers qualified students a no-interest payment plan that permits students to pay semester charges in installments over the course of the semester.* The College may offer alternative arrangements, at its sole direction, based on relevant circumstances.

*There is a $20 fee for each new payment plan. Late payments are subject to a $75 late fee. Interested students may obtain further information from the Student Accounts Office.

Disbursement of Aid

Federal loans will be disbursed to a student's account to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student. Federal Work Study earnings will be paid directly to the student on a bimonthly basis for actual hours worked.

For additional information about Graduate Financial Aid, please contact the Financial Aid Department:

973-200-1148
StudentFinance@BerkeleyCollege.edu

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. Failure to meet this standard after a probationary period, or failing to fulfill the requirements of a prescribed academic plan, may lead to dismissal from the College. Academic plans will be prescribed at the sole discretion of the College and only after a successful appeal by the student to the SAP Committee. 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 the same 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

Credits Attempted*	Cumulative GPA
0-11	2.60
12+	3.00

*Credits attempted include transfer credit and credits taken in Berkeley College graduate programs. Foundation courses that are taken at Berkeley College will NOT count in grade point average (GPA) calculation due to the pass-fail grading scheme.

Quantitative Standards

Credits Attempted**	Necessary Percentage Passed
0-12	50%
13-27	65%
28+	67%

**Credits attempted include transfer credit and credits taken in Berkeley College graduate programs. Foundation courses that are taken in the Berkeley College MBA program will be included on Berkeley transcripts alongside graduate-level work and will count in both attempted and earned credits. Credits earned include any course listed as a transfer credit and coursework completed in Berkeley graduate programs earning a grade of B or better.

150 Percent Rule

The 150 percent rule requires a student to complete degree requirements by the time the student has attempted 150 percent of the required credit hours necessary for graduation in the current degree program. The MBA is a 36-credit program, which means a student can attempt up to 54 credit hours before reaching 150 percent. The MSN is a 46-credit program, which means a student can attempt up to 69 credit hours before reaching 150 percent. Students for whom it is no longer possible to comply with the 150 percent rule before program completion may be declared ineligible to participate in Title IV, but may continue attending the program using alternative funding, assuming it is within the seven-year academic standard limit and approved by Academic Advisement.

Appeal Process

Students who fall below either qualitative, quantitative, or both standards will be placed on probation. If a student remains below SAP standards for two consecutive semesters, the student will be required to submit a written narrative directly to the Director of the MBA program. This narrative should specify why the student fell below standards and what has changed to allow the student to re-establish satisfactory academic progress. If the appeal is granted, the student will be placed on an academic plan. If the appeal is denied, the student will be dismissed. Students who fail to meet the requirements of their academic plans will be subject to dismissal.

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 3.00 GPA in their first semester (and all subsequent semesters) at Berkeley College 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

Initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the seventh week of the following semester, 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 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.

Military and Veteran Students

Veterans, servicemembers, and their family members may be eligible for education benefits through the Departments of Defense and Veterans Affairs. These benefits are separate from and in addition to any federal, state, and/or institutional aid the student may be eligible to receive.

- Students who have served on active duty may be eligible for GI Bill®* Benefits.
- Students currently serving in the military may be eligible for funding through Tuition Assistance Programs.
- Spouses and/or dependents of servicemembers may be eligible for the transfer of GI Bill® benefits or financial assistance through the Department of Defense.

For more information, contact the Office of Military and Veterans Affairs or visit the Online Veterans Resource Center.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Berkeley College abides by the requirements established in Section 103 of the Veterans Benefits and Transition Act of 2018. As such, the College shall not penalize those students who are eligible for the Post 9/11 GI Bill® or Veteran Readiness & Employment (chapter 31), but for whom payment is pending from the Department of Veterans Affairs. For example, while the College is waiting to receive these VA funds, students will have access to the full range of College resources and student services, both on site and online, so long as the student has otherwise fulfilled all other commitments to the College and their education. Moreover, while the College waits to receive these VA funds, we shall not place any holds, or prevent students from attending classes or enrolling in the upcoming semester; nor shall we create any late payment fees, or require students to secure alternative or additional funding.

To meet the requirements of this statement, students must provide Berkeley College with a Certificate of Eligibility, or a summary of educational benefits from eBenefits. Chapter 31 students may obtain a VA Form 1905, or a PO from the assigned case manager. This must be done by the first day of class. In addition, the College must receive the student's request for certification of benefits through the Office of Military and Veterans Affairs, as well as any other required information essential to the certification process. Students must complete the Certification Request/Billing Agreement each semester.

Title IV Refunds

A refundable Federal Student Aid (FSA) credit balance occurs only if the total amount of FSA program funds exceeds allowable charges. The order in which funds are credited to a student's account does not determine which award creates the refundable FSA credit. Instead, Berkeley applies Title IV aid to direct charges (tuition and fees) in the following order:

- Federal Direct Unsubsidized Loans
- Federal PLUS for Graduate Students

Federal Work Study is not directly applied to a student's account.

Seven-Week Session Students

Any applicable federal and/or Berkeley College Institutional Aid (IA) will be disbursed in full, assuming students will attend all courses, including those in Session II (which does not begin until the eighth week of the semester). If courses are not attended, IA may be reduced/prorated. In addition, if a course or courses are not attended the loan funds received may exceed charges. In such cases, Berkeley College strongly recommends that students repay such excess loan funds immediately to avoid incurring unnecessary debt.

Students who fail to start Session II will be responsible for repayment of any refunds the College remits to them based on anticipated Session II attendance, which may result in a balance due.

Information Resources

Helpful information concerning financial aid sources, eligibility requirements, and related topics is available at the following sites:

Federal Resources

- Apply for your Federal Student ID
- File your Free Application for Federal Student Aid
- Student Portal for Federal Student Aid Information
- Check your Federal Student Loan Balances

Berkeley College Grants and Scholarships for students who started spring 2022 and prior

A continuing student means a student who has been enrolled at Berkeley College during or prior to spring 2022 semester with continuous enrollment.

Berkeley College scholarship awards are determined before all Post-9/11 GI Bill® amounts have been applied, not to exceed the remaining tuition amount.

Berkeley College MBA Alumni Grant

Amount: Up to 25% of tuition

Open to: Berkeley College Bachelor's graduates new to the MBA

Eligibility Requirements:

- Graduated from Berkeley College with a four year degree or
- A current Bachelor's to MBA candidate who goes right into the MBA program.

Renewability Requirements:

- Satisfy SAP requirements

Berkeley College MBA Veterans Award

Amount: Up to 50% of tuition

Open to: New and transfer students

Eligibility Requirements:

- Exhausted all VA Benefits

Renewability Requirements:

- Satisfy SAP requirements

Law Enforcement Scholarship

Amount: Up to 50% of tuition for full-time enrollment and up to 25% of tuition for part-time enrollment.

Open to: Adult, transfer students, and VA benefit Recipients.

Eligibility Requirements:

- Current law enforcement personnel working at the local, county, state, and federal level in all capacities of law enforcement.

Renewability Requirements:

- Must maintain a cumulative Berkeley College GPA of 3.0 or higher at the end of each standard academic year.
- Must maintain continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.
- Must maintain employment with a law enforcement agency.

Corporate Learning Partnership

Amount: Up to 30% of tuition.

Open to: Corporate Learning Partnership (“CLP”) employees and/or their immediate family members (spouse/partner and children) who enroll as a high school, adult, or transfer student, including VA benefits recipients.

Restrictions: MSN degree program is not eligible.

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program.
- Enroll at Berkeley College Online® or an on-site campus.
- Employment with a CLP company and/or an immediate family member of a CLP employee. CLP list is available here.
- Must provide proof of employment with a CLP company.

Renewability Requirements:

- Must maintain full-time or part-time employment with a CLP company.

Yellow Ribbon Grant

Amount: 50% of remaining tuition balance after Post-9/11 GI Bill® amounts have been applied.

Open to: Eligible Post-9/11 GI Bill® recipients

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Must be a recipient of Post 9/11 benefits at the 100% level.
- Satisfy Post-9/11 GI Bill® Yellow Ribbon Program requirements.
- FAFSA not required but recommended.

Renewability Requirements:

- Continue to satisfy Post-9/11 GI Bill® requirements

Berkeley College Grants and Scholarships for students who started fall 2022 and later

A new or readmitting student means a student who is new to Berkeley College and starting their program in the fall 2022 semester and later or a student who left Berkeley College (not on an approved leave of absence) for one semester or longer and is returning to the College for fall 2022 semester.

Berkeley College scholarship awards are determined before all Post-9/11 GI Bill® amounts have been applied, not to exceed the remaining tuition amount.

Berkeley College Access Grant

Amount: Award varies based on extraordinary circumstances as determined by the College

Open to: New and transfer students, and VA Benefit recipients

Restrictions: No restrictions if eligibility criteria are met.

Eligibility Requirements:

- Full-time enrollment in a graduate degree program

Renewability Requirements:

- Determined by the College.

Berkeley College MBA Alumni Grant

Amount: Up to 25% of tuition

Open to: Berkeley College Bachelor’s graduates new to the MBA program

Eligibility Requirements:

- Graduated from Berkeley College with a four-year degree or
- A current Bachelor’s to MBA candidate who goes right into the MBA program.

Renewability Requirements:

- Satisfy SAP requirements

Berkeley College MSN Grant

Amount: Up to 25% of tuition

Open only to: Students accepted to the Berkeley College Master of Science program.

Restrictions: Cannot be combined with any other form of Berkeley College institutional aid.

Eligibility Requirements:

-

Renewability Requirements:

- For students accepted to the MSN program
- Satisfy SAP requirements

CH35 Assistance Scholarship

Amount: Up to 50% of tuition

Open to: Spouses and children of veterans that have received a disability rating of 100% for service-connected disability compensation.

Restrictions: Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time or part-time enrollment in a graduate degree program.
- Spouse or child of a totally and permanently disabled Veteran.
- Spouse or child must provide a copy of CH35 eligibility or VA Benefit letter showing a rating of 100% and verification of DEERS enrollment.

Renewability Requirements:

- Must maintain Satisfactory Academic Progress.

Corporate Learning Partnership

Amount: Up to 30% of tuition.

Open to: Corporate Learning Partnership (“CLP”) employees and/or their immediate family members (spouse/partner and children) who enroll as a high school, adult, or transfer student including VA Benefit Recipients

Restrictions: MSN degree program is not eligible.

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program.
- Enroll at Berkeley College Online® or an on-site campus.
- Employment with a CLP company and/or an immediate family member of a CLP employee. Click for a listing of Corporate Learning Partners.
- Must provide proof of employment with a CLP company.

Renewability Requirements:

- Must maintain full-time or part-time employment with a CLP company.

Hispanic Chamber of Commerce Scholarship

Amount: Up to 30% of tuition

Open to: Students accepted to the Berkeley College Master of Business Administration (MBA) program.

Restrictions: Cannot be combined with any other form of Berkeley College institutional aid.

Eligibility Requirements:

- Full-time or part-time enrollment in an MBA degree program.
- Must submit a resume with cover letter.
- Be a United States citizen of Hispanic descent.
- Maintain a 3.0 GPA and be in good academic standing.

Renewability Requirements:

- Must be renewed annually by meeting the eligibility requirements.
- Maintain a 3.0 GPA.
- Satisfy SAP requirements.

NYC Mayor’s Graduate Scholarship

Amount: Up to 15 scholarships at 30% tuition reduction

Open to: Students accepted to the Berkeley College Master of Business Administration (MBA) program.

Restrictions: Cannot be combined with any other form of Berkeley College institutional aid.

Eligibility Requirements:

- Full-time or part-time enrollment in an MBA degree program in Berkeley College - NY or NY Online.
- Newly matriculated Fall 2024 students only.
- Must complete a FAFSA form.
- Must be a full-time NYC government employee.
- Must be in good academic standing throughout the course of study to continually receive the Mayor’s Graduate Scholarship.
- Must maintain continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Renewability Requirements:

- Must be a full-time NYC government employee at the time of repackaging.
- Must be renewed annually by meeting the eligibility requirements.
- Satisfy SAP requirements.

Yellow Ribbon Grant

Amount: 50% of remaining tuition balance after Post-9/11 GI Bill® amounts have been applied.

Open to: Eligible Post-9/11 GI Bill® recipients

Restrictions: No restrictions if eligibility criteria are met.

Eligibility Requirements:

- Must be a recipient of Post 9/11 benefits at the 100% level.
- Satisfy Post-9/11 GI Bill® Yellow Ribbon Program requirements.
- FAFSA not required but recommended.

Renewability Requirements:

- Continue to satisfy Post-9/11 GI Bill® requirements.

Other Financial Aid Refunds

Any aid, other than federal Title IV aid, that creates a credit balance on a student's account will be refunded to the student on a timely basis as required by regulations. Students are encouraged to advise Student Accounts if and when refunds are needed earlier. The College will make an effort to accommodate such requests.

Student Development and Campus Life

- Berkeley College Alumni Association
- Children on Campus
- Community Service
- Diversity and Multicultural Activities
- Orientation
- Personal Counseling
- Voter Registration

Berkeley College Alumni Association

The Berkeley College Alumni Association serves more than 68,000 alumni across the U.S. and around the world. Alumni can participate in networking and career development opportunities, as well as social and educational events. Alumni also have access to the Berkeley College libraries and e-resources. Graduates of degree programs are eligible for free career assistance. Alumni also return to Berkeley for speaking engagements, as alumni panelists, for community service events, and as advisors on the Berkeley College Alumni Board.

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/.

Children on Campus

Children may not accompany Berkeley College students to class or to other places on campus, except when 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 childcare resources nearby.

Community Service

Learn how good it feels to give back

Community service has always been a priority at Berkeley College, and students, staff, and faculty support numerous causes on a regular basis. The BerkeleyCares Community Service Program is the College's social responsibility initiative that builds on Berkeley College'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 an environment 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 T1D (formerly known as JDRF), 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 Arthritis Foundation, and more. You can find more information at https://berkeleycollege.edu/community/berkeley-cares/index.html.

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.

Orientation

Learning your way around

Newly admitted on-site and online graduate students must attend an orientation session. This event introduces students to the important things they need to know about Berkeley College, including the many services and activities available to them. The orientation program acquaints students with peers, faculty, and staff; helps them become comfortable with their learning environments; and encourages them to take full advantage of the many available resources Berkeley College provides.

Personal Counseling

We're here to help

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

Contact Information

New York City

Sarah Friedland, LPC, ACS, DRCC, CMPC
Director of Counseling and Wellness
973-200-1043
Sarah-Friedlan@BerkeleyCollege.edu

Newark

Sarah Friedland, LPC, ACS, DRCC, CMPC
Director of Counseling and Wellness
973-200-1043
Sarah-Friedlan@BerkeleyCollege.edu

Online

Sarah Friedland, LPC, ACS, DRCC, CMPC
Director of Counseling and Wellness
973-200-1043
Sarah-Friedlan@BerkeleyCollege.edu

Santa Rock
Personal Counselor
973-826-9085
SGR@BerkeleyCollege.edu

Woodbridge

Sarah Friedland, LPC, ACS, DRCC, CMPC
Director of Counseling and Wellness
973-200-1043
Sarah-Friedlan@BerkeleyCollege.edu

Christine Kedl
Personal Counselor
973-368-9769
Christin-Kedl@BerkeleyCollege.edu

Woodland Park

Sarah Friedland, LPC, ACS, DRCC, CMPC
Director of Counseling and Wellness
973-200-1043
Sarah-Friedlan@BerkeleyCollege.edu

Christine Kedl
Personal Counselor
973-368-9769
Christin-Kedl@BerkeleyCollege.edu

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 area of the Engage Portal or visit the Student Development and Campus Life office. Voter registration information is also sent annually to students' Berkeley College email addresses.

Student Rights and Responsibilities

- Academic Integrity Policy (PDF)
- Accommodating a Disability
- Alcohol and Drug Policy Statement
- Campus Security and Emergency Procedures
- Classroom Management
- Conduct
- Copyright Policy
- Equal Opportunity Policy and Procedures
- Media Relations Consent
- Recording Classroom Lectures and Discussion Policy
- Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking
- Smoking
- Social Media Policy
- Student Complaint Policy (PDF)
- Student Dress Code
- Student Electronic Information Policy
- Student Name Change Policy
- Student Records and Information
- Use of Berkeley College Trademarks
- Weapons

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.

For individual requests for accommodations or questions regarding the implementation of Accessibility Services offered at Berkeley College, please contact Katherine Wu, Director of Accessibility Services and College ADA/Section 504 Coordinator, at 646-502-8237 or Katherine-Wu@BerkeleyCollege.edu.

In addition, each individual campus has an Accessibility Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/ Section 504 Coordinator for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/Section 504 Coordinator, or a campus Personal Counselor in order to submit an Application for Accessibility Services and Accommodations and to confirm requested accommodations. Contact information for the Berkeley College Personal Counselors can be found on the College Health and Wellness website.

In accordance with its Accessibility Services Accommodations Policy for Students, 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 ADA Student Policy and to the College Accessibility Services page.

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 College strictly prohibits the possession, sale, use, and/or distribution of illegal drugs and drug paraphernalia; the misuse/abuse and/or redistribution of drugs obtained lawfully; and/or 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 College 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 the Alcohol and Drug Policy for Students.

Campus Security and Emergency Procedures

The Public Safety Department is responsible for suggesting policies and providing guidance and information with respect to safety and security for the Berkeley College community. Each year, in accordance with federal regulations, the College distributes a Campus Crime Report for each campus. These Reports contain security and crime-related policy statements and information; specified crime statistics; and emergency response policies and procedures.

The annual Campus Crime Reports for all Berkeley College campuses, are available on the Berkeley College website's Public Safety page.

Paper copies are also available upon request by contacting the Public Safety Department at 973-200-1172.

The College has various policies relating to public safety, including, but not limited to, a Conduct and Safety Policy, Emergency Management Plans and Evacuation Procedures, Drug and Alcohol Policies, Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct 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 Legal Department Page; the Berkeley College Public Safety Department Page and the Berkeley College Title IX page. Paper copies are available upon request from the Public Safety Department.

To speak to a member of the College Public Safety Department, call 973-200-1172 or email: Robert-Maguire@BerkeleyCollege.edu.

Classroom Management

Only individuals who are listed on the class roster are allowed to be in the classroom during the instruction of the class (exceptions include individuals invited by Berkeley College). No children of students, or any relatives or friends of students, can attend a class. With the exceptions of emergency situations and 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.

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(s); knowingly provides false, incomplete, or deceptive information to the College, including, but not limited, to inaccurate financial information and/or work-study time records; harasses, intimidates, defaces College property; 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 and/or any of its units.

Click to see the complete Conduct and Safety Policy.

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).

Copyright laws are complex. Under some circumstances, copying information from websites, downloading music and/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, and 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 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.

Click for more detailed policy information.

Equal Opportunity Policy

Recognizing that its diversity greatly enhances the workplace and opportunities for learning, Berkeley College is firmly committed to providing a working, learning, and living environment that is free from unlawful discrimination, harassment, and retaliation, and strives to afford fair and equitable treatment and equal access to all members of the College community, regardless of their membership in any legally protected class. Berkeley College prohibits under its Equal Opportunity Policy (a) discrimination on the basis of sex, gender, gender identity or expression, sexual orientation, pregnancy and the status of being transgender; (b) discrimination or harassment on the basis of race, color, creed, religion, national origin, nationality, age, genetic characteristics, ancestry, mental or physical disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, atypical hereditary cellular or blood trait, and any other classes protected by applicable state or local law; and (c) bullying among students, including but not limited to cyber-bullying, when a student directs the bullying at a specific group or individual based upon that group or individual's inclusion in one of the protected classes outlined above.

Retaliation is also prohibited under the Equal Opportunity Policy. No person covered by this Policy shall be subject to an adverse action because that person, in good faith, reports an incident, complains, provides information or testimony, or otherwise assists in any investigation connected with the Equal Opportunity Policy or with a complaint or investigation/adjudication in an external administrative or judicial forum.

The College shall provide prompt, impartial, and fair resolution of equal opportunity complaints, in accordance with its Equal Opportunity Policy and Procedures. Click to see the Equal Opportunity Policy and Procedures in its entirety.

Sex- or gender-based harassment is also prohibited by the College and is addressed in the College Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy and related Procedures. For information regarding prohibited conduct under this Policy and how to make a complaint of sexual or gender-based harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking, please see the College Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy; the College Title IX Sexual Harassment and Sexual Misconduct Procedures; and the College Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Students.

Media Relations Consent

The Office of Marketing and Communications regularly publishes press releases and photos acknowledging the accomplishments of Berkeley College 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 of Routine Sharing of Student Directory Info.

Office of Marketing and Communications

The Office of Marketing and Communications is a multifaceted department that develops and executes impactful, multi-channel strategies to attract and retain student enrollment, enhance the image and reputation of Berkeley College, and deliver results aligned with the College's mission. Operating within this department, Communications staff disseminates news and content such as media releases, photos, videos, newsletters, and social media content acknowledging the accomplishments of Berkeley College students, faculty, staff, and alumni. A wide range of topics are covered, including student success, teaching and learning innovations and achievements, strategic planning, graduation, career development initiatives, campus events, external sponsorships, involvement in community service projects, and commentary on trending topics. The Marketing and Communications staff conducts training sessions with those who serve as spokespersons or experts to prepare them for their interviews and responses to press inquiries. Faculty are also invited to represent the College at external events through an Ambassador program managed by the department. Faculty members who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Office of Marketing and Communications.

Communications Staff

Kelly Depsee
Senior Director, Communications
973-278-5400, ext. 5112
KME@BerkeleyCollege.edu

Cara Daniello
Marketing and Communications Associate
973-368-9780
Cara-Daniello@BerkeleyCollege.edu

Recording Classroom Lectures and Student Support Services

Students are not permitted to record classroom lectures, tutoring/support sessions with the Center for Academic Success, or support sessions with the Berkeley College Library without written authorization from 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 designated ADA/Section 504 Coordinator may authorize recording of classroom lectures or the above-mentioned support sessions only, and to the extent reasonably necessary, to affect a reasonable accommodation to a student's documented disability. Once a recording accommodation has been granted to a student, both the student and the ADA/504 Coordinator shall execute an Audio Recording Accommodation Agreement. For information regarding how to request a reasonable accommodation of a disability, please see the Accessibility Services Accommodations Policy for Students (PDF).

For questions regarding the implementation of Accessibility Services offered at Berkeley College, please contact Katherine Wu, Director of Accessibility Services, at 646-502-8237 or Katherine-Wu@BerkeleyCollege.edu.

In addition, each individual campus has an Accessibility Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/Section 504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Accessibility Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College Health and Wellness website.

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking

As evidenced by its Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy, Berkeley College prohibits sexual and gender based harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

Click to see the Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy in its entirety.

The College will handle inquiries and complaints of this nature according to the Title IX Sexual Harassment and Sexual Misconduct Procedures or the Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Students, depending upon the nature and location of the incident. These procedure documents include information pertaining to: how to make a formal complaint; rights and options; supportive/interim measures; investigation, adjudication and appeal procedures; and potential sanctions.

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: Sherrille Shabazz, EdD, Vice President, Student Development and Campus Life, at 973-278-5400 ext. 4675 or 646-948-1361, 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.

For more information on Title IX, the Violence Against Women Act ("VAWA") and NY 129-B, go to the College Title IX and VAWA web page.

For education and resources in the context of sexual assault, intimate partner violence and stalking, go to the VAWA Resource Brochure located here.

To see the New Jersey Student Bill of Rights, go here: NJ Bill of Rights

To see the New York Student Bill of Rights, go here: NY Bill of Rights

To see the NY and NJ definitions of the VAWA/NY 129-B crimes, go here: New York Crime Definitions and New Jersey Crime Definitions

Smoking

Berkeley College strictly prohibits the use of tobacco products and electronic smoking devices, including vapes, anywhere on College (or affiliated) property. Click for more detailed policy information.

Social Media Policy

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

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 of 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 the Social Media Policy.

Student Dress Code

To prepare students for career advancement and leadership positions, the MBA and MSN programs require students to dress in a manner that projects a professional image. Inappropriately dressed students may not be permitted to attend classes.

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, and/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 College 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, to damage, and/or to tamper with any of Berkeley College'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 at 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.

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.

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 College, **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.

Click to see Student Rights under FERPA.

Click for more detailed policy information.

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.

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, 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. If permission is granted, the student will be required to sign a written acknowledgment and agreement.

Click for more details on Berkeley College Weapons Policy.

Student Support

- Academic Support
- Career Services

Academic Support

Libraries

The College library provides a combination of physical and virtual learning environments, resources, personnel, and services that support the academic curriculum and research needs of graduate degree students. Open days, evenings, and weekends when classes are in session, the library provides group and individual workspace, desktop PCs, laptops, wireless access to the College network, and research consultation.

The library collection includes 90,500 print and media titles, 191,900 electronic book titles, 74,900 streaming video programs, and 100 research databases. Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system.

Resources and services are designed to assist graduate students with finding, analyzing, and using information for decision making, completing course requirements, and attaining program goals. The Berkeley College Online® library, available at engage.berkeleycollege.edu supports online learning with a full array of web-based resources and live chat assistance including.*

- 24/7 access to the virtual library of electronic books and journals, industry intelligence, case studies, company data, corporate strategies, management theories, and classic and contemporary perspectives
- Academic Librarian services including individual and group research strategy sessions
- Course and project resource guides
- Video-on-demand business collection

*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 (CAS)

The Center for Academic Success CAS is committed to fostering a supportive environment for graduate students, offering services to both on-site and online learners. The center provides 45-minute individual sessions where students can review course content or aspects of the writing process. Students can also work with a consultant to refine individual and group class presentations.

Career Services

Berkeley College provides a variety of career development and employment assistance services through the Career Services Department, including individual assistance with resume preparation and job interviewing strategies, career fairs, on-campus employer presentations and interviews, seminars, and workshops.

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

To schedule an appointment with Career Services, please contact CSInfo@BerkeleyCollege.edu.

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 College 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 your surroundings
- Do not leave belongings unattended
- Report unusual or suspicious behavior
- In the event of an emergency, contact the local police (911), security officer, or campus operating officer

Parking

On-campus parking is available for students at the Woodland Park campus. Parking permits, which may be obtained at registration at the Student Development and Campus Life Department, are required 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.

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

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.

Insurance

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

Contact Information

Contact information for students must be current. Students can change their addresses, as well as cell or home telephone numbers, through the Self-Service icon on Engage. 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 Engage to update their contact information.

The Berkeley Store

School supplies and a selection of Berkeley College apparel and merchandise are available at 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 pickup 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 (ISBNs), 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.

Students with financial aid credit may charge required course supplies other than books against the funds by submitting a "Transfer of Funds Request" eForm to the Student Accounts Department.

Books and Supplies

Charges for eTexts and print textbooks (and supplies to a lesser extent) 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.

Most programs of study at Berkeley College utilize eTexts. Students may opt out of the otherwise mandatory eText fees (and supply fees, if applicable), if all of the following conditions are met:

- Identical materials are legally available outside of the Berkeley College eText Program; be aware that some materials are created or customized for Berkeley College eText titles only, and are not available in any other format. See https://berkeleystore.berkeleycollege.edu/site_student_resources_page2.asp for a current list of such materials.
- The student has not already accessed the Berkeley College eTexts title(s) or used the subject supplies.

- The student submits their request to opt out via the Berkeley College eText Opt-Out eForm by the end of week 1 of the start of the term and agrees (within the eForm) to his/her understanding of the potential consequences as spelled out in the eForm and in eText Opt Out Policy. The student shall also agree (within the eForm) to release Berkeley College from any claim or consequence arising in connection with their choice to opt out.
- The student's Instructor and Academic Advisor will be made aware of the student's choice to opt out of the Berkeley College eText program (and supplies, if applicable) and that the student has agreed to accept responsibility for the potential consequences.

Should a student choose to opt-out of the otherwise mandatory College eText (and/or supply) fees for any given class, the eText (and/or supply) fees for that class(es) shall be credited to the student's account within approximately three (3) business days after submission of the Opt-Out eForm.

Click for more detailed information and the complete eText and Supplies Opt Out Policy.

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. The Department Chair will determine the appropriateness of the items. If approved, the Department 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 within approximately three (3) business days.

Purchase and pricing information for print textbooks and supplies is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.

College Administration

- Board of Trustees
- Office of the President
- General Administration

Board of Trustees

Joe Keeney
Kevin L. Luing
Randy B. Luing
Timothy D. Luing
Warren J. Martin Jr.
Busie Matsiko
Julio C. Monroy
Samuel J. Morreale
Reneé Roberts-Turner
Reggie Smith III
Kenneth L. Weinstein
Edward J. Yaw
Diane Recinos, *Ex Officio*

Office of the President

Diane Recinos
President
BS, Davis and Elkins College
MBA, Wagner College
EdD, St. John Fisher University

Patricia Greer
Provost
BA, Colgate University
MA, University of Rochester
JD, St. John's University

Timothy D. Luing
Executive Vice President
BA, Gettysburg College
MBA, Tulane University

General Administration

Carol Allen-Covino
Associate Vice President, Enrollment

Laura Altomonte
Director, Academic Affairs, Larry L. Luing School of Business®

Teri Duda
Senior Vice President, Government Relations

Jeanine Farrell
Vice President, Admissions

Alejandro Guiral
Associate Vice President, Financial Aid

Byron Hargrove, PhD
Associate Provost

Rachel Jaffee, JD
Vice President, Legal

Robert Maguire
Assistant Vice President, Public Safety and Emergency Management

Brian Maher
Vice President, Academic Advisement and Office of the Registrar

Kerry Maikranz
Associate Vice President, Student Accounts

Will Moya
Vice President, Student Finance and Institutional Effectiveness

Mandanna G. Naleyanda, MD
Interim Dean, School of Health Studies

Deborah Palicia
Registrar

Sherrille Shabazz, EdD
Vice President, Student Development and Campus Life

Amy Soricelli
Vice President, Career Services

Marianne Vakalis, EdD
Dean, Strategic Initiatives

Juli Wood

Assistant Vice President, Academic Advisement

Master of Business Administration (MBA) Academic Offerings

- Master of Business Administration (MBA) Overview
- MBA in Management Course Descriptions
- MBA Concentrations
- Four-Year Combined BBA/MBA Option
- Four-Year Combined BS/MBA Option
- MBA Program Administration and Faculty
- Contact Us

Master of Business Administration (MBA) Overview

The Master of Business Administration (MBA) degree in Management program in the Berkeley College Larry L. Luing School of Business® offers an opportunity for motivated students to earn an advanced degree focused on their career goals. Born from Berkeley's reputation for outstanding business education, the program is a natural evolution in response to the needs of today's professional world. The program offers intensive instruction while accommodating the busy schedules of working professionals.

The MBA in Management curriculum was developed with input from employer Advisory Boards to ensure that students gain the knowledge and skills to move ahead in today's diverse and technology-driven environments.

In addition to the Management program, MBA students have the opportunity to select a specific **concentration** in:

- Accounting (Note: The Accounting Concentration is only offered Online)
- Financial Management
- Healthcare Management
- Human Resources Management
- Law Enforcement Executive Management
- Marketing Management
- Supply Chain Management

The MBA program is available at the New York City campus as well as through Berkeley College Online® and delivers important advantages, including:

- Small cohorts allow students to work closely with an accomplished faculty who have doctorate degrees as well as extensive professional experience in the subjects they teach. An MBA Executive Speaker Series connects students with business leaders.
- Students have the ability to earn an MBA in as little as 24 months. A combined BBA/MBA option can be completed in as little as four years.
- Graduates have access to an extensive network of employer contacts and receive free career assistance.

Berkeley College reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications subsequent to the original publication of this document may not be reflected here. For up-to-date and detailed information, please visit BerkeleyCollege.edu and view our catalogs at BerkeleyCollege.edu/Publications.

MBA in Management Course Descriptions

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online.

The Berkeley College MBA in Management program can be completed in the traditional two-year format or an accelerated one-year format.

PROGRAM LEARNING OUTCOMES

SAMPLE PROGRAM SEQUENCE - MBA

SAMPLE PROGRAM SEQUENCE - MBA - Accelerated One-Year

Core Courses

MBA5501 Essentials of Management

3 Credits

This course is a focused review of Management, Strategy, Marketing, Accounting, Finance, and Economics crucial to the advancement of knowledge within the MBA curriculum at Berkeley College. The course familiarizes students with graduate standards for learning and academic performance and enables continued academic success in the MBA in Management program.

MBA6610 Operations Management

3 Credits

This course focuses on business processes, procedures, and strategies used to transform various inputs into finished goods and services. The course consists of two main components: a body of knowledge component which is disseminated through the text and lecture material, and a critical thinking component which is acquired through case analysis, discussion, and project work. This course is designed for an intensive study of the strategy, design, and operation of productive systems. The course will use the case methodology to study operations strategy, design and delivery, quality management, and operations planning and control.

Corequisite: MBA5501

MBA6615 Leadership and Corporate Governance

3 Credits

This course is designed to address how leadership influences behavior in organizations and integrates the significant approaches to leadership and management theory to shape organizational behavior and enhance organizational effectiveness. The focus is on understanding and influencing individual and group behavior and aligning people behind a common vision or direction. The role of business in society, stakeholder

relations, corporate responsibility, and corporate governance best practices are explored because of the impact of leadership.

Corequisite: MBA5501

MBA6620 Managerial Economics for Business Decision-Making

3 Credits

This course explores models of decision-making and the application of both micro and macroeconomic principles to business decision-making. The course has two parts: the first is focused on the study of markets, and the application of marginal analysis and elasticity concepts to pricing, revenue, and profitability decisions. The second part is focused on relating general economic performance, government policies, and global market forces to the firm's business strategy, demand and supply forecasting, and valuation of economic risks.

Corequisite: MBA5501

MBA6625 Managerial Finance

3 Credits

Even when actions or decisions are not motivated by financial considerations, financial measures such as earnings per share, return on equity, and the debt-to-equity ratio have become the yardsticks by which business performance is measured. Through the extensive use of cases, the course will provide a conceptual foundation for analyzing a firm's financial decisions and require students to make financial decisions in uncertain, real-world situations. It emphasizes modern finance theory and analytical tools and uses them to analyze selected financial issues of the firm.

Corequisite: MBA5501

MBA6630 Marketing Strategy in a Global Context

3 Credits

Extending the traditional marketing mix (product, price, place, promotion) to respond to global and technological opportunities and challenges, this course takes an innovative approach to the marketing function by developing strategic thinking along two lines – customer satisfaction and profitability. Through market analysis and research, students will develop a consumer mindset fundamental in the generation of successful segmentation, positioning, new product, and overall branding strategies. Through marketing analytics, students will develop a marketing ROI mindset and learn how to evaluate the profitability of strategic options.

Corequisite: MBA5501

MBA6635 Strategic Management of Technology

3 Credits

This course focuses on technology as a strategic weapon to enhance a business organization's competitive advantage in the marketplace. Students will investigate frameworks for assessing a firm's technological capabilities and capacity for innovation; it will explore the integration of technology with corporate and business strategy, evaluate technology as a means to drive change and knowledge diffusion throughout

the organization, and how technology is used to control and manage a broad range of organizational functions and activities.

Corequisite: MBA5501

MBA8810 MBA Capstone

3 Credits

Strategic management is concerned with managing the overall direction of organizations in an effort to develop insight into how firms achieve sustainable competitive advantage. The MBA Capstone is an integrative course designed to capitalize on student knowledge of finance, organizational behavior, marketing, and other functional disciplines. This course encourages students to develop strategic insights through detailed analysis of external and internal environments, explores the role of strategic leadership in developing core values and assets that guide corporations in dynamic competitive markets, and introduces contemporary models and case analyses to build the student's understanding of successful strategic decision making.

Corequisites: All core courses or approval of the Director of the MBA program

ELECTIVES

MBA6100 Law Enforcement Executive Accountability

3 Credits

Presents a study of law enforcement regulatory concepts, principles, and processes. Students will analyze and evaluate these aspects of law enforcement. It emphasizes current policing regulation and gives special attention to historic and fundamental laws, policies. This course will analyze the essential knowledge, skills and abilities required to secure promotion and effectively perform the job of a Law Enforcement executive in an ethical and constitutionally effective manner.

Corequisites: MBA5501 and MBA6615

MBA6105 Law Enforcement Executive Leadership

3 Credits

Addresses the complexities of policing and managing those who do it. Police culture, policy, and mission will be explored, as well as the analysis and evaluation of these topics: generational leadership, social evolution, branding, and stakeholder engagement. This course will also address emerging law enforcement technology

Corequisites: MBA5501 and MBA6615

MBA6110 Crisis Leadership

3 Credits

Addresses the Law Enforcement Chief Executive and their role in leading through crisis. This course will have a focus on crisis planning and communication as well as leading through internal crisis and external crisis. Analysis and evaluations of case studies of historic events will be used to develop plans and test these through exercises.

Corequisites: MBA5501 and MBA6615

MBA6115 Law Enforcement Executive Policy and Planning

3 credits

Provides a practicum of case-study based executive leadership decision-making exercises culminating with an advanced writing requirement project on an emerging issue related to law enforcement. Students will deconstruct complex issues, weigh practical options, and formulate written plans, policies, and solutions.

Corequisites: MBA5501 and MBA6615

MBA6605 Accounting Theory

3 Credits

This course presents an in-depth study of accounting concepts, principles, and processes. It emphasizes current accounting theory and gives special attention to conducting professional research to resolve practice problems.

Corequisites: MBA5501 and MBA6625, Minimum 15 semester credit hours in accounting from a regionally accredited institution of higher education.

MBA6606 Advanced Taxation

3 Credits

This course is designed to provide advanced study in federal taxation concepts and applications. The course will explore the federal income tax characteristics and responsibilities associated with different types of business formations. The course provides instruction in approaches to and tax responsibilities of wealth transference.

Corequisites: MBA5501 and MBA6625, Minimum 15 semester credit hours in accounting from a regionally accredited institution of higher education.

MBA6607 Advanced Auditing

3 Credits

Presents the rapidly changing demands of the auditing profession by meeting the data-driven requirements of today’s business environment. A practical, case-based approach is utilized to develop professional judgment, think critically about the auditing process, and develop the decision-making skills necessary to perform a real-world audit. A knowledge base for the Auditing section of the CPA Exam is provided.

Corequisites: MBA5501 and MBA6625, Minimum 15 semester credit hours in accounting from a regionally accredited institution of higher education.

MBA6608 Forensic Accounting and Fraud

3 Credits

This course provides an overview of forensic accounting and fraud including the related regulatory environment and financial statement fraud. Various fraud schemes are covered such as those related to cash, receivables, inventory, and disbursements. Detection and investigative tools are included as well as some advanced topics such as cybercrime, litigation support, and remediation.

Corequisites: MBA5501 and MBA6625, Minimum 15 semester credit-hours in accounting from a regionally accredited institution of higher education.

MBA6640 Compensation and Employee Benefits

3 Credits

This course focuses on how managers can design compensation and benefits programs to attract, retain, and motivate qualified employees. We will examine the context of compensation practice, the criteria used to compensate employees, compensation system design issues, employee benefits, and contemporary challenges faced by human resource managers. The concept of using compensation as an effective competitive tool to attract the highest performing human resources will be an underlying theme in the course the course will also maintain a global focus on how common compensation and benefits policies vary around the world.

Corequisites: MBA5501 and MBA6615

MBA6641 Employee Recruitment and Selection

3 Credits

This course is designed for students who desire to understand and master the intricacies associated with the recruitment and selection of human resources. Concepts addressed include staffing plans, recruitment and selection theories and practices, validity and reliability in testing, legal and regulatory factors affecting selection practices, making employment offers, and practices to ensure equal employment opportunity and affirmative action. The role of employee recruitment and selection in achieving a competitive advantage is thoroughly discussed.

Corequisites: MBA5501 and MBA6615

MBA6643 Contemporary Issues in Human Resources Management

3 Credits

The student assumes the role of a Human Resource Consultant for the purpose of developing a company's strategic plan. The strategic plan depicts HR's contribution to organizational growth and performance improvement. An interactive approach requires the student to draw upon concepts from previous HR courses.

Corequisites: MBA5501 and MBA6615

MBA6644 Strategic Human Resource Management

3 Credits

The evolutionary and strategic role of human resources in achieving organizational success is presented. Data analytics, workforce planning, human resource information systems (HRIS), and the analysis and design of work are examined and utilized.

Corequisites: MBA5501 and MBA6615

MBA6651 Healthcare Systems and Environment

3 Credits

This course identifies and explains the essential elements of current healthcare systems with a focus on the relationships among each of the diverse components. The scope of study will include acute care populations as well as extended life care facilities and specialized care for the physically and mentally challenged. Course emphasis will be

on the role of the healthcare manager in meeting the complex challenges that have resulted from rapid changes in the overall service delivery environment in healthcare.

Corequisites: MBA5501 and MBA6620

MBA6653 Healthcare Informatics

3 Credits

This course identifies and provides an introduction to the health informatics field. It guides you through the history of health data management and examines the business management principles and practices essential to the field. Concepts in new technology to assist in managing, budgeting, and governing are explored and evaluated. Additionally, you will look at the role of the EHR (Electronic Health Record) and other clinical informatics applications in Healthcare organizations.

Corequisites: MBA5501 and MBA6620

MBA6654 Practical Case Studies in Healthcare Management

3 Credits

This course is designed to capitalize on student knowledge of finance, organizational management, marketing, economics, and other functional disciplines and how the uniqueness of the healthcare industry requires the use of these disciplines in distinctive ways. This course encourages students to develop insights through detailed analysis of one or more specific issues related to a specific healthcare institution; they will examine the problem and use proven quality improvement methodologies to determine specific issues, develop solutions to these issues, pilot those solutions, and confirm their effectiveness.

Corequisites: MBA5501 and MBA6620

MBA6655 Healthcare Finance

3 Credits

This course applies principles and procedures of corporate finance to the financial management of healthcare organizations. Analysis of healthcare revenue cycle management, cost containment, business financing, planning, and budgeting are brought together within a comprehensive framework. The use of case-based learning provides realistic institutional contexts within the healthcare industry and enhances the development of practical skills for financial responsibilities.

Corequisite: MBA5501 and MBA6625

MBA6660 Financial Markets and Institutions

3 Credits

This course focuses on the role of financial institutions and markets in a changing global economy. Students will study the structure and operation of various financial institutions and their influence on liquidity and the availability of long-term capital. Students will also study the structure and functions of global financial markets.

Corequisites: MBA5501 and MBA6625

MBA6661 Managing in the Governmental and Non-profit Sectors

3 Credits

In this course, we will explore the unique leadership skills, organizational attributes, environmental constraints, accountability, and ethical demands of working in the governmental and non-profit sectors. The trillion-dollar non-profit sector includes education, research, healthcare, art, culture, religion, communications, social welfare and services, advocacy, legal services, international assistance, foundations, and professional and trade associations. Students will be challenged to assess their theories of non-profit accountability and excellence while confronting critical issues facing the sector. Students will also explore the situational dynamics of working directly for the government from the perspectives of accountability, public policy analysis techniques, intergovernmental relations, and leadership in conducting the people's business.

Corequisite: MBA5501

MBA6662 Project Management

3 Credits

Projects are major undertakings that have a limited duration and a finite completion point. As such, they require a unique approach to management and administration. This course covers designing, managing, and monitoring projects in organizations. The outcome of the course is an enhanced ability to identify requirements, necessary resources, and potential problems encountered while planning a project; to learn techniques designed to monitor projects; and best practices in keeping projects on time and on budget. The course examines the simultaneous management of multiple projects by an individual and the strategic orientation of senior management toward an organization's portfolio of ongoing and potential projects.

Corequisite: MBA5501

MBA6663 Entrepreneurship

3 Credits

This course explores the theoretical and practical aspects of conceptualizing, planning, and beginning a small business. Students engage in readings, assignments, and cases that aid in understanding the importance of human, financial, and technical factors in a successful business start-up. These elements are addressed with the aims of marketplace survival and growth. The development of a viable business plan is the center-piece for understanding the difficult and complex challenges faced by the aspiring business owner. Students are expected to conduct robust research, analyses, and planning and be able to present their ideas concretely and convincingly.

Corequisite: MBA5501

MBA6664 Negotiation and Conflict Management

3 Credits

This course links both the science and art of negotiation and conflict resolution, but it is more art than science. It will allow you the opportunity to identify your strengths as a negotiator and to work on your relative weaknesses. More fundamentally, the course will provide both a conceptual framework to diagnose problems and promote agreement in a range of settings from your professional to your personal life. We negotiate daily with potential employers, co-workers, bosses, landlords, merchants, service providers, partners, parents, children, friends, roommates, and many others. Our negotiation

skills affect what price we will pay, the amount of our salary and compensation, what movie we watch, and who will clean up the kitchen. Why do we sometimes get our way, while at other times walk away frustrated by our inability to achieve the agreement and resolution we want? As a manager, you not only need analytical skills to discover optimal solutions to problems, but also good negotiation and conflict resolution skills to get these solutions accepted and implemented.

Corequisites: MBA5501

MBA6665 Financial Statement Analysis

3 Credits

Evaluation, analysis, and interpretation of financial statements for decision-making from the perspective of users of financial data are emphasized. Appraising the health of a business is central to security analyses, lending, and investment decisions. Students learn to compare companies financially, exposing business performance and risk issues. Knowledge of financial recording procedures is developed. Students will effectively research, interpret, and analyze various financial disclosure statements.

Corequisites: MBA5501 and MBA6625

MBA6667 Corporate Treasury and Risk Management

3 Credits

A comprehensive study of the elements of corporate treasury management function, as they relate to the broader subject of corporate financial management is presented. Students' earlier learning of corporate finance, accounting, and financial markets is tied in with the day-to-day operational responsibilities of corporate treasury. The "sell-side" of financial services and the "buy-side" of corporate treasury, revealing the nature of the shared relationship between the two sides, is explored. The planning and control of corporate liquidity/cash management across the enterprise, management of short-term and longer-term funding vehicles, foreign exchange management, financial risk management, and decision support tools are central to the learning.

Corequisites: MBA5501 and MBA6625

MBA6669 Contemporary Issues in Financial Management

3 Credits

Knowledge gained in previous courses is applied to topical business issues through case studies, simulations, and other activities. The conceptual frameworks introduced earlier in the program are built upon to illustrate the principles and processes of sound financial management. Topics include financial analysis, capital budgeting, capital raising, valuation, and risk.

Corequisites: MBA5501 and MBA6625

MBA6672 Global Supply Chain Management

3 Credits

This course studies procurement strategies, global principles of international sourcing and supply chain management, and operations of national and international companies through learning fundamentals, case studies, group assignments, and class discussions. The course addresses issues and challenges in the availability of

raw materials, products and services, information flow and trade challenges, labor and financial capital, and dependencies of countries on several areas, including capacity, logistics, knowledge, risk management, and e-commerce.

Corequisites: MBA5501 and MBA6610

MBA6673 Supply Chain Logistics

3 Credits

This course helps students in the unique understanding and opportunities of the strategic role of logistics in a supply chain, principles, and practical case studies, including distribution, warehousing, and managing locations. Role of technology, e-commerce applications, 3PL (3rd party logistics), challenge of reverse logistics and sustainability, legal and environmental challenges will be addressed. Case studies and product flows including customer expectations and challenges will be shared.

Corequisites: MBA5501 and MBA6610

MBA6674 Supply Chain Analytics and Analysis

3 Credits

This course introduces the fundamentals of data-driven decisions in supply chain management, including visibility, decision making, solving corporate problems and maximizing business value, decision making, use of blockchain, artificial intelligence, and related principles in creating better supply chain management for companies of the future, including forecasting, innovation, and resilience. The subject matter is discussed through various studies, journals, and the latest research into the growth of this important segment of the business.

Corequisites: MBA5501 and MBA6610

MBA6675 Supply Chain Risk Management

3 Credits

This course addresses many of the risks associated with managing supply chains, both domestically and internationally, including areas of supplier integrity, financial management, cyber risk, product visibility, quality management, payment scheduling and knowledge management, trade disputes, disruptions, known and unknown risks, corporate governance and risk mitigation. Case studies, business news, class discussions, and group assignments make up the learning of this class.

Corequisites: MBA5501 and MBA6610

MBA6682 Customer Service Management

3 Credits

Services are deeds, processes, and performances provided by firms and individuals to create customer experiences. Service organizations (e.g., banks, educational institutions, hospitals, hotels, professional services, transportation companies) require a distinctive approach to manage the marketing strategy in development and execution. The course is designed around a conceptual framework known as the Gaps Model of Service Quality, used in global businesses, to understand and solve service problems.

Corequisites: MBA5501 and MBA6630

MBA6683 Global Marketing Management

3 Credits

Introduces concepts of marketing in an international setting. Addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Corequisites: MBA5501 and MBA6630

MBA6684 Digital Media Workshop

3 Credits

This hands-on workshop is an experiential course in which students collaborate with an outside business entity in an effort to help create and or improve an existing social media campaign. Students will collaborate as “marketing consultants” to an outside business entity to propose specific strategies and tactics to create impactful social media programming.

Corequisites: MBA5501 and MBA6630

MBA6685 Contemporary Issues in Marketing Management

This seminar-style course examines current issues related to designing and managing business marketing strategies and organizations, from where the marketing function is placed within business organizations and its functional boundaries to specific issues in ethical dilemmas in marketing, environmental sustainability, product life cycle, digital marketing, and supply chain issues. The course utilizes a case study method to analyze these issues and the impact of externalities – politics, COVID-19, socio-cultural changes, and economics – from a global perspective.

Corequisites: MBA5501 and MBA6630

MBA6690 Internship

3 Credits

This elective course, created to accommodate the needs of international students in the MBA Program, but open to all MBA candidates toward the MBA in Management degree, stresses experiential learning. The course provides an opportunity for the student to utilize employment outside of Berkeley College, whether paid or unpaid, in a structured and documented environment. This course would comply with Curricular Practical Training (CPT) regulations under 8 CFR 214.2 (f)(10)(i), defining CPT as an alternative work/study internship offered by sponsoring employers in cooperation with Berkeley College, directly related to the student’s major field of study and available as a one-session course. The student is responsible for securing the internship and all forms necessary as prerequisite to the course, including the employer's agreement as a sponsor for the student.

Prerequisite: MBA5501

MBA Program Learning Outcomes

MBA in Management Degree:

1. Students will integrate appropriate knowledge of MBA management core concepts.
2. Students will construct scholarly forms of written communication.
3. Students will produce effective oral presentations.
4. Students will integrate decision-support tools to inform evidence-based decision-making.
5. Students will critique the role of leadership as a driver of organizational success.
6. Students will construct solutions to organizational challenges in a team setting.
7. Students will generate work that is clear, rational, and informed by evidence.

MBA Concentrations

MBA students are strongly encouraged to select one of the following concentrations before registering for their second session in the Program:

- Accounting (Note: The Accounting Concentration is only offered Online)
- Financial Management
- Healthcare Management
- Human Resources Management
- Law Enforcement Executive Management
- Marketing Management
- Supply Chain Management

Each MBA concentration is comprised of a four-course (12-credit) sequence which replaces the existing electives.

Accounting (Note: The Accounting Concentration is only offered Online)

The Accounting Concentration is a set of courses designed to meet the needs of professional accountants. Public accountants provide accounting, tax, and auditing services. They also serve as expert witnesses in litigation and help clients prevent, detect, and investigate financial fraud. The Accounting Concentration includes accounting theory with a focus on professional research to resolve accounting issues, federal taxation concepts and applications, the auditing process in a data-driven environment, and forensic accounting combined with analysis of frauds and detection and investigative tools. In addition, the concentration provides a route for CPA candidates to complete the 150-credit hour requirement for licensure and to improve their performance on the CPA exam. Professional Licensure & Certification - Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/online-state-authorization-info/index.html.

- MBA6605 Accounting Theory
- MBA6606 Advanced Taxation
- MBA6607 Advanced Auditing
- MBA6608 Forensic Accounting and Fraud

PROGRAM LEARNING OUTCOMES

SAMPLE PROGRAM SEQUENCE - ACCOUNTING

Financial Management

The Financial Management Concentration focuses on developing knowledge required for decision making as a Financial Manager. Financial managers analyze business trends, advise senior managers regarding financial issues, create financial statements

and reports, organize investment activities, and develop strategies to maximize profits and reach the financial goals of their organization. Financial Managers work in many industries, including banks, manufacturing, service industries, investment firms, and insurance companies. The Financial Management Concentration covers financial institutions structure and operation, the analysis of financial statements, management of financial risk, the corporate treasury and topics such as capital sourcing and valuation.

- MBA6660 Financial Markets and Institutions
- MBA6665 Financial Statement Analysis
- MBA6667 Corporate Treasury and Risk Management
- MBA6669 Contemporary Issues in Financial Management

SAMPLE PROGRAM SEQUENCE - FINANCIAL MANAGEMENT

Healthcare Management

The Healthcare Management Concentration offers a suite of courses covering subject areas important to Healthcare Managers. Healthcare Managers specialize in leading, directing, controlling and administrating healthcare facilities, departments, and organizations and have a key role in the delivery or healthcare services. The Healthcare Management Concentration covers the wide scope of healthcare systems and the healthcare environment overall. The economic and cost driven nature of the healthcare system comprised of government, non-profit, and private providers operating in a government regulated environment are included in the scope of study. The data rich health informatics field, including the role of the Electronic Health record are explored. Practical Case Studies are used to demonstrate the distinctive ways functional disciplines are used to manage healthcare organizations.

- MBA6651 Healthcare Systems and Environment
- MBA6653 Healthcare Informatics
- MBA6654 Practical Case Studies in Healthcare Management
- MBA6655 Healthcare Finance

SAMPLE PROGRAM SEQUENCE - HEALTHCARE MANAGEMENT

Human Resources Management

The Human Resources Management Concentration offers a suite of courses covering subject areas salient to Human Resources Managers. Human Resources Managers maximize the effectiveness of the organization workforce, develop compensation regimes, oversee the recruitment process, and manage many other employee related issues. The Human Resources Management Concentration offers a set of courses covering compensation and benefits and the closely related employee recruitment and selection process. Data Analytics and Workforce Planning processes, and the Analysis of Design of Work are also explored. Students also are put in the role of a consultant using an interactive approach to deliver a strategic plan for Human Resources to contribute to organizational growth and performance improvement.

- MBA6640 Compensation and Employee Benefits
- MBA6641 Employee Recruitment and Selection
- MBA6643 Contemporary Issues in Human Resources Management
- MBA6644 Strategic Human Resource Management

SAMPLE PROGRAM SEQUENCE - HUMAN RESOURCES MANAGEMENT

Law Enforcement Executive Management

The Law Enforcement Executive Management concentration is intended for students who have taken the core Justice Studies courses (Criminal Law, Criminal Procedure, Police and Society, and Criminology) in an undergraduate program and are seeking to acquire a graduate degree prior to entering the competitive field of law enforcement. The concentration also lends itself to career Law enforcement professionals who through the police academy, real-life experience, and in-service training will have the required foundational knowledge to succeed in the courses

- MBA6100 Law Enforcement Executive Accountability
- MBA6105 Law Enforcement Executive Leadership
- MBA6110 Crisis Leadership
- MBA6115 Law Enforcement Executive Policy and Planning

SAMPLE PROGRAM SEQUENCE - LAW ENFORCEMENT EXECUTIVE MANAGEMENT

Marketing Management

The Marketing Management Concentration focuses on developing knowledge and skills required for decision making by marketing managers. Marketing managers analyze market and business trends, advise senior managers regarding marketing issues, create marketing plans and strategies, organize marketing activities, and develop initiatives to maximize firm profitability and reach the firm's strategic goals through "top-line" revenue generation. Marketing managers work in almost any industry – domestic or international - whether for-profit or non-profit - and represent the highest ethical standards while doing so. The Marketing Management Concentration covers global marketing issues, the provision of customer service, the use of new media to accomplish marketing strategies and tactics, and analysis of current issues affecting the marketing of goods and services to the consuming public.

- MBA6682 – Customer Service Management
- MBA6683 – Global Marketing Management
- MBA6684 – Digital Media Workshop
- MBA6685 – Contemporary Issues in Marketing Management

SAMPLE PROGRAM SEQUENCE – MARKETING MANAGEMENT

Supply Chain Management

The Supply Chain Management Concentration contains a category of courses focused on subjects pertinent to Supply Chain Managers and Logisticians. The many risks associated with managing domestic and international supply chains and risk mitigation are explored. Procurement strategies, international sourcing, and global supply chain management are addressed through case studies and other methods. The critical area of Supply Chain Logistics including e-commerce, 3PL, reverse logistics are addressed along with sustainability, and legal and environmental challenges. Data-driven decision making via the use of Supply Chain Analytics and Analysis, as well as relevant topics such as block chain and artificial intelligence are studied.

- MBA6672 Global Supply Chain Management
- MBA6673 Supply Chain Logistics
- MBA6674 Supply Chain Analytics and Analysis
- MBA6675 Supply Chain Risk Management

SAMPLE PROGRAM SEQUENCE - SUPPLY CHAIN MANAGEMENT

Master of Business Administration in Management with a Concentration in Accounting Learning Outcomes

1. Students will integrate appropriate knowledge of MBA management core concepts.
2. Students will construct scholarly forms of written communication.
3. Students will produce effective oral presentations.
4. Students will integrate decision-support tools to inform evidence-based decision-making.
5. Students will critique the role of leadership as a driver of organizational success.
6. Students will construct solutions to organizational challenges in a team setting.
7. Students will generate work that is clear, rational, and informed by evidence.
8. Students will demonstrate advanced proficiency in accounting principles, concepts, and theories.

The Larry L. Luing School of Business® at Berkeley College has received specialized accounting accreditation for the following program through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, USA. The IACBE grants accreditation for business and accounting programs only. Locations and delivery modes for program offerings are at the sole discretion of the Member. For a list of accredited programs please view our IACBE member status page.

- Master of Business Administration in Management with a Concentration in Accounting (Available Online only)

Four-Year Combined BBA/MBA Option

Berkeley College makes it possible to earn both a BBA and an MBA in as few as four years.

High-performing students in certain Berkeley College BBA programs have the option to complete a Baccalaureate degree and a Master's degree in Management in just four calendar years. This option offers many benefits, including the ability to:

- Graduate with an MBA much sooner than through the traditional route
- Expand career opportunities and earning potential with an advanced degree
- Save significant tuition costs

This option is open to students in the following BBA programs:

- Accounting (Note: **The MBA Concentration in Accounting** is only offered Online)
- Fashion Merchandising and Management
- Financial Services
- General Business
- Health Services Management
- International Business
- Business Administration - Management
- Marketing

To complete in four years, students will attend full-time, three semesters per calendar year. Students must also complete all requirements for the MBA in Management degree in just one calendar year, complete 1-2 MBA core courses as undergraduate electives, and complete the remaining 30-33 MBA credits in the three semesters of their fourth calendar year of study.

Berkeley College undergraduate BBA students enrolled in the Four-year Combined BBA/MBA Option may take graduate courses at Berkeley College. To be considered for the Four-year Combined BBA/MBA Option, current Berkeley College undergraduates, transfer, and prospective students must meet the following admission criteria:

- Full-time enrollment or intention to study full-time
- Successful completion of the Business core courses

The student may take a maximum of two graduate courses (i.e., a maximum of six credits) during his/her undergraduate career.

Each graduate course will appear on the undergraduate transcript with a subject code, number, title, number of credits, and grade. The student may substitute these courses for any business or free elective available in the 8^{th} (pivot) semester, the last one of their undergraduate studies. As part of the undergraduate transcript, each course counts in the student's undergraduate semester and cumulative GPAs and a total number of credits attempted and earned.

If the student graduates with the undergraduate degree and matriculates into the Berkeley College graduate program, the student may also use those graduate courses to satisfy graduate degree requirements. Both graduate courses will appear on the graduate transcript as graded transfer credits.

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Accounting

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Fashion Merchandising and Management

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Financial Services

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in General Business

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Health Services Management

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in International Business

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Business Administration - Management

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Marketing

Four-Year Combined BS/MBA Option

Berkeley College makes it possible to earn both a BS and an MBA in as few as four years.

High-performing students in certain Berkeley College BS Programs - in the School of Professional Studies and the Larry L. Luing School of Business® - have the option to complete a Baccalaureate degree and a Master's degree in Management in just four calendar years. This option offers many benefits, including the ability to:

- Graduate with an MBA much sooner than through the traditional route
- Expand career opportunities and earning potential with an advanced degree
- Save significant tuition costs

This option is open to students in the following BS programs:

- Justice Studies-Criminal Justice
- National Security
- Business Data Science
- Information Technology Management

To complete in four years, students will attend full-time, three semesters per calendar year. Students must also complete all requirements for the MBA in Management degree in just one calendar year, complete 1-2 MBA core courses as undergraduate electives, and complete the remaining 30-33 MBA credits in the three semesters of their fourth calendar year of study.

Berkeley College undergraduate BS students enrolled in the Four-year Combined BS/MBA Option may take graduate courses at Berkeley College. To be considered for the Four-year Combined BS/MBA Option, current Berkeley College undergraduate, transfer, and prospective students must meet the following admission criteria:

- Full-time enrollment or intention to study full-time
- Successful completion of undergraduate courses considered core courses in the student's chosen major

In addition:

- Justice Studies-Criminal Justice and National Security students in the BS/MBA option will not be required to declare a concentration in their BS degree program
- The MBA core courses (3-6 credits) will count as undergraduate upper-level major electives and will be taken after a student has completed 90 credits
- Students in Justice Studies-Criminal Justice or National Security will also take two 3000/4000 upper-division electives

The student may take a maximum of two graduate courses (i.e., a maximum of six credits) during his/her undergraduate career.

Each graduate course will appear on the undergraduate transcript with a subject code, number, title, number of credits, and grade. The student may substitute these courses for any core or free elective available in the 8th (pivot) semester, the last one of their undergraduate studies. As part of the undergraduate transcript, each course counts in the student's undergraduate semester and cumulative GPAs and total number of credits attempted and earned.

If the student graduates with an undergraduate degree and matriculates into the Berkeley College graduate program, the student may also use these graduate credits to satisfy graduate degree requirements. These graduate courses will appear on the graduate transcript as graded transfer credits.

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS in Justice Studies-Criminal Justice

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS in National Security

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS Option Business Data Science with a Concentration in Artificial Intelligence

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS Option Business Data Science with a Concentration in Business Analytics

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS in Information Technology Management

MBA Program Administration and Faculty

David Glazer
Director, MBA Program
PhD, and MBA, Human Resource Management, George Washington University
JD, American University
MSFS, The American College
BA, Political Science, SUNY College at Oneonta, NY

Michael Lincoln
Director, MBA Admissions
BA, California State Northridge
MA, Rutgers, The State University of New Jersey

- MBA Faculty

MBA Faculty

Keith Weissman, CFA, CPA
MBA, Columbia University
Enas Altaani*
MBA, Malloy College
DBA, Keiser University

Andrew Arumemi*
BS, New Jersey Institute of Technology
MBA, New Jersey Institute of Technology
DBA, Walden University

David Lavelle, CFA*
BSBA, Seton Hall University
MBA, George Washington University

Linda Lossmann, SHRM-CP*
BS and MA, University of Phoenix
Rosemarie McLaughlin, CPA*
MBA, New York University

Harini Mittal*
MBA, Gujarat University
PhD, Nirma University

Mohamed Moussa*
MBA, Anmerican Intercontinental
DBA, California Southern University
Veronica Ramsundar*
MS, Mercy College
DBA, Argosy University

Meeghan Rogers*
MS and PhD, Queens University, Belfast
Sudhir Sachdev*
MBA Hofstra University

Amath Sarr*
DBA, Walden University

Sudha Swaminathan*MS and MBA, Osmania University
PhD, Jawaharlal Nehru Technical University
Christopher Warburton*
PhD and MA, Fordham University

*Part-time faculty

Contact Us

The MBA in Management program is offered at the New York City campus and Online

3 East 43rd Street
New York, NY 10017
800-446-5400
BCGRAD@BerkeleyCollege.edu

Master of Science in Nursing (MSN) Academic Offering

- Master of Science in Nursing (MSN) Academic Offering Overview
- MSN Course Descriptions
- MSN Program Administration and Faculty
- Contact Us

Master of Science in Nursing (MSN) Overview

The Berkeley College Master of Science in Nursing (MSN) degree program prepares nurse professionals for advanced practice in Family Nurse Practitioner. This program, which is accredited by the Commission on Collegiate Nursing Education (CCNE), offers students the opportunity to acquire advanced knowledge of nursing theory, research, and health policy. Students will be prepared to provide direct patient care to patients in clinical and community-based systems, and to implement safe and quality practices in a variety of settings and roles. Students enrolled in the MSN program will be eligible to apply for advanced practice positions that will move their careers forward and will also be eligible to pursue future opportunities through doctoral education. Graduating from a CCNE accredited program also enables graduates to participate several national certification examinations, including American Nurses Credentialing Center Board Certification (ANCC) and the American Academy of Nurse Practitioners Certification Board (AANP).

Berkeley College offers a flexible program leading to the Master of Science in Nursing degree. Master's students at Berkeley pursue their educational endeavors with faculty and clinical/consulting associates who have expertise and research in the student's chosen area of study.

Master of Science in Nursing - Family Nurse Practitioner Program

The role of a Nurse Practitioner (FNP) is a highly sought level of practice in the nursing profession, and demand is projected to continue increasing. This specialization within the MSN program is designed to be flexible for working nurses and helps develop expertise in the delivery of advanced health services and health promotion through evidence-based practice. Graduates of this specialization will be prepared to provide a wide range of preventive and acute health care services to individuals of all ages.

The MSN-Family Nurse Practitioner program is a 46-credit curriculum with a combination of synchronous online courses and clinical practice hours. The clinical hours must be completed at a facility located in the State of New Jersey. Students also are required to attend mandatory on-campus simulation sessions as outlined by the course instructor.

Family Nurse Practitioner Curriculum - For Students Enrolled Prior to Fall 2025

This program is a combination of synchronous online courses and includes 630 clinical hours.

MSN Core

- NUR5000 Transition to Advanced Nursing Practice: Expanded Practice, Communication, and Collaboration
- NUR5005 Population Health in a Global Society, Legislation and Social Policy
- NUR6000 Nursing Research and Evidence Based Practice

Direct Care Core

- MED5005 Advanced Clinical Pharmacology
- MED5000 Advanced Physiology/Pathophysiology
- NUR6010 Advanced Health Assessment and Clinical Reasoning

FNP Clinical Component

- NUR6030 Primary Care for Adolescents and Adult Patients
- NUR6035 Clinical I: Advanced Practice Nursing in Adolescents and Adults Care (180 clinical hours offsite with 2 full days of on-site simulations)
- NUR6040 Primary Care for Geriatric Patients
- NUR6045 Clinical II: Advanced Practice Nursing in Geriatric Care (135 clinical hours offsite with 2 full days of onsite simulations)
- NUR6050 Primary Care for Pediatric Patients
- NUR6055 Clinical III: Advanced Practice Nursing in Pediatric Care (135 clinical hours offsite with 2 full days of onsite simulations)
- NUR6060 Primary Care for Maternal-Child
- NUR6065 Clinical IV: Advanced Practice Nursing in Women's Health and Perinatal Care (90 clinical hours offsite with 2 full days of onsite simulations)
- NUR7035 Advanced Practice Nursing in Family Practice Capstone (90 clinical hours offsite with 2 full days of onsite simulations)

SAMPLE PROGRAM SEQUENCE - FAMILY NURSE PRACTITIONER - PART-TIME
(Applicable Only For Students Enrolled Prior to Fall 2025)

Family Nurse Practitioner Curriculum - For Students Enrolled For Fall 2025 and Later

This program is a combination of synchronous online courses and includes 750 clinical hours.

MSN Core

- NUR5000 Transition to Advanced Nursing Practice: Expanded Practice, Communication, and Collaboration
- NUR5005 Population Health in a Global Society, Legislation and Social Policy
- NUR6000 Nursing Research and Evidence Based Practice

Direct Care Core

- MED5005 Advanced Clinical Pharmacology
- MED5000 Advanced Physiology/Pathophysiology
- NUR6010 Advanced Health Assessment and Clinical Reasoning

FNP Clinical Component

- NUR6030 Primary Care for Adolescents and Adult Patients

- NUR6035 Clinical I: Advanced Practice Nursing in Adolescents and Adults Care (200 clinical hours offsite with 2 full days of on-site simulations)
- NUR6040 Primary Care for Geriatric Patients
- NUR6045 Clinical II: Advanced Practice Nursing in Geriatric Care (200 clinical hours offsite with 2 full days of onsite simulations)
- NUR6051 Primary Care for Pediatric and Maternal Child Patients
- NUR6056 Clinical III: Advanced Practice Nursing in Pediatric and Women's Health/ Perinatal Care (200 clinical hours offsite)
- NUR7036 Clinical IV: Advanced Practice Nursing in Family Practice Capstone (150 clinical hours offsite)
- NUR7037 Advanced Practice Nursing in Family Practice Capstone (2 days of onsite simulations)

SAMPLE PROGRAM SEQUENCE - FAMILY NURSE PRACTITIONER - PART-TIME
(Applicable Only For Students Enrolled For Fall 2025 and Later)

Admission Requirements

The Master of Science in Nursing-Family Nurse Practitioner Specialization program is designed for clinicians who have experience in direct patient care, defined as nursing care provided to individuals or families intended to achieve specific health goals or achieve selected health outcomes. Additional admission requirements can be found on the Admission page of the Graduate Catalog: https://berkeleycollege.edu/catalogs/graduate-2025-2026/admissions/msn-admissions/index.html

Final acceptance into the program will be determined by the Graduate Nursing Programs Admissions Committee composed of nursing and School of Health Studies faculty, nursing administrators, and the MSN Admission Director.

An offer of admission will be valid for 12 months from the start date of the program. Applicants denied admission will be allowed to reapply after 180 days.

* Applicants not meeting GPA requirement of 3.0 may be considered for conditional admission with the following provision: Student will take six (6) credits of graduate courses at Berkeley College. Students will be required to demonstrate successful graduate work with a GPA of 3.0 at the end of the first semester in order to progress in the program. Students not achieving a 3.0 GPA at the end of the first semester will be dismissed from the program.

The MSN program is available in a hybrid format with lecture courses being conducted online in a synchronous format. The program also contains clinical courses, which are to be completed at off-site facilities that have been approved by the Graduate Nursing Department and that are located in the State of New Jersey. Several courses contain a simulation requirement, which must be completed at the Woodland Park campus.

For the clinical component of the program, students are required to secure preceptors and complete their rotations in a primary care setting such as a physician’s office or clinic. To ensure the correct facility is selected, students are encouraged to speak with the MSN Program Director before finalizing their preceptor agreement.

For additional information about the academic policies and procedures, students are encouraged to review the MSN Student Handbook Supplement.

Berkeley College reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications subsequent to the original publication of this document may not be reflected here. For up-to-date and detailed information, please visit BerkeleyCollege.edu and view our catalogs at BerkeleyCollege.edu/Publications.

MSN Course Descriptions

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online.

NUR5000 Transition to Advanced Nursing Practice: Expanded Practice, Communication, and Collaboration

This course addresses continuing professional role development for Registered Nurses who are returning to school to prepare for advanced generalist roles at the graduate level. This course facilitates the development and implementation of strategies to enable the synthesis of professional development for the nurse. Students will explore and identify what advanced practice means within the context of their own professional practice role. The course enables students to engage in a thoughtful process of inquiry to more intentionally and consciously develop their knowledge and nursing practice, develop their confidence and ability to act in alignment with their nursing values, and to navigate the complexities of contemporary health care settings as they care for patients and families. The focus is on integrating multidimensional care through communication and collaboration, advance students' skills of inquiry and analysis, and advance students' clinical reasoning through the use of case analysis.

3 Credits

NUR5005 Population Health in a Global Society, Legislation and Social Policy

This course is designed to explore population health, a field of practice and research concerned with the health of groups of individuals and the equitable distribution of health within these groups. This course is designed to prepare graduate nursing students for leadership in public and global health by exploring the social determinants of health, political process and development of social policy. The course framework integrates knowledge from nursing with contemporary population health knowledge. Using case studies students will be able to explore, examine and analyze evidence based population interventions and outcomes, how population health innovations are applied by health systems, and how legislation influences healthcare delivery.

3 Credits

NUR6000 Nursing Research and Evidence Based Practice

This course is designed to further develop graduate students understanding of the research process to include clinical question generation, literature search methods, critique of research methods and appropriate statistical analysis in published research evidence, and synthesis of evidence related to clinical nursing problems. Emphasis is placed on the importance of research to improve clinical practice, strategies to evaluate the quality of research and evidence, and increase integration of research into practice. Ethical implications of research are considered. Students address evidence-based practice and are introduced to quality improvement models. Each student develops a

thesis pre-proposal with application to their area of clinical interest to be implemented as the Master's thesis requirement.

3 Credits

NUR6010 Advanced Health Assessment and Clinical Reasoning

This course will build upon health assessment skills developed in the professional nurse's basic educational program. Students will develop the theoretical and clinical basis for health assessment of diverse clients across the life span by the advanced clinician. The process whereby the advanced clinician utilizes comprehensive history, physical, psychosocial, and cultural assessment across the lifespan to gather specific data relevant to common health problems is demonstrated. Students will develop clinical reasoning skills to begin to formulate differential diagnoses. Students will also evaluate the use of information systems technology for exploring health care outcomes, application of the nursing process through various technologies, therapeutic communication with diverse clients/groups, and patient education.

3 Credits

Prerequisite: NUR5000, NUR5005

Prerequisite or Corequisite: MED5000, MED5005

NUR6030 Primary Care for Adolescents and Adult Patients

The course explores the theories and practice of advanced practice nursing and health care planning and delivery to adults ages 18-60 considering diverse populations in concordance with nationally recognized FNP competencies. Course content includes developmental, physiological, pathological, and psychosocial changes relative to health maintenance, acute and stable chronic illnesses and life transitions. The role of the nurse practitioner is explored to include the practitioner as educator, leader and provider.

3 Credits

Prerequisite: NUR5000, NUR5005, MED5000, MED5005

Corequisite: NUR6035

NUR6035 Clinical I: Advanced Practice Nursing in Adolescents and Adults Care

This course serves as a companion course to Primary Care for Adolescents and Adult Patients and consists of two components, a clinical practicum (180 hours with an approved preceptor) and an online seminar. The diagnostic reasoning skills needed for clinical decision making in the advanced practice role are practiced including refining skills in the performance of a comprehensive health status assessment, development of differential diagnoses, planning, health promotion and care management of adult patients with stable chronic and minor acute health issues. Evidence-based research is utilized to develop comprehensive, cost-effective, least invasive, quality health care. Care includes health promotion counseling, screening, and patient education to optimize patient and family health. Emphasis is placed on critical thinking and diagnostic reasoning to guide clinical decision making. Management of patient illness includes ordering diagnostic tests, prescribing pharmacological and nonpharmacological integrative healing therapies, collaborating with other health professionals and community agencies, and pursuing appropriate follow-up.

4 Credits

Prerequisite: NUR5000, NUR5005, NUR6010, MED5000, MED5005

Corequisite: NUR6030

NUR6040 Primary Care for Geriatric Patients

The course provides a problem-based case approach to explore the theories and practice of health-care for adults, families and communities in late adulthood in concordance with nationally recognized FNP competencies. Course content includes the assessment, diagnoses, planning, and management and health promotion for elder persons as well as those with complex conditions or multiple chronic conditions. The role of the nurse practitioner is explored to include the practitioner as educator, leader and provider.

3 Credits

Prerequisite: NUR5000, NUR5005, NUR6010, NUR6030, NUR6035, MED5000, MED5005

Corequisite: NUR6045

NUR6045 Clinical II: Advanced Practice Nursing in Geriatric Care

This course serves as a companion course to Primary Care for Geriatric Patients and consists of two components, a clinical practicum (clinical hours with an approved preceptor) and an online seminar. The diagnostic reasoning skills needed for clinical decision making in the advanced practice role are practiced including refining skills in the performance of a comprehensive health status assessment, development of differential diagnoses, planning, health promotion and care management of adults, families, communities in late adulthood, and patients with complex chronic health issues. Evidence-based research is utilized to develop comprehensive, cost-effective, least invasive, quality health care. Care includes health promotion counseling, screening, and patient education to optimize patient and family health. Emphasis is placed on critical thinking and diagnostic reasoning to guide clinical decision making. Management of patient illness includes ordering diagnostic tests, prescribing pharmacological and nonpharmacological integrative healing therapies, collaborating with other health professionals and community agencies, and pursuing appropriate follow-up.

4 Credits

Prerequisite: NUR5000, NUR5005, NUR6010, NUR6030, NUR6035, MED5000, MED5005

Corequisite: NUR6040

NUR6050 Primary Care for Pediatric Patients

This course provides a problem-based case approach to explore the theories and practice of health-care for pediatric patients, within the context of family health care in concordance with nationally recognized FNP competencies. The course is designed to provide experience with assessment, diagnosis, planning, and management of children for health promotion, minor acute conditions, and wellness visits. The role of the nurse practitioner is explored to include the practitioner as educator, leader and provider.

3 Credits

Prerequisite: NUR5000, NUR5005, NUR6010, NUR6030, NUR6035, MED5000, MED5005

Corequisite: NUR6055

NUR6051 Primary Care for Pediatric and Maternal Child Patients

The course provides students with a problem-based, case-study approach to understanding the complex healthcare needs of pediatric patients, from infancy through adolescence, as well as childbearing women. Emphasizing the role of the nurse practitioner as a provider, educator, and leader, the course offers in-depth experience in assessing, diagnosing, planning, and managing common health problems encountered in primary care settings.

4 Credits

Prerequisite: NUR5000, NUR5005, NUR6000, NUR6010, NUR6030, NUR6035, NUR6040, NUR6045, MED5000, MED5005

Corequisite: NUR6056

NUR6055 Clinical III: Advanced Practice Nursing in Pediatric Care

This course serves as a companion course to Primary Care for Pediatric Patients and consists of two components, a clinical practicum (clinical hours with an approved preceptor) and an online seminar. The diagnostic reasoning skills needed for clinical decision making in the advanced practice role are practiced including refining skills in the performance of a comprehensive health status assessment, development of differential diagnoses, planning, health promotion and care management of children for health promotion, minor acute conditions, and wellness visits. Evidence-based research is utilized to develop comprehensive, cost-effective, least invasive, quality health care. Care includes health promotion counseling, screening, and patient education to optimize patient and family health. Emphasis is placed on critical thinking and diagnostic reasoning to guide clinical decision making. Management of patient illness includes ordering diagnostic tests, prescribing pharmacological and nonpharmacological integrative healing therapies, collaborating with other health professionals and community agencies, and pursuing appropriate follow-up.

2 Credits

Prerequisite: NUR5000, NUR5005, NUR6010, NUR6030, NUR6035, MED5000, MED5005

Corequisite: NUR6050

NUR6056 Clinical III: Advanced Practice Nursing in Pediatric and Women's Health/ Perinatal Care

This comprehensive clinical course integrates the study of advanced health assessment techniques, including history taking, physical examination, and laboratory/diagnostic procedures, to support the assessment and diagnosis of pediatric patients and childbearing clients. Designed for the FNP, the course emphasizes the importance of these skills in providing primary care within a family-centered context.

The key components of this course include clinical practice experiences where students will engage with direct patient care alongside an approved preceptor, gaining hands-on experience in Pediatric and Gynecological family primary care. A total of 200 direct patient care hours, with 140 hours dedicated to the pediatric population and 60 hours to Women's Health/OB family nursing care. Simulation exercises will be conducted on campus. These learning exercises will allow students to refine their clinical decision-making, diagnostic reasoning, and psychomotor skills in a controlled, supportive environment.

The advanced practice role is explored through a holistic approach to care that includes patient and family education, counseling, direct hands-on patient care, and the promotion of wellness. Students will also address common pediatric and maternal health concerns, incorporating clinical decision-making skills to optimize the health outcomes for both pediatric patients and women.

4 Credits

Prerequisite: NUR5000, NUR5005, NUR6000, NUR6010, NUR6030, NUR6035, NUR6040, NUR6045, MED5000, MED5005

Corequisite: NUR6051

NUR6060 Primary Care for Maternal-Child

This course focuses on advanced nursing care to women in diverse populations. It is designed to introduce the student to the role of the nurse practitioner as a provider of women's health in primary care settings in concordance with nationally recognized FNP competencies. The course will provide experience with assessment, diagnosis, planning, and management of women for health promotion, minor acute conditions, wellness visits and pregnancy. The emphasis will be on health maintenance and illness prevention. The role of the nurse practitioner is explored to include the practitioner as educator, leader, and provider.

3 Credits

Prerequisite: NUR5000, NUR5005

Corequisite: NUR6065

NUR6065 Clinical IV: Advanced Practice Nursing in Woman's Health and Perinatal Care

This course serves as a companion course to Primary Care for Maternal-Child and consists of three components, a clinical practicum (clinical hours with an approved preceptor), a simulation on site, and an online seminar. The diagnostic reasoning skills needed for clinical decision making in the advanced practice role are practiced including refining skills in the performance of a comprehensive health status assessment, development of differential diagnoses, planning, health promotion and care management of patients with stable chronic and minor acute health issues. Evidence-based research is utilized to develop comprehensive, cost-effective, least invasive, quality health care. Care includes health promotion counseling, screening, and patient education to optimize patient and family health. Emphasis is placed on critical thinking and diagnostic reasoning to guide clinical decision making. Management of patient illness includes ordering diagnostic tests, prescribing pharmacological and

nonpharmacological integrative healing therapies, collaborating with other health professionals and community agencies, and pursuing appropriate follow-up.

3 Credits

Prerequisite: NUR5000, NUR5005, NUR6010, NUR6030, NUR6035, MED5000, MED5005

Corequisite: NUR6060

NUR7035 Advanced Practice Nursing in Family Practice Capstone

The course reflects a culmination in advanced education to synthesize knowledge and skills acquired throughout the MSN Program. Incorporates analysis of selected patient and healthcare system issues and the development of action plans for patient care and organizational change.

This capstone course requires the graduate nursing student to focus on substantive nursing practice issues and to develop solutions. The student is required to complete a scholarly project, under the direction of a faculty member, which synthesizes advanced practice knowledge and skills to address substantive nursing practice issues as a Family Nurse Practitioner.

3 Credits

Prerequisite: All MSN Core, Direct Care Core and Specialization Courses, or approval from MSN Program Director

NUR7036 Clinical IV: Advanced Practice Nursing in Family Practice Capstone

This clinical component of the MSN Family Nurse Practitioner (FNP) Capstone course provides students with 150 hours of supervised direct patient care clinical practice, precepted by a primary care provider. The practicum offers hands-on experience, allowing students to apply advanced practice knowledge and skills in a variety of healthcare settings with diverse patient populations. During the clinical experience portion of the course, students will actively engage in patient care, focusing on assessment, diagnosis, treatment, and management, while refining their functional role as Family Nurse Practitioners. This clinical experience is designed to bridge the gap between theory and practice, ensuring that students are well-prepared for the demands of primary care practice and for certification as an FNP.

3 Credits

Prerequisite: NUR5000, NUR5005, NUR6000, NUR6010, NUR6030, NUR6035, NUR6040, NUR6045, NUR6051, MED5000, MED5005

Corequisite: NUR7037

NUR7037 Clinical IV: Advanced Practice Nursing in Family Practice Capstone

This didactic component of the MSN Family Nurse Practitioner (FNP) Capstone course serves as the culmination of advanced education, providing an opportunity for students to synthesize the knowledge and skills acquired throughout the program. The course focuses on analyzing key patient care and healthcare system issues, guiding students in the development of actionable plans for improving patient outcomes and implementing organizational change. Students will engage in a scholarly project, under

the mentorship of a faculty member, that synthesizes advanced practice knowledge to address significant nursing practice issues in the role of a Family Nurse Practitioner.

In addition, the course incorporates the use of a resource, which will be thoroughly utilized to help students identify areas of strength and weakness in preparation for their board certification exam.

3 Credits

Prerequisite: NUR5000, NUR5005, NUR6010, NUR6000, NUR6030, NUR6035, NUR6040, NUR6045, NUR6051, NUR6056, MED5000, MED5005

Corequisite: NUR7036

MED5000 Advanced Physiology/Pathophysiology

Expands upon basic knowledge of physiology and pathophysiology to provide a more in-depth understanding of human responses to interventions. Students will explore the pathologic mechanisms of disease across the lifespan, incorporating concepts of advanced clinical assessment and management of common, episodic and chronic conditions. Students will demonstrate assimilation of technology and information literacy to access ever-changing research integration of best practices and apply findings to case studies or simulations.

3 Credits

MED5005 Advanced Clinical Pharmacology

This course is designed to advance the graduate nursing student’s basic pharmacology knowledge attained in their professional education and experience and focuses on clinical use of medications seen most in practice and across the lifespan. Attention is given to the physiologic basis and clinical characteristics of disease states relative to pharmacotherapy. Emphasis is placed on rational medication prescribing based on evidence-based practice guidelines, pharmacology principles, lifespan considerations, cultural, socioeconomic, and legal influences for patients and populations. Clinical decision-making and review of laws governing prescriptive authority for advance practice are addressed. Completion of this course will enable students to identify pharmacologic treatments for commonly encountered clinical conditions, prescribe, manage, and evaluate drug therapy.

3 Credits

MSN Program Administration and Faculty

Caterina Sousa, RN, FNP-C
MSN Program Director
AAS, BSN, Felician University
MSN, Saint Elizabeth University
Post Master's Family Nurse Practitioner Certificate, William Paterson University

- Nursing Faculty

Nursing Faculty

Barbara Crump, RN, ANP-C
BSN, William Paterson University
MSN, Saint Peter's University
PhD, University of Phoenix

Caterina Sousa, RN, FNP-C
MSN Program Director
AAS, BSN, Felician University
MSN, Saint Elizabeth University
Post Master's Family Nurse Practitioner Certificate, William Paterson University

Contact Us

The Family Nurse Practitioner Program is a combination of online courses, on-campus simulations, and clinical practice hours.

44 Rifle Camp Road
Woodland Park, NJ 07424
800-446-5400
BCGRAD@BerkeleyCollege.edu