

Faculty Handbook 2018-2019

Effective September 1, 2018 to August 31, 2019

Table of Contents

2018 - 2019 Faculty Handbook.....	4
IMPORTANT: PLEASE READ CAREFULLY.....	4
Undergraduate 2018 - 2019 Catalog.....	5
Administration.....	6
Campuses.....	7
New York Campuses.....	7
New Jersey Campuses.....	7
Online.....	7
Institutional History.....	8
Mission, Vision, and Values.....	11
Mission Statement:.....	11
Vision:.....	11
Values:.....	11
Governance.....	12
Faculty Appointment and Responsibilities.....	13
Faculty Appointment.....	13
Responsibility of Faculty.....	13
Appointment of Faculty.....	14
Appointment of Faculty.....	14
Reappointment of Faculty.....	14
Faculty Appointment to the School of Graduate Studies.....	15
Faculty Transcripts.....	16
Commitments of Full-Time Faculty.....	17
Faculty Awards.....	18
Faculty Grievance Procedures.....	19
Faculty Performance Evaluations.....	20
Licensure/Certification.....	21
Professional Development.....	22
Appearance and Conduct.....	23
Conduct.....	23
Health and Safety.....	23
Dress Code.....	23
Campus Security and Emergency Procedures.....	24
Children on Campus.....	25
Classroom Management.....	26

Code of Conduct/Conflict of Interest Policy.....	27
College Closing.....	28
Enrollment Verification.....	29
Faculty, School, and Department Meetings.....	30
Faculty Hours and Attendance.....	31
Faculty Technology Review.....	32
Grading.....	33
Maintaining Grades.....	33
Submitting Grades.....	33
Office Hours.....	34
Recording a Classroom Lecture and Discussion.....	35
Student Complaint Process.....	36
Substance and Scholarship.....	37
Academic Freedom.....	37
Research.....	37
Academic Integrity and Plagiarism.....	37
Academic Programs, Policies, and Procedures.....	39
Educational Programs.....	39
Grading System and Academic Standards.....	39
Berkeley College Learning Objectives.....	40
Course Development, Learning Resources, Syllabi, and Course Copies.....	41
Curriculum Development.....	44
Establishment, Development, and Review of Educational Programs.....	45
Feedback for Students.....	47
Field Trips.....	48
Honors Program.....	49
Dean's List.....	51
Withdrawals and Dismissals.....	52
End of Term Procedures.....	53
Evaluation and Grading.....	54
Examinations.....	55
Grade Appeals.....	56
Graduation.....	57
President's List.....	58
Progress Reports.....	59
Student Attendance/Participation.....	60
Term Grade Report.....	61
Educational Resources.....	62
Library.....	62
Electronic Information and Instructional Technology.....	63
Benefits.....	65
Benefit Categories.....	65
401K Tax-Deferred Savings Plan.....	66
Tuition Reimbursement Plan.....	67
Bridging the Gap (Faculty who have left and then returned).....	68
Employee Assistance Program (EAP).....	69

Flexible Spending Account (FSA) - Health Care and Dependent Care.....	70
Insurance.....	71
Leave of Absence.....	72
Professional Memberships.....	74
Reimbursement of Work-Related Expenses.....	75
Sabbatical Leave.....	76
Sick Leave.....	77
Term Breaks.....	78
Transit Benefit.....	79
Tuition Waiver (Undergraduate and Graduate).....	80
Voluntary Benefits.....	81
Selected Policies.....	82
Accommodating a Disability.....	83
Notice of Non-Discrimination - Americans with Disabilities Act (ADA)	83
Students	83
Alcohol and Drug Abuse.....	84
Copyright Policy.....	85
Credit Hour Assignment Policy.....	86
Equal Opportunity Policy.....	87
Media Relations Consent.....	89
Ownership of Materials and Equipment.....	90
Parking.....	91
Privacy of Student Records and Information.....	92
Regulatory Disclosures.....	93
Smoking.....	94
Social Media Policy.....	95
Use of Trademarks.....	96
Weapons.....	97
Academic Calendar.....	98
FALL SEMESTER 2018.....	98
WINTER SEMESTER 2019.....	98
SPRING SEMESTER 2019.....	98
FALL SEMESTER 2019.....	98

2018 - 2019 Faculty Handbook

- [Campuses](#)
 - [Institutional History](#)
 - [Mission, Vision, and Values](#)
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IMPORTANT: PLEASE READ CAREFULLY

This Faculty Handbook has been prepared to acquaint you with the mission, goals, objectives, policies, and procedures of Berkeley College. It supersedes any previous Faculty Handbook, and will remain in effect until a new Handbook is released. This Faculty Handbook outlines the faculty's principal responsibilities and provides a context for the various programs, policies, procedures, and benefits that are set forth in Office 365 and elsewhere. Please note that this Handbook is not intended to create a contract of any kind, and the College reserves the right to modify, supplement, or eliminate the contents of this Faculty Handbook and any of the various programs, policies, procedures, and benefits at any time, without notice.

The employment relationship that exists between you and Berkeley College is employment-at-will. You are free to end your employment relationship with Berkeley College at any time and for any reason, with or without notice. Likewise, Berkeley may, at any time and for any reason, decide to end your employment, with or without notice or cause.

Please read the Handbook carefully, and refer to it when you have questions concerning the College, its programs, and faculty responsibilities. To promote student success and to enhance Berkeley College's ability to achieve its mission, full participation of faculty in the governance of the institution and in compliance with policies and procedures is essential. Berkeley faculty are responsible for being aware of all content related to faculty job performance, including but not limited to policies, procedures, and programs set forth in College publications, such as the Catalog, Faculty Handbook, and Student Handbook. Faculty members are also responsible for maintaining knowledge of the curricula and courses offered by their respective Departments. Since any of the above content may change from time to time, faculty should routinely review such content on the College website, where the most recent versions of policies, Handbooks, and the Catalog are posted.

Undergraduate 2018 - 2019 Catalog

Administration

Administration index page

Campuses

New York Campuses

MIDTOWN MANHATTAN

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

BROOKLYN

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

WHITE PLAINS

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

New Jersey Campuses

NEWARK

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

PARAMUS

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

WOODBIDGE

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

WOODLAND PARK

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

Online

BERKELEY COLLEGE ONLINE®

BerkeleyCollege.edu/Online/

973-405-2111

Institutional History

Berkeley College's educational traditions date back to 1931 with the opening of a private institution dedicated to executive secretarial training for women. From its humble beginnings in East Orange, New Jersey, Berkeley College has evolved into a co-educational, multi-campus college with online programs, affording students a wealth of educational options and opportunities. United by an unwavering commitment to provide high-quality, student-centered education, Berkeley's campuses are supported by a Central Office featuring accounting, human resources, communications, central admissions, enrollment, and information technology services, along with support for Online faculty and an International Department. Berkeley College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. 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.

1931 - The Berkeley School was established in East Orange, New Jersey.

1980 - The Berkeley School of Garret Mountain became the first proprietary school in New Jersey to be licensed as a college and authorized to award the Associate in Applied Science degree.

1981 - The Berkeley School of Westchester received authorization from the Board of Regents to award the Associate in Applied Science degree. It was the first proprietary school in New York to be so authorized.

1983 - The Garret Mountain campus became accredited by the Middle States Association.

1988 - The Middle States Association extended accreditation to include the Paramus and Middlesex branches of the Garret Mountain campus.

1988 - The Westchester campus became accredited by the Middle States Association.

1990 - The Westchester campus became the first proprietary school in New York State to receive approval from the Board of Regents to include the word "college" in its name.

1993 - The New York City campus became accredited by the Middle States Association and received approval from the Board of Regents to change its name to Berkeley College of New York City.

1995 - The New York City, Westchester, and New Jersey campuses were authorized to award the Associate in Science degree.

1998 - The Middle States Association reaffirmed accreditation for the New York City campus.

1998 - Berkeley College of New York City and Berkeley College of Westchester received authorization from the New York State Board of Regents to award the Bachelor of Business Administration (B.B.A.) degree.

1998 - The first online classes were offered through the New York City Midtown campus; fewer than 25 students were enrolled.

2000 - The New York State Board of Regents recognized the New York City and Westchester campuses as one institution. The Middle States Commission on Higher Education granted the College's request for accreditation of its two New York campuses as a single institution.

2001 - The New Jersey College received authorization from the New Jersey Commission on Higher Education to award the Bachelor of Science (B.S.) degree in Business Administration.

2001 - The Blackboard Course Management and Portal System was implemented to better accommodate faculty and students.

2003 - The Middle States Commission on Higher Education included the New Jersey Institution's B.S. degree in Business Administration offered via distance learning within the scope of its accreditation.

2003 - The first New Jersey online degree students started classes.

2004 - The New York State Education Department approved a proposal to offer the B.B.A. in General Business via distance learning.

2004 - The Middle States Commission on Higher Education included the New York institution's B.B.A. degree in General Business offered via distance learning within the scope of its accreditation and agreed that Berkeley would no longer be required to seek Commission approval for additional programs offered via distance learning.

2004 - The first New York online degree students started classes.

2005 - Berkeley College Online[®] was established.

2006 - The New Jersey Commission on Higher Education approved a Change of Programmatic Mission that recognized Berkeley as a four-year college.

2007 - The Middle States Commission on Higher Education affirmed inclusion of the Newark campus within the scope of the institution's accreditation.

2008 - The Middle States Commission on Higher Education reaffirmed Accreditation of the New Jersey institution.

2008 - The Middle States Commission on Higher Education reaffirmed Accreditation of the New York institution.

2009 - In July 2009, three Schools were established: School of Business, School of Liberal Arts, and School of Professional Studies.

2011 - The New Jersey Commission on Higher Education approved a proposal to offer the Bachelor of Fine Arts (B.F.A.) in Interior Design at the Paramus campus.

2012 - The Middle States Commission on Higher Education affirmed inclusion of the Brooklyn campus within the scope of the institution's accreditation.

2012 - The Middle States Commission on Higher Education affirmed inclusion of the Dover and Clifton campuses and seven clinical programs within the scope of the institution's accreditation.

2012 - The Larry L. Luing School of Business was dedicated on June 15, 2012 in honor of Larry L. Luing, Chairman of the Board Emeritus.

2013 - The New Jersey Office of the Secretary of Higher Education approved the merger of Dover Business College and Berkeley College.

2013 - Berkeley College Online received USDLA Quality Standards certification - one of the first online college or university programs worldwide to be certified for excellence by the United States Distance Learning Association (USDLA).

2013 - In July 2013, the School of Health Studies was established when Berkeley merged with Dover Business College.

2014 - The New Jersey Presidents' Council approved proposals to offer Bachelor of Business Administration (B.B.A.) programs in various business disciplines in New Jersey.

2014 - Berkeley College Online was ranked among the best online Bachelor's degree programs by *U.S. News & World Report*.

2014 - The first Massive Open Online Course (MOOC) was offered: Allied Health Careers: Beyond the Mask.

2015 - The New Jersey Office of the Secretary of Higher Education approved Berkeley to exceed their programmatic mission to offer the first graduate degree, a Master of Business Administration (M.B.A.) in Management at the Woodland Park campus and the Middle States Commission on Higher Education affirmed inclusion of the M.B.A. program to be within the scope of the institution's accreditation.

2016 - The New Jersey Board of Nursing approved a proposal to offer a Bachelor of Science in Nursing (B.S.N.) at the Woodland Park campus.

2016 - Berkeley College converted from a quarter to a semester calendar and began awarding semester credits.

2017 - The Larry L. Luing School of Business received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE).

2017 - The Interior Design program leading to the Bachelor of Fine Arts degree received specialized accreditation through the Council for Interior Design Accreditation (CIDA).

2018 - The Middle States Commission on Higher Education reaffirmed Accreditation of the New Jersey institution.

2018 - The Middle States Commission on Higher Education reaffirmed Accreditation of the New York institution.

Mission, Vision, and Values

Mission Statement:

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

Vision:

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

Values:

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

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

Governance

Although the Board of Trustees is ultimately responsible for final policy determinations, it encourages the fullest participation of faculty in governing the College. The Faculty Senate is the formal vehicle through which faculty may participate in institutional governance. The full Senate meets three times per year. The committees of the Senate meet as needed in each semester term. Under the leadership of a faculty-elected President, the Senate provides the arena for discussion, investigation, and formulation of recommendations to the Administration. Full-time faculty and librarians are members of the Senate with voting privileges along with five adjunct faculty members elected by the Committee on Adjunct Faculty. All Berkeley adjunct faculty may attend Senate meetings and participate in discussions. The Faculty Senate maintains the following standing committees: Curriculum; Library and Technology Services; Student Development and Campus Life; Academic Affairs; and Adjunct Faculty. Other committees may be formed on an ad hoc basis as the Senate deems necessary. Current ad hoc committees are the Academic Integrity Committee and the Chairs' Council.

Faculty Appointment and Responsibilities

Faculty Appointment

- [Appointment of Faculty](#)
- [Commitments of Full-Time Faculty](#)
- [Faculty Awards](#)
- [Faculty Grievance Procedures](#)
- [Faculty Performance Evaluations](#)
- [Faculty Transcripts](#)
- [Licensure/Certification](#)
- [Professional Development](#)

Responsibility of Faculty

- [Appearance and Conduct](#)
- [Campus Security and Emergency Procedures](#)
- [Children on Campus](#)
- [Classroom Management](#)
- [Code of Conduct/Conflict of Interest Policy](#)
- [College Closing](#)
- [Enrollment Verification](#)
- [Faculty, School, and Department Meetings](#)
- [Faculty Hours and Attendance](#)
- [Faculty Technology Review](#)
- [Grading](#)
- [Office Hours](#)
- [Recording a Classroom Lecture and Discussion](#)
- [Student Complaint Process](#)

Appointment of Faculty

Appointment of Faculty

Only the Provost; the Associate Provost, Academic Affairs; the Deans of the Schools; the Dean, Online; or their designees (designated in writing) may appoint full-time or adjunct faculty. The College, at its sole discretion, shall determine the compensation and terms of employment of each member of the faculty. Faculty members are employees “at will” of the College and subject to all College policies. Either a faculty member or the College may terminate the employment relationship at any time for any reason, with or without notice or cause.

Full-time faculty members will receive a letter of appointment signed by the Provost setting forth the following:

- a. Academic term[s] covered by teaching responsibilities
- b. Compensation
- c. Teaching load
- d. Responsibilities, as referenced in the latest Faculty Handbook.

Appointments of adjunct faculty are for one term.

Appointment letters are descriptive in nature and shall not be interpreted to create contractual rights.

Reappointment of Faculty

The Associate Provost, Academic Affairs; the School Deans; or the Dean, Online may submit recommendations to the Provost for reappointment of full-time or adjunct faculty. Reappointment, which is neither automatic nor guaranteed, is solely at the discretion of the College. The College considers the following factors in decisions regarding reappointment and salary increases: educational qualifications and merit; teaching effectiveness; timely submissions of grades, enrollment verification, and progress reports; professional growth; currency in the teaching discipline; use of instructional technology; attendance; involvement in campus activities; conduct, including compliance with College policies and procedures; overall contribution to the educational climate at Berkeley; and the needs of the College.

Full-time Faculty Only: During the spring term, each full-time faculty member completes the performance review in Ulti Pro and then meets with his or her Department Chair and his or her School Dean; the Dean, Online; or the Associate Provost, Academic Affairs, to discuss teaching responsibilities for the coming year. Faculty are encouraged to discuss their progress, aspirations, and/or concerns at that time. Reappointed full-time faculty shall be given individual letters of appointment signed by the Provost during the spring term.

Faculty Appointment to the School of Graduate Studies

Full-time faculty members are appointed to teach in the School of Graduate Studies on an annual basis. The Dean of the School of Graduate Studies, in collaboration with the Dean of the Larry L. Luing School of Business, is responsible for annual appointments and reappointments. Full-time faculty appointed to the School of Graduate Studies will teach up to three course sections in each of the fall, winter, and spring semesters. In addition to their teaching duties, faculty appointed to the School of Graduate Studies will advise graduate students, work with students on practicum projects, and engage in an active pattern of professional productivity as evidenced by research, peer-reviewed publication, authorship, editorial services, creative work, artistic production, patents, applied research, service to professional association and organizations, program design, and/or the scholarship of instruction.

Faculty Transcripts

All full-time and adjunct faculty are required to arrange (at their expense) for the Dean of their School to receive official transcripts of all degrees that they have completed. Faculty in the School of Health Studies must submit official transcripts to the Dean's Office prior to their official start date. Any faculty member who graduated from an institution of higher education outside of the United States must arrange for an evaluation of foreign transcripts and degrees from World Educational Services or another official member of the National Association of Credential Evaluation Services. Any faculty member who fails to provide the required transcripts and evaluations may be removed from his or her current teaching assignment[s] and will not be eligible for reappointment.

Commitments of Full-Time Faculty

The College employs both clinical and non-clinical faculty. All full-time clinical and non-clinical faculty members are appointed to teach two or three terms.

Clinical faculty members are those who teach core courses within the LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs.

Under the semester calendar, full-time clinical and non-clinical undergraduate faculty members will be appointed to teach three semesters. Full-time faculty members choosing a reduced workload may select to teach two semesters. The standard teaching loads of non-clinical full-time undergraduate faculty will be 15 semester credits per semester including day, evening, weekend, and online classes, or a total of 45 semester credits over three semesters (a total of 27 semester credits must be taught on a reduced workload to maintain full-time faculty status at a prorated salary). The standard teaching loads of clinical full-time faculty will be 15 to 24 hours per week per semester. Full-time clinical faculty will also be required to provide two hours of student tutoring each week per semester.

Occasionally, unforeseeable circumstances may require a non-clinical undergraduate faculty member to teach an overload on the recommendation of the Associate Provost, Academic Affairs; the School Dean; or the Dean, Online. However, the total number of credits taught per semester may not exceed 18 semester credits.

Faculty must work with their Chairs and/or the Online Faculty Support Team (OFST) and the Teaching and Learning Commons (TLC) to ensure that course learning outcomes are achieved regardless of the length of the term. Accelerated courses generally need to be designed and delivered using different methods than those used in the 15-week term in order to achieve these objectives successfully.

Full-time faculty who wish to hold outside employment or volunteer activities, including but not limited to consulting or teaching, must disclose any actual or potential conflicts of interest such activities may present to Berkeley College. Full-time faculty who wish to participate in outside employment or volunteer activities, including but not limited to consulting or teaching that regularly require more than 20 hours per week, or in the case of teaching, more than six semester credit hours, must obtain the prior approval in writing of the Associate Provost, Academic Affairs; the School Dean; or the Dean, Online each semester. Full-time faculty at Berkeley College may not hold a full-time teaching or administrative position at another college or university. Full-time faculty members are eligible for benefits as described in this Handbook and as described on the Human Resources Berkeley 365 website.

Full-time faculty members are expected to attend faculty meetings and convocations, serve on committees, and participate in special events, such as Commencement and professional development activities.

Faculty Awards

Each year faculty members are selected to receive awards for teaching excellence and/or service to the College. These awards are presented during the fall term. Recipients are selected based on input from the student body, peers, alumni, and the Administration.

Faculty Grievance Procedures

It is the College's policy that all associates, including faculty, should have an opportunity to present their work-related complaints and appeal management decisions through a grievance procedure. The College will attempt to promptly resolve all grievances that are appropriate under this policy. An appropriate grievance is defined as an associate's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other associates. Grievance procedures are set forth on the [Human Resources Berkeley 365 page](#).

Faculty Performance Evaluations

The College evaluates the performance of its faculty and the quality of its curriculum regularly. The purpose of each evaluation varies, but, in general, evaluations are designed: (1) to ensure a quality of instruction that meets the institution's mission and goals, and (2) to assist the Provost; the Associate Provost, Academic Affairs; the Deans of the Schools and Department Chairs; or the Dean, Online in determining whether faculty members should be retained.

Faculty Evaluations: The appropriate School Dean and Department Chair or his or her designee evaluates each faculty member at least once a year. Evaluations of new faculty members occur in each member's first term at Berkeley. Faculty members new to teaching online are evaluated in their first term teaching online. Results and appropriate follow-up are reviewed with the faculty member and contribute to the annual performance reviews of full-time faculty. At the sole discretion of the College, those results may also be considered in decisions regarding reappointment and salary.

Written evaluations based on online or onsite observations assess a faculty member's pedagogical and technical expertise, as well as course content. Such written evaluations are reviewed with the faculty member and acknowledged by both parties. A copy is then made available to the faculty member in Ulti Pro.

Student evaluations measure both faculty and course effectiveness, and are designed to encourage the faculty member towards self-improvement. Student evaluations are administered during the fall and winter terms in both onsite and online courses. Each faculty member is also asked to conduct a mid-term evaluation in every course. Student feedback from mid-term evaluations is collected and acted upon by each individual faculty member. Faculty members should notify their students of any scheduled student evaluations and encourage students to participate in the evaluation process.

During the spring term, each full-time faculty member will be required to complete a faculty performance review in Ulti Pro for submission to his or her Chair. This review includes a self-evaluation of his or her teaching service and professional development. First-year full-time faculty will be asked to include the student feedback from mid-term evaluations and a description of his or her response to the feedback in their annual performance review documentation. Continuing faculty may elect to do so as well.

Licensure/Certification

In order to teach core courses in the clinical programs, clinical faculty must possess appropriate licensure and/or certification and must provide the relevant Department Chair with evidence of his or her primary professional documents. Clinical faculty members are required to keep their primary license and/or certifications current. Clinical faculty who allow their primary license and/or primary professional certification to lapse may be removed from their current teaching/clinical assignment and may not be eligible for reappointment.

Professional Development

The Teaching and Learning Commons (TLC) and the Online Faculty Support Team (OFST) support the professional development of faculty by encouraging membership and participation in professional organizations, attendance at workshops and seminars, and by organizing faculty workshops, courses, and programs that address issues related directly to the educational program. All faculty members are expected to participate in the programs provided by the TLC. To assist faculty in acquiring the pedagogical and technological skills required for effective onsite teaching, the TLC offers workshops, courses, and private sessions with faculty trainers. The TLC also works with faculty individually or in groups to develop innovative pedagogical methods. New full-time and adjunct faculty must participate in New Faculty Orientation.

Clinical faculty members are required to maintain currency in their fields by participating in appropriate continuing education activities including instruction in educational theory and techniques. Clinical faculty who fail to participate in the professional development activities required by their programs' accrediting or approval agency may not be eligible for reappointment.

The OFST trains and supports online faculty by encouraging participation in workshops, attendance in webinars, and providing ongoing online technology support and instructional design assistance. Each School has an assigned Instructional Designer who provides ongoing assistance with online course design, instruction in online pedagogy, and use of multimedia, and is practiced in the preparation, delivery, and facilitation of online courses. Faculty who are new to online courses must participate in a formal Online Faculty Training Program and are provided instructional design support and faculty mentoring.

The Online Faculty Resource Center (OFRC) provides pedagogical and technical suggestions for best practices in online teaching and learning and a forum where online faculty can share ideas and effective practices and discuss common challenges. This Center, designed to supplement regular workshops and webinars, provides constant access to online strategies, best practices, information, and dialog.

All faculty members (onsite and online) are required to participate in training required for the college learning management system and other relevant system upgrades, including digital learning resources.

The College also sponsors a Faculty Professional Development Award Program that supports faculty research, participation in conferences, and other professional development activities. Awards are reserved for full-time faculty. Those who wish to apply for professional development awards should consult their Department Chair; their School Dean; or the Dean, Online for application guidelines. Application guidelines can also be found on the TLC website.

Appearance and Conduct

Conduct

Faculty are expected to conduct themselves in a positive manner so as to promote the best interests of the College and its students. Conduct that interferes with operations, discredits the College, or is not appropriate for an academic environment will not be tolerated.

When necessary, the College will take disciplinary action, which may consist of an oral warning, a written warning, suspension, discharge, or some other form of discipline, depending on the circumstances. In all cases, the College retains the right to determine which form of discipline is appropriate.

Health and Safety

It is the College's policy to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as possible from recognized hazards. Faculty are expected to comply with all safety and health requirements particularly as they relate to students well-being, whether established by management or by federal, state, or local law.

Dress Code

It is Berkeley's policy that all faculty will maintain a professional appearance, as a reflection on the organization and as an example to students. It is expected that faculty will use their own judgment with regard to business meetings on and off the premises.

More information can be found on [Berkeley 365 - Policies - Appearance and Conduct](#)

Campus Security and Emergency Procedures

Faculty members must be aware of applicable [Emergency Management Plans](#), as well as fire safety and evacuation procedures. Weapons are forbidden on campus without proper authorization under the Weapons Policy. If a faculty member is confronted with a violent or threatening situation, she or he should take reasonable steps to avoid exposing herself or himself, or other faculty, students, or staff, to danger and immediately contact the Public Safety Department and/or dial 911.

The Public Safety Department is responsible for suggesting policies and providing guidance and information with respect to safety and security for the 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 (and fire safety policies and procedures for the White Plains residence halls).

The annual Campus Crime Reports (and Fire Safety Report for the White Plains residence halls), for all Berkeley College campuses, are available on the Berkeley College website's Public Safety page at BerkeleyCollege.edu/current-students/student-safety/index.html.

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

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

The above referenced Public Safety related policies and procedures are posted on the Berkeley College website at BerkeleyCollege.edu/about/administration/general-counsel/policies-procedures/index.html; BerkeleyCollege.edu/current-students/student-safety/index.html; and BerkeleyCollege.edu/about/administration/general-counsel/title-ix/index.html. Paper copies are available upon request from the Public Safety Department.

To speak to a member of the College Public Safety Department, call 973-278-5400 ext. 1194 or email: PublicSafety@BerkeleyCollege.edu.

Children on Campus

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

Classroom Management

Faculty members are responsible for maintaining a professional atmosphere conducive to learning in both online and onsite class settings. Student discipline issues should be immediately brought to the attention of: (1) the Student Development and Campus Life Department at the campus where the course is offered, (2) the School Dean, (3) and the Department or Online Chair.

Onsite classes must adhere to the posted start and end times. If a faculty member wishes to change the time or location of a class, the faculty member must obtain advance permission from his or her respective School Dean and/or his or her Department Chair. In addition, any class changes must be cleared through the Registrar's Office and the Campus Operating Officer must be notified.

All faculty must respond to students' emails and questions within 24 hours (excluding Berkeley College recognized holidays and between semesters) using their Berkeley College email.

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 faculty members, or any relatives or friends of students or faculty members, can attend a class.

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

Students are expected to share in maintaining the condition of classrooms. Students observed defacing College property should be reported immediately to the Student Development and Campus Life Department.

Code of Conduct/Conflict of Interest Policy

Berkeley's [Code of Conduct/Conflict of Interest Policy](#) prohibits all associates, including faculty, from engaging in conduct or maintaining certain types of relationships that may give rise to conflicts of interest.

College Closing

In cases of extreme weather or emergencies, news regarding closures will be posted over the Internet at berkeley-closings.azurewebsites.net/pages/default.aspx and announced through Berk-Alert, the College's emergency notification system. Faculty members are strongly urged to [sign up for Berk-Alert notifications](#).

Enrollment Verification

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. Forms are to be submitted online through Canvas.

Faculty will complete enrollment verification by assessing each student's participation in academically related activities. Academically related activities include attendance in class for onsite or blended students, posting to a weekly discussion thread in Canvas, submitting a quiz/test/survey through the appropriate link in Canvas, and/or completing an assignment by submitting it through Canvas.

Faculty, School, and Department Meetings

School and Department meetings are held on a regular basis. These meetings provide an opportunity for the faculty to communicate with one another and the Administration. The schedule is announced well in advance. Full-time faculty members are expected to attend, and are encouraged to contribute their observations, ideas, and suggestions for improving the institution. Meetings may be used as an additional vehicle for faculty development. **The Deans of the Schools and/or the Department Chairs shall keep minutes of the meetings and post the meeting minutes to the School's SharePoint site.**

Faculty Days are held twice annually. All full-time faculty and adjunct instructors are invited to attend. Faculty Days are scheduled by Academic Affairs in cooperation with the Faculty Senate and may include: an introduction and welcome by the Provost; Faculty Senate meetings; School and/or Department meetings; and faculty development activities sponsored by the Teaching and Learning Commons as well as other topics as appropriate.

Faculty Hours and Attendance

Onsite day classes run between the hours of 8:00 AM and 5:50 PM. Onsite evening classes meet between the hours of 6:00 PM and 11:00 PM. The College's online courses are asynchronous. Except for the first week of each term, the online class week begins at 12:00 AM on Sunday and ends at 11:59 PM on Saturday. Faculty teaching online courses must make the next week's content available by 12:00 AM on Sunday. Faculty teaching fifteen week courses must allow students one full week to submit their work. Faculty teaching seven week courses may require multiple deadlines within the week for student work. Clinical faculty who teach in the LPN to B.S.N., Surgical Technology, Practical Nurse, Patient Care Technician, Medical Assistant, and/or Surgical Processing Technician programs should refer to the appropriate program-specific Student Handbook Supplement for class and clinical rotation hours.

Faculty who must be absent or reschedule a class for any reason must act in accordance with the [Faculty Absence Procedures](#). Notices of absences, changes in class meetings, etc., must also be posted in Canvas. In cases when faculty members cancel classes within 24 hours prior to the class meeting, faculty must notify their Department Chair as well as the Campus Operating Officer or Public Safety Department. Faculty teaching online classes are expected to log in to their courses every 24 hours (excluding Berkeley College recognized holidays) to facilitate discussion, answer questions, and/or otherwise engage students in online learning.

In the event of an emergency, faculty members may be called upon to substitute during a free period.

Faculty Technology Review

The Faculty Technology Review (FTR) Committee is a faculty-driven committee, which evaluates technology recommendations made by faculty and/or academic departments. The proposed technology must be tied to teaching and learning. Faculty members and/or academic departments wishing to implement new technology into program(s) and/or course(s) must submit a proposal to the FTR Committee for approval before technology may be considered for possible purchase and implementation. The recommendations are presented by the faculty representatives at the FTR committee meetings held once each semester. Faculty members should contact the Chair of the FTR Committee for more information before submitting a proposal.

Grading

Maintaining Grades

Berkeley College utilizes Canvas as a learning management system for all its courses. In order for students to be fully informed of the grades they receive in a course, it is imperative that the grades be entered using the Grades function in Canvas. While you may be providing your students with their grades in a timely fashion, the Grades function in Canvas ensures that grades are available electronically to students and assists in calculating final grades for the course.

Submitting Grades

It is required that final grades be posted to the Grades area in Canvas and be posted online via Faculty Self-Service no later than the last day of each term.

Office Hours

All full-time faculty must designate a time when they will be available to their students to review course materials, tests, and examinations; to assist students in understanding the course materials; and for individual mentoring, assistance, make-up work, etc. Full-time faculty members are expected to designate a minimum of one hour per course taught per week for office hours. Adjuncts are expected to make time available either before or after classes, or designate a mutual time by appointment. Office Hours should be clearly stated on the course syllabus; posted in Canvas; and, for onsite classes, posted at the campus where the course is being offered.

Recording a Classroom Lecture and Discussion

Students are not permitted to record classroom lectures or discussions 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 discussions only, and to the extent reasonably necessary, to effect a reasonable accommodation to a student's documented disability. Once a recording accommodation has been granted to a student, both the student and 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 [Disability Services Accommodations Policy for Students](#).

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

Individual requests for accommodations may be referred to the ADA/Section 504 Coordinators: [NY and NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext.1320 or SEC@BerkeleyCollege.edu; [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or KNW@BerkeleyCollege.edu. In addition, each individual campus has a Disability 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/504 Coordinator, or a campus Personal Counselor, in order to submit an Application for Disability 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 at: [Berkeley College, Health & Wellness](#) (select "Contact Information" from the drop-down menu).

You should honor an approved recording accommodation the same way you would honor any other accommodation approved by a College ADA Coordinator for Students. If not provided to you by a student, you can ask the relevant ADA Coordinator for students for a copy of the executed Audio Recording Accommodation Agreement.

Student Complaint Process

In accordance with federal law and accreditation standards, Berkeley College provides the [policies and procedures](#) for resolving student complaints. Students are advised to proceed as promptly as possible to initiate a complaint with the appropriate office or College official and provide any detailed information and/or documentation related to their complaint. Faculty, staff and administrators are advised to acknowledge receipt of a complaint promptly and to respond in a timely manner.

Substance and Scholarship

Academic Freedom

Berkeley College recognizes and respects each faculty member's right to academic freedom, including the following:

- Freedom in the classroom to discuss controversial issues relating to a subject as long as the topic is approached objectively and professionally and opinions are not stated as fact.
- Freedom in research and publication where these activities do not interfere with adequate performance of academic duties or violate applicable laws or policies, including those concerning information confidentiality and security, privacy, and infringements of intellectual property rights.

Each faculty member should be mindful, however, that she/he presents an image to the public by which the teaching profession and Berkeley may be judged. Therefore, when speaking or writing to public audiences, faculty must represent facts accurately and demonstrate respect for the opinions of others. Unless they are authorized to represent the College, faculty communicating in public must make clear that their views are personal and do not represent the views of the College.

Research

From time to time, faculty members or others may desire to conduct polling or other academic research involving the College or members of the Berkeley community. Prior to initiating such academic research, a prospective researcher must submit a written proposal for consideration by the Committee on Research. This Committee has the discretion to approve or deny the proposed academic research. In evaluating such a request, the Committee on Research shall adhere to all applicable laws and Berkeley policies, and may consider the qualifications of the researcher; the topic, purpose, and methodology of the proposed project; the inclusion of appropriate controls to safeguard confidentiality, privacy, intellectual property, and other important interests; any likely benefits or detriments to the College; resource issues and priorities; and such other matters as may be deemed relevant. Approval of academic research projects is within the discretion of the College and may be withdrawn at any time. Guidelines on submission and the format of the written proposal can be found on the TLC website. The Committee on Research Manual is posted on the TLC website.

Academic Integrity and Plagiarism

The principles of academic integrity encompass simple standards of honesty and truth. Each member of the College community has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards by following the directions for reporting on academic integrity violations as

posted on the TLC website under "Academic Integrity." The Academic Integrity Violation Reporting Form is also available on the eForms section of Engage. All students, both online and onsite, are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

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

Academic Programs, Policies, and Procedures

Educational Programs

- [Berkeley College Learning Objectives](#)
- [Course Development, Learning Resources, Syllabi, and Course Copies](#)
- [Curriculum Development](#)
- [Establishment, Development, and Review of Educational Programs](#)
- [Feedback for Students](#)
- [Field Trips](#)
- [Honors Program](#)

Grading System and Academic Standards

- [Dean's List](#)
- [Withdrawals and Dismissals](#)
- [End of Term Procedures](#)
- [Evaluation and Grading](#)
- [Examinations](#)
- [Grade Appeals](#)
- [Graduation](#)
- [President's List](#)
- [Progress Reports](#)
- [Student Attendance/Participation](#)
- [Term Grade Report](#)

Berkeley College Learning Objectives

The Berkeley College Learning Objectives are designed to strengthen students' abilities to engage both disciplinary content knowledge and key 21st century workforce skills in applied settings. The Berkeley College Learning Objectives are based on nationally recognized norms in higher education and are integrated into all academic programs and the general education core curriculum.

All of Berkeley's programs are designed to foster skills in communication; reasoning and analysis; information literacy; understanding of multiple perspectives; integration of learning; and knowledge across multiple disciplines and specialized areas related to the professional program. Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their lifelong success in dynamic careers.

Developing these essential skills is a responsibility shared across departments and among faculty, requiring time and careful planning. Most objectives will be developed initially in the Liberal Arts Core courses that are designed to be optimally supportive of the transition to college. The goals are then further developed through general study within the humanities, math, sciences, and arts, and then transition to more specialized and applied development within each major.

Berkeley College has six college-wide learning objectives that apply to all academic programs:

Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.

Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.

Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision-making:

- Quantitative analysis and reasoning
- Analysis and reasoning in the humanities, sciences, social sciences, and arts
- Ethical analysis and reasoning
- Reasoning in career-related contexts

Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.

Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.

Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.

Course Development, Learning Resources, Syllabi, and Course Copies

Each faculty member has a voice in recommending curricula, developing syllabi, and selecting learning resources. Recommendations regarding academic programs, courses, and learning resources are accomplished via departmental or systemwide committees. Only textbooks available in eText format and that may be customized may be selected. Learning resources are adopted for one year, and faculty members are required to use the selected resources. They may also use companion websites that often accompany eTexts.

Many online and onsite courses use digital learning resources and customized eTexts. Digital learning resources and eTexts are web-based resources that are digitally delivered and accessed through Canvas.

Faculty should carefully plan all courses and develop them to include the required weeks of instruction. For online courses, this development takes place in the term prior to the course being taught. Online faculty may choose to make course content available to students all at once or on a weekly basis. Courses taught during the period Fall 2016 through Spring 2018 may be viewed on Blackboard through Spring 2019. Online faculty may add to, but not subtract from the course material populated in their course sections from the course Canvas Blueprint. Faculty are encouraged to contribute best practices and course materials to the course Blueprint by contacting the Chair, Online. Course information and syllabi for both online and onsite courses are the same and should be reviewed and updated each term to eliminate student confusion.

Master syllabi for courses offered within each School are housed in the dedicated School SharePoint site. The School Dean, Department Chairs, and/or Accreditation Coordinator are responsible for ensuring that all master syllabi are kept updated and reflect current policies and procedures. All full-time and adjunct faculty within the School are provided access to these master syllabi and/or sample syllabi for the course(s) they have been assigned to teach.

Faculty must post a syllabus in each course they are teaching in Canvas and provide an electronic copy to their Chair and [Library Liaison](#) prior to the beginning of the term in which the course will be taught. The syllabus should include the course name, number, and Catalog description (provided in the master syllabus); the term the course is offered; the faculty member's name, contact information, and scheduled office hours, prerequisites and student learning objectives (provided in the master syllabus), course schedule and assignments, method of evaluation and assessment, required learning resources, the sections titled Credit Hours Assignment Policy, Academic Integrity, Turnitin as a Learning Tool, Progress Reports, Center for Academic Success, Information Literacy, Compliance with the Americans with Disabilities Act (ADA), and Disclaimer as listed in the course master syllabus template, as well as any additional information the faculty member may wish to provide. Please note that federal regulations require certain information concerning required generally-available texts and course materials to be included in syllabi posted online and provided to the

campus bookstore before the term begins, including either the International Standard Book Number ("ISBN") and retail price, or, if those are not available, the author, title, publisher, and copyright date. Faculty must include the standard paragraph about required generally-available text(s) that is provided in the master syllabus. Customized eTexts cannot be purchased outside of the College and thus are exempted from such disclosure requirements.

Online courses must follow the current Canvas Blueprint. The Online Course Review Checklist is posted under Online Course Preparation in the Online Faculty Resource Center. Faculty teaching online courses should refer to the online course review checklist and have all required weeks of instruction prepared by the Saturday of week 11 of the term before which the course will be offered. Online course reviews begin in week 12. Upon receipt of the course review, faculty will make changes or updates, if required, and post completion responses through the online course review tool. The online course review process will continue until the course is approved by the Chair, Online.

Online faculty who intend to give exams must first obtain the written permission of the Dean, Online before the end of each preparation term.

1. Exams must be submitted by students the same day they receive them.
2. Exams must be visibly monitored using Proctor U, except for compliance with required accommodations and/or special circumstances. With advanced permission from the Dean, Online, exams may alternatively be administered at multiple Berkeley College campuses in specific areas designated as supervised test centers.
3. In a rare case where, for compliance with required accommodations and/or special circumstances, an examinations must be administered outside a supervised test center and without Proctor U, a unique ID and/or password shall be required for students to access the examination.
4. Exams may be delivered in formats limited to the following:
 - a. Computational
 - b. Multiple Choice
 - c. Short Answer - less than 150 words
 - d. Short Essay - 150 to 500 words
5. Exams containing any Multiple Choice and/or Short Answer questions must be structured so all test takers complete the exam at the same time. The exact same exam may not be administered to any future cohorts. These exams must also have randomized question sequences.
6. Online faculty members are encouraged to deliver alternative assessments utilizing the learning management system rather than high-stakes midterm and final exams. Exams may not exceed an aggregate weight greater than 20% of the final grade.

A stipend is paid for the development of new online courses that have not been taught in an online format. This does not apply to the modification of courses previously offered online or on-site. To be eligible for the stipend, the faculty member must complete all components required of the New Course Development process during the term of development and must submit the completed form to the Dean, Online after the course

has been taught. **All courses and modifications developed by faculty members for use at Berkeley are the intellectual property of the College. Course-related materials are deemed “works for hire” under applicable copyright laws. The College has the exclusive right to use, copy, modify, and disseminate such works and any derivative works, which the College has the exclusive right to create. Courses and course materials may not be used, copied, or disseminated (with or without modification) without written permission from Berkeley College. Faculty acknowledge these rights by using such materials (or offering them for use) in Berkeley College courses.**

Curriculum Development

Leadership in curriculum development and review is provided by the Provost; Associate Provost, Academic Affairs; the Deans of the Schools; the Dean, Online; and the Department Chairs. A standardized [curriculum approval and review process](#) and [form](#) have been adopted, which includes multiple levels of review to foster appropriate outcomes. A [PeopleSoft Academic Plan/Major Form](#) and/or a [PeopleSoft Course Catalog Entry Form](#) are also required for the Registrar to complete the procedure. This process is separate and distinct from the two-year program review process for all new programs and the five-year program review process for existing programs.

Establishment, Development, and Review of Educational Programs

Members of the Berkeley College faculty are expected to maintain, enhance, and promote the integrity, currency, and consistency of the curriculum. Faculty should expect students to adhere to comparable rules of conduct and academic standards in all Berkeley courses, on-site and online. Regardless of the campus at which they are offered or the delivery mode, all courses must be based upon master syllabi, produce comparable measurable student learning objectives, and demonstrate high levels of substance and scholarship.

Although all curricula are updated annually, each curriculum undergoes an in-depth program review every five years. New programs are reviewed two years after implementation. In some situations a focused program review may be required at times other than the regularly scheduled reviews. Focused reviews, when submitted, do not change the scheduled two- or five-year requirement. They should be seen as interim reviews when requested mid-cycle.

Following is Berkeley's systemwide schedule for program assessment:

Program	New Program Two-Year Review
L.P.N. to B.S.N.	2018-2019
Program	Five-Year Program Review
Fashion Merchandising and Management	2018-2019
Information Technology Management	
Legal Studies	
Marketing Communications	
Accounting	2019-2020
English	
General Business	
Health Services Administration/Management	
International Business Management	
Developmental Education	2020-2021
Financial Services	
Justice Studies - Criminal Justice	
Social Sciences	
Graphic Design	2021-2022
Humanities	
Math	
Science	
Health Sciences A.A.S.	2022-2023
Interior Design	

Master of Business Administration
(M.B.A.)
Medical Assistant A.A.S.
Surgical Technology A.A.S.
School of Health Certificate Programs

Feedback for Students

Berkeley College is committed to providing highly personalized instruction for students enrolled in both online and onsite courses. Therefore, it is important that faculty reply to students' questions or requests within 24 hours, excluding Berkeley College recognized holidays. Should this not be possible because of illness or special circumstances, a faculty member is expected to notify both the Department Chair and the affected student as soon as possible.

Field Trips

The College recognizes that valuable learning opportunities are available off campus and encourages faculty members to include opportunities for field trips in their courses. Faculty members who plan field trips should select dates and times that are minimally disruptive to class schedules. Faculty should plan trips for day students to occur on “light” days, evenings, and/or weekends, and consider any relevant safety issues. Faculty should complete the [Field Trip Form](#) and submit to the respective School Dean for approval. All field trip plans must be approved by the School Dean. Certain field trips may require students to provide waivers of liability prior to participating.

Faculty members who collect money from students for tickets or other expenses associated with field trips must comply with the Berkeley College Cash Handling Policy.

Honors Program

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

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

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

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

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

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

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

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

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

The three-member Honors Faculty Admissions Committee will review each application and select the next learning community of Honors students for the fall term. Students admitted into the program will receive a written response from the Honors Program Director within one month following the application deadline.

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

Dean's List

Full-time matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List. Part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms and achieve a cumulative grade point average of 3.50 qualify for the Dean's List.

Withdrawals and Dismissals

A student who fails to meet minimum qualitative and quantitative measures as stated in the Undergraduate Student Satisfactory Academic Progress (SAP) policy [2018-2019 Undergraduate Catalog, SAP](#) or the [Graduate Student Satisfactory Academic Progress \(SAP\) policy](#) may be dismissed from the College.

End of Term Procedures

It is imperative that final grades be posted in each Canvas course and be posted online via Faculty Self-Service no later than the last day of each term.

Evaluation and Grading

For information about undergraduate student evaluation and grading, please follow the provided link: [2018-2019 Undergraduate Catalog, Evaluation and Grading](#)

For information about graduate student evaluation and grading, please follow the provided link: [2018-2019 Graduate Catalog, Evaluation and Grading](#)

Examinations

Final examinations are designed as an educational experience affording students the opportunity to show competence by applying the knowledge, understanding, and skills acquired throughout the term to problems and situations. Final examinations should not replace continuous evaluation through periodic tests and/or other measurements of student progress. Final examinations may be replaced by other means of evaluation. The nature of the examination and/or evaluation shall be determined by the course content and shall be at the discretion of the faculty member. When final examinations are offered, students are required to take them during the last week of the term. Special arrangements for early or late examinations may be approved only when sought as an accommodation to severe illness or extraordinary circumstances. Final examinations will take place during the normal scheduled class time. If no formal final examination is given, classes will meet as scheduled.

Grade Appeals

Any student who wishes to appeal a grade may do so in accordance with the procedures set forth in the Catalog. Grade appeals must first be brought to the faculty member who assigned the grade. Faculty members are advised to review the applicable procedures before responding to a grade appeal.

Graduation

To qualify for graduation, students must complete the prescribed course of study with a minimum grade point average of 2.00, discharge all financial obligations to the College, and meet the credit-hour requirements for their respective majors.

A commencement ceremony is conducted annually.

Faculty members are expected to participate in the commencement ceremonies.

Clinical faculty who teach in the [LPN to B.S.N.](#), [Medical Assistant](#), [Patient Care Technician](#), [Practical Nurse](#), [Surgical Processing Technician](#), and [Surgical Technology](#) program should refer to the appropriate program specific Program Supplement for graduation requirements.

President's List

Full-time matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List. Part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms and achieve a cumulative grade point average of 4.00 qualify for the President's List.

Progress Reports

In an effort to foster students' academic success, the College has implemented an early warning, mid-term, and a late-warning progress report monitoring system to identify students experiencing academic difficulties. These students are referred to the Academic Advisement Department for appropriate intervention, which may include counseling, tutoring, and/or extra-help sessions and assignments. The Administration may recommend dismissal for those students who are not able to maintain satisfactory academic progress.

Special forms and instructions for completing progress reports during weeks four, seven, and 11 are available in each Canvas course. Faculty members are required to post completed progress reports in Canvas by the dates set forth in the Faculty Calendar. Progress reports are required for any student with a weighted average of D or F, and for any student recognized by the faculty as experiencing academic difficulty. In addition, faculty members are asked to refer students in danger of failing to the Center for Academic Success for tutoring and additional assistance.

Student Attendance/Participation

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

Seven-week online courses: Typically students in an accelerated seven-week online course will need to log in at least three separate times during each week to be successful. Specific guidelines for each course are available through the course syllabi, but it 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.

Clinical faculty who teach in the [LPN to B.S.N.](#), [Medical Assistant](#), [Patient Care Technician](#), [Practical Nurse](#), [Surgical Processing Technician](#), and [Surgical Technology](#) programs should refer to the appropriate program specific Program Supplement for graduation requirements.

Faculty members will include their course-specific policies and procedures in each course syllabus.

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

Graduate Students: If illness, accident, or similar circumstances require absence for two or more consecutive class sessions, the student musts notify the School of Graduate Studies and the faculty member to make-up missed work.

Students who are withdrawn for a failure to attend and participate will receive a grade of W, 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.

Term Grade Report

Term grade reports may be accessed online through Student Self-Service.

Educational Resources

Library

Berkeley College libraries provide a combination of physical and virtual learning environments, resources, personnel and services that support the curriculum-related research of students, enhance the instructional endeavors of faculty, and nurture personal/professional growth in the pursuit of lifelong learning.

Academic librarians are available to assist in navigating the electronic collections, locating in-house materials, resource sharing, research, and collaboration on assignment support or learning objectives. Moreover, they assist students in developing a deeper understanding of how to find, interpret, and use many types of information.

Resources include the systemwide collection of 99,000 print and media titles, 156,265 electronic books, 44,000 streaming media, and 85 research databases.

Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system. The College is a member of a New York (METRO) and New Jersey (VALENJ) cooperative resource-sharing program that allows reciprocal borrowing between member libraries. The Worldshare Interlibrary Loan service extends access to global library content with document delivery through article exchange.

The Library website, located on the Engage portal, supports onsite and online learning, with access to a full array of web-based resources that include electronic journals, e-books, research and assignment support, a knowledge base of frequently asked questions, and Live Chat assistance 90 hours a week.

The campus libraries are open days, evenings, and weekends when classes are in session. Electronic resources are available 24 hours per day, seven days per week wherever Internet access is available and permitted by law.

Information Literacy is one of six Berkeley College Learning Objectives. Helping students to develop these essential skills is a responsibility shared across departments, among faculty and instruction librarians. The Library provides an array of services and support that foster enhanced engagement with the core ideas and abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, the use of information in creating new knowledge, and participating ethically in communities of learning.

Faculty members are encouraged to use the [Faculty Services and Instructional Support LibGuide](#) for additional information on:

- Canvas, embedding library resources and librarians into courses
- Bibliography development/management (RefWorks)
- Registering and borrowing
- Chat Service and FAQ Knowledge base
- Class, group, and individual instruction
- Databases/ebooks/digital content

- Faculty Resource & Repository LibGuides
- Journal, article, ebook discovery tool
- LibGuides for topics or special purposes
- Information literacy framework
- Instructional video/streaming media/motion pictures
- Purchase requests
- Resource sharing/Interlibrary loan
- Request a Librarian

Electronic Information and Instructional Technology

The ability to effectively use Canvas, the Learning Management System, and other College provided instructional technologies are essential elements in the teaching and learning process. Therefore, webinars, workshops and point of need training are provided for mastery of the Canvas features that are required for every course; and continuing through holistic use of a full range of tools and technologies. Faculty are also expected to utilize digital resources to enhance the student learning experience. All new full-time and adjunct faculty must successfully complete required faculty training prior to the start of the term, as well as employment training as required by the Human Resource Department.

All faculty are provided with an Office 365 email account and it is the predominate form of communication between faculty, academic administration, students, departments and offices. Office 365 email addresses must be posted in Canvas course contact. Faculty will benefit by taking advantage of the features of Office 365, a robust suite of applications that includes email and many other collaboration tools. The Information Systems (IS) SharePoint site berkeleycollege365.sharepoint.com provides instruction documentation and other helpful resources for the Microsoft Office Client and Office 365 web applications.

Faculty members are subject to all College policies, including but not limited to policies governing computer usage, information security, electronic communications and information, and the use of social media (such as Facebook and Twitter). These policies are available on the Human Resources, Policies page within Office 365 and the Office of the General Counsel page: [Berkeley, General Counsel, policies](#)

As stated in the Electronic Information policy (available on the Human Resources, Policies page within Office 365), use of the Electronic Information Resources (including computers and related hardware and software, the Internet, email, audio and computer files, networks, telephones, voice mail, fax, and other means of sending, receiving, creating, and storing information electronically) by faculty members is permitted and encouraged only where such use is appropriate for business purposes, supports the College's goals and objectives, and is part of the normal execution of a faculty member's job responsibilities as defined by the faculty member's department chair. [Berkeley, Electronic Information](#)

All information sent, received, created, or stored using Electronic Information Resources provided by the College - including email and voice mail messages - is the sole and exclusive property of the College. Usage of Electronic Information Resources may be monitored at any or all times, for any reason, including security, network maintenance,

unusual activity, or other purposes. Faculty should not have an expectation of privacy when using Electronic Information Resources, or when using or connecting to any Berkeley networks, systems, or equipment, even if they are doing so to access their own personal email, social media, or other accounts.

Benefits

Berkeley extends a generous package of benefits to full-time Berkeley associates, including full-time faculty, subject to specific eligibility requirements. Except as required by law, adjunct faculty members are not eligible for most such benefits. Please note that Berkeley reserves the right, at its sole discretion and to the extent permitted by law, to modify or eliminate benefits at any time, without notice.

Benefit Categories

- [401K Tax-Deferred Savings Plan](#)
- [Bridging the Gap \(Faculty who have left and then returned\)](#)
- [Employee Assistance Program \(EAP\)](#)
- [Flexible Spending Account \(FSA\) - Health Care and Dependent Care](#)
- [Insurance](#)
- [Leave of Absence](#)
- [Professional Memberships](#)
- [Reimbursement of Work-Related Expenses](#)
- [Sabbatical Leave](#)
- [Sick Leave](#)
- [Term Breaks](#)
- [Transit Benefit](#)
- [Tuition Reimbursement Plan](#)
- [Tuition Waiver \(Undergraduate and Graduate\)](#)
- [Voluntary Benefits](#)

401K Tax-Deferred Savings Plan

Eligible associates may begin participating in the Plan once the eligibility requirement is met. Detailed information about the Plan is available on the [Human Resources Organization on Berkeley 365](#) and from the Human Resources Department. T. Rowe Price will send further information and appropriate forms to faculty members as they become eligible to participate in the Plan.

Tuition Reimbursement Plan

Full-time faculty members are eligible to be reimbursed for half the tuition cost up to a maximum of \$75,000.00 (effective January 1, 2018) for approved programs of study leading to an advanced degree in an area related to the faculty member's current or pertinent future position at the College. Tuition reimbursement will be considered for institutions that are accredited by the Council for Higher Education Accreditation (CHEA) recognized accrediting organizations.

For approved graduate study:

- The course is taken subsequent to the completion of one year of teaching at Berkeley.
- Approval has been granted by completing and submitting the [Tuition Program Approval Application Form](#) to the President of Berkeley College.
- The final course grade is C or better.
- The course does not qualify the faculty member for a new occupation or business.

Berkeley will reimburse fifty percent (50%) of the tuition payment promptly after successful completion of each course to a maximum of \$37,500.00 while the program is being completed.

When the faculty member has been employed one year subsequent to receipt of the degree*, an additional twenty-five percent (25%) of tuition cost will be reimbursed to a maximum of \$18,750.00. Following completion of two years of employment after the degree, the remaining twenty-five percent (25%) will be reimbursed to a maximum of \$18,750.00..

Below is the maximum tuition reimbursement payable to a faculty member collecting the Tuition Reimbursement benefit effective January 1, 2018:

\$37,500.00 - maximum to be paid while the program is being completed.

\$18,750.00 - maximum to be paid year one post-graduation.

\$18,750.00 - maximum to be paid year two post graduation.

As per the Internal Revenue Service (IRS) Section 127, Berkeley will provide full-time faculty with up to \$5,250.00 of educational assistance per calendar year on a tax-free basis. The IRS Code requires that educational assistance in excess of \$5,250.00 in a calendar year must be added to the faculty member's taxable wages and employment taxes (Federal, State, Social Security, and Medicare) must be withheld.

The additional taxable income and taxes withheld are reported on the W-2 Form for the appropriate year that the tuition reimbursement benefit was paid.

Law degrees are excluded from tax exemption as per the IRS regulations.

More information can be found on [Berkeley 365 - Benefits - Tuition Reimbursement](#)

Bridging the Gap (Faculty who have left and then returned)

Faculty members who have returned to work at Berkeley College and have completed two years of service after their return will have their original service counted toward all Berkeley benefits. Only full-time employment will be considered, however.

Employee Assistance Program (EAP)

The Employee Assistance Program is designed to assist families with balancing the demands of work with those of their personal lives. The Employee Assistance Program is a one-stop resource that offers consultation, information, and personalized community referrals, available 24 hours a day, 7 days a week for you and your family members.

This program is sponsored by Reliance Standard. Reliance is the company who provides us with our Life insurance and Long Term Disability benefits.

More information can be found on [Berkeley 365 - Benefits - Employee Assistance Program](#).

Flexible Spending Account (FSA) - Health Care and Dependent Care

Eligible faculty may elect to participate in programs that permit designated amounts to be deducted from associates' regular compensation on a pre-tax basis and later used to reimburse certain qualifying expenses incurred for healthcare and/or dependent care (child/adult care). Appropriate elections may be made through UltiPro during a specified period. Further information concerning applicable requirements and limitations is available from the Human Resources Department and posted on [Berkeley 365 - Benefits - Flexible Spending Account](#).

Insurance

For all eligible faculty members, Berkeley offers the following insurance:

- [Comprehensive Hospital/Surgical/Medical Program](#)--Including a Prescription Drug Plan, and the Option of Using In- or Out-of-Network Medical Services
- [Dental Coverage](#)
- [Vision Plan](#)
- [Long-Term Disability Insurance](#)
- [Group Term Life Insurance](#)
- [Accidental Death and Dismemberment Insurance](#)
- [Travel Assistance](#)

These insurance programs and benefits are governed by the terms and provisions of the policies and/or insurance plans that are in effect at a given time.

Please log on to Berkeley 365 - Benefits for additional information about these plans.

Leave of Absence

Federal and State laws require employers to provide all eligible employees, including faculty members, the opportunity to take unpaid leave upon the occurrence of certain life events. Eligibility requirements, which are somewhat complex, are explained in detail in Berkeley 365 - Policies, and faculty members may obtain additional information from Human Resources. The following is a general summary of those requirements.

[The Federal Family and Medical Leave Act](#) of 1993 requires employers to provide associates, including faculty members, with up to 12 weeks of unpaid leave for the birth or adoption of a child, or the serious health condition of a child, parent, spouse, or the associate. The faculty member may take leave intermittently or on a reduced work schedule when medically necessary due to the associate's or a family member's illness. One such 12-week leave is available each year. A faculty member is eligible for such leave if he or she is employed for at least 12 months and for not less than 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Active Duty Family Leave is available for faculty members with a spouse, parent, or child who is either on active duty or has been notified of an impending call/order to active duty in the National Guard or Reserves in support of a contingent operation. The 12-week entitlement may be used to address certain qualifying emergencies. Qualifying emergencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible faculty members to take up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

The New Jersey Family Leave Act requires employers to provide eligible associates, including faculty members, with up to 12 weeks of unpaid leave upon the birth or adoption of a child or the serious health condition of a child, parent, spouse, or one partner in a civil union couple. One such 12-week leave is available every two years. A faculty member is eligible for such leave if he or she has been employed by Berkeley College for at least 12 months and has worked at least 1,000 base hours in the preceding 12 months.

The New Jersey Family Leave Insurance (FLI) will provide up to six weeks of state paid benefits when a faculty member is out of work to care for a family member with a serious health condition or to bond with a newborn or newly adopted child.

Family Leave Insurance (FLI) can be collected during the time a faculty member is on leave of absence under the Federal Family Medical Leave Act (FMLA) or the New Jersey Family Leave Act. The law itself does not provide for the right to a job protected

leave of absence. This is an insurance law which provides for income continuation during a period an associate is unable to work due to their responsibilities in caring for an ill family member (defined as spouse, civil union partner, domestic partner, parent, or child) with a serious health condition (certified by a healthcare provider), to bond with a newborn (within 12 months of birth), or to bond with a newly adopted child (within 12 months of placement).

Faculty members requesting a leave of absence under the Federal Family and Medical Leave Act of 1993 or the New Jersey Family Leave Act must provide their supervisor with 30 days advance notice, except in emergent circumstances, prior to the leave period, indicating the duration of the leave and when they expect to return to work. Leave under the New Jersey Family Leave Act is unpaid. Faculty members returning from all types of medical leave will be requested to furnish a statement from their physician regarding their condition.

Intermittent leave or leave pursuant to a reduced work schedule may be taken under certain circumstances. Faculty members with questions regarding intermittent leave or any other aspect of the Federal Family and Medical Leave Act of 1993, or the New Jersey Family Leave Act, should contact Human Resources.

Professional Memberships

Each full-time faculty member is entitled to one educational or professional association membership paid for by the College. The faculty member will select one association to which he or she wishes to belong. Membership applications must be approved by the School Dean and the Department Chair, or the Associate Provost, Academic Affairs, or the Dean, Online.

Reimbursement of Work-Related Expenses

A full-time faculty member may be reimbursed for approved, necessary, and reasonable expenses incurred while traveling from his/her home campus to another campus (or campuses) for the purpose of teaching or attending an authorized college meeting. To qualify for travel reimbursement, full-time faculty members must complete and submit the Berkeley College Expense Reimbursement form on a timely basis and provide receipts appropriately documenting expenditures. Faculty members are not entitled to reimbursement for travel expenses to events for which the College provides transportation. Moreover, adjunct faculty members are not reimbursed for expenses associated with travel between campuses for meetings or classes.

A faculty member's home campus, which may change from term to term, is the location at which the faculty member teaches the majority of his/her credit course load each term. If the teaching credit course load is divided evenly between two or more campuses, the Department Chair and/or the School Dean, and/or the Dean, Online shall determine which location shall be the faculty member's home campus for the term.

Complete requirements and procedures concerning expense reimbursement may be found on Berkeley 365 - Berkeley Apps - Expense Reports.

Sabbatical Leave

The purpose of a sabbatical leave is to increase the effectiveness of the full-time faculty member by providing the opportunity to pursue scholarly interests, pedagogical research, and professional development. A sabbatical should result in the faculty member returning to the College with renewed vigor, perspective, and insight. This policy sets forth the purpose of faculty sabbaticals, eligibility criteria, procedures for requesting a sabbatical, and necessary approvals. [Sabbatical Leave Policy](#) [Sabbatical Leave Request Form](#)

Sick Leave

Laws in New York City and Newark may require the provision of paid sick time for certain eligible faculty at those campuses. Faculty at the New York City, Brooklyn, and Newark campuses should consult the New York City and Newark Sick Leave policies, respectively, posted on Berkeley 365 - Policies.

Other Berkeley College faculty members are not covered by the above Sick Leave Ordinances. For such faculty, payment for time lost due to illness is solely at the discretion of the College, which may consider such factors as seniority, attendance records, performance, and other relevant considerations.

Term Breaks

Break weeks are indicated on the [Academic Calendar](#).

Transit Benefit

Full-time instructors and part-time adjuncts may elect to participate in the Transit benefit that permit designated amounts to be deducted from associates' regular compensation on a pre-tax and/or post-tax basis and used towards commuting costs and/or parking. Further information is available from the Human Resources Department and posted on the [Berkeley 365 - Benefits - Transit](#).

Tuition Waiver (Undergraduate and Graduate)

Undergraduate tuition will be waived for courses taken at Berkeley by children of full-time faculty with two or more consecutive years of service. In addition, spouses and parents of full-time faculty with two or more consecutive years of service will be given a 50 percent tuition reduction at Berkeley.

Faculty members are eligible to enroll in Berkeley's undergraduate courses on a space-available basis. For courses started after six months of employment, undergraduate tuition will be waived. Attendance in courses cannot interfere with the faculty member's work schedule.

Associates and/or their children/spouse/parents begin as a non-matriculating student.

The [tuition waiver forms](#) can be found on [Berkeley 365 - Benefits - Tuition Assistance](#).

Voluntary Benefits

Members have access to the following benefits:

- Affinity Federal Credit Union
- Discount Page
- Group Accident Insurance
- Critical Illness
- Auto and Homeowners Insurance
- Pet Insurance
- Voluntary Short Term Disability
- Tax Choice Long Term Disability
- Voluntary Life Insurance Products (Associate, Spouse, and Child(ren))

Detailed information for above voluntary benefits can be found on [Berkeley 365 - Human Resources - Benefits](#)

Selected Policies

- [Accommodating a Disability](#)
- [Alcohol and Drug Abuse](#)
- [Copyright Policy](#)
- [Credit Hour Assignment Policy](#)
- [Equal Opportunity Policy](#)
- [Media Relations Consent](#)
- [Ownership of Materials and Equipment](#)
- [Parking](#)
- [Privacy of Student Records and Information](#)
- [Regulatory Disclosures](#)
- [Smoking](#)
- [Social Media Policy](#)
- [Use of 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, activities or employment opportunities.

In accordance with its Disability Services Accommodations Policy for Associates, Berkeley College is committed to reasonably accommodating the needs of otherwise qualified associates with disabilities. For information regarding how to request a reasonable accommodation of a disability, as well as contact information for the College ADA Coordinator for Associates: [Berkeley College, ADA Associate Policy](#)

Students

Should you have reason to believe that a student might be in need of a reasonable accommodation for a disability, you should direct the student to the College Disability Services Accommodations Policy for Students, please go to: [Berkeley College, ADA Student Policy](#) and to the College Disability Services page located here: [Berkeley College-Disability Services](#). The Student Policy and College Disability Services webpage has a wealth of information on accommodating disabilities as well as contact information for the College ADA Coordinators for Students and the Director of Disability Services.

Alcohol and Drug Abuse

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

Berkeley strictly prohibits the possession, sale, use, or distribution of illegal drugs and drug paraphernalia; the misuse/abuse or redistribution of drugs obtained lawfully; and the unauthorized sale or abuse of alcoholic beverages on any College property, in College vehicles, or at any College-sponsored activity. Moreover, no Berkeley associate shall coerce, even subtly, a Berkeley student or associate to use drugs or alcohol. Any member of the Berkeley community found in violation of these rules is subject to all applicable legal action under local, state, and federal laws as well as disciplinary action, which may include, in the sole discretion of the College and without limitation, warnings (oral or written); mandatory completion of a substance abuse rehabilitation program; suspension (with or without pay); or immediate termination of employment.

To see Berkeley's Alcohol and Drug Policy for Associates in its entirety, please go to: [Berkeley's Alcohol and Drug Policy](#)

To see Berkeley's Alcohol and Drug Policy for Students in its entirety, please go to: [Berkeley Student Alcohol and Drug 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). The copyright laws are complex. Under some circumstances, copying information from websites, downloading music or video from or uploading it to a peer-to-peer application, or even mere photocopying, faxing, or cutting and pasting substantial portions of copyrighted materials may constitute infringement. The Berkeley College community is expressly prohibited from using the Berkeley College network or computing resources to access peer-to-peer sites that permit unauthorized copying of copyrighted music, photographs, video, or other legally protected materials. Such activities will be treated as violations of the Student Electronic Information Policy. Certain limited copying of published materials without permission may be allowed under the "Fair Use" doctrine.

Berkeley students and associates are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences. Penalties for copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17 United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at copyright.gov.

For more detailed policy information, [click here](#).

Faculty should be particularly aware of the copyright implications of incorporating third-party material in classroom presentations or assignments.

Credit Hour Assignment Policy

Coursework performed outside the classroom (such as reading, studying, writing papers, doing projects, or receiving tutoring) is critical to academic success. While the time requirements for individual students may vary somewhat, a general rule of thumb is that students should spend about two hours outside the classroom for every hour required in it.

For more detailed policy information, [click here](#).

Equal Opportunity Policy

Recognizing that diversity greatly enhances the workplace and opportunities for learning, Berkeley is firmly committed to providing all associates, including faculty and students with equal access to its programs, services, activities, opportunities, and facilities. The College prohibits (a) discrimination or harassment on the basis of sex, gender (including gender identity or expression), sexual orientation, pregnancy, race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status; (b) sexual assault (which is a form of sexual/gender harassment that includes unwelcome physical contact of a sexual nature); (c) sexual exploitation (which is a form of discrimination on the basis of sex); (d) domestic violence and dating violence (collectively referred to herein as "intimate partner violence"); (e) stalking; (f) bullying of students by other students, including, but not limited to, cyber bullying; and/or (g) retaliation for complaints, reports, or testimony in connection with the Equal Opportunity Policy. Violations of the Policy may result in disciplinary action, including, but not limited to, termination of employment (for associates) or dismissal from the College (for students).

For the complete Equal Opportunity Policy in its entirety, including, but not limited to, definitions of prohibited conduct, please see the [Equal Opportunity Policy](#).

Please refer to the following information on "Education, Rights, Options, and Resources" regarding "Sexual Assault, Intimate Partner Violence, and Stalking":

BerkeleyCollege.edu/files_bc/BC-Sexual-Assault-Victim-Bill-of-Rights.pdf

For information regarding how to make an Equal Opportunity related complaint, as well as the investigation process and contact information for the Deputy Title IX Coordinator for Associates and the College Title IX Coordinator, please see the [Equal Opportunity Complaint Procedures for Associates](#). Note: Any report of an Equal Opportunity Policy violation that involves a student must be handled in accordance with the [Equal Opportunity Complaint Procedures for Students](#).

For more information on Title IX, VAWA and NY 129-B, go to the College Title IX and VAWA web page located here: [Berkeley College Title IX](#)

For education and resources in the context of sexual assault, intimate partner violence, and stalking, go to the VAWA Resource Brochure, located here: [Berkeley College VAWA Brochure](#)

Reporting Obligations (Students)

Should a student share with a faculty member information about an incident of sexual harassment, sexual assault, intimate partner violence, and/or stalking, the faculty member should be sensitive, respectful, and supportive, and share with the student that faculty members have an obligation to report these types of matters to the Deputy Title IX Coordinator for Students or the College Title IX Coordinator. If the student is in need of emergency assistance, faculty members should first dial 911 and then alert the Public Safety Department at the following extensions:

- * x1195 in Woodland Park
- * x4491 in Brooklyn
- * x6911 in Newark
- * x4315 in NYC 41st Street
- * x4241 in NYC 43rd Street
- * x3911 in White Plains
- * x2211 in Woodbridge

Faculty members should not attempt to investigate or determine what has happened, but shall report the matter to either the Deputy Title IX Coordinator for Students or the Title IX Coordinator. Contact information for both can be found here: [Berkeley College, Title IX](#)

Faculty should share with the student that confidential Personal Counselors are available at each campus. College Personal Counselors are not obligated to report the matter to the Title IX Coordinator and are the **only** College resource that can provide confidential assistance. A list of Personal Counselors and their contact information is available on Berkeley 365: [Student Development & Campus Life, Counseling](#)

Faculty members should also inform the student that a wealth of information (including reporting options and resources) regarding sexual misconduct; intimate partner violence and stalking is available at the College Title IX and VAWA web page located here: [Berkeley College, VAWA Brochure](#)

Media Relations Consent

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

Faculty who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Media Relations Department.

Ownership of Materials and Equipment

All course materials, including syllabi and online course content, remain the property of the College. Faculty manuals, keys, desk copies, and other supplies and equipment, including computer hardware and software, must be returned prior to termination of employment.

Parking

On-campus parking is available for faculty at the Woodland Park, Paramus, and Woodbridge campuses. Parking permits may be obtained from the Public Safety Department and must be displayed in the vehicle. General parking is prohibited in the areas that are reserved for visitors or the handicapped. Anyone who parks either in a restricted area or without displaying a permit decal will be subject to a \$15 fine.

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

Public parking is also available near some campuses. For example, numerous parking garages are available near the Newark and New York City campuses. Parking garages and metered parking are available in downtown Brooklyn. The White Plains campus is located diagonally across the street from the Hamilton Main Municipal Parking Garage. There is also metered parking on the streets surrounding the White Plains campus, and the transit center is three blocks away.

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

Privacy of Student Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how student academic, financial, disciplinary, and immunization records, among others ("Education Records"), and information derived from them, are managed. Education Records protected by FERPA refer to *any* records maintained by Berkeley College that are directly related to a student, with certain exceptions. Generally, FERPA prohibits educational institutions from disclosing private student information and records (such as grades, disciplinary records, and Social Security numbers) without prior consent from the student. It also gives students the right to review many of their Education Records and correct errors.

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

Regulatory Disclosures

Federal law and regulations require colleges to notify students, prospective students, associates, and prospective associates of specific consumer information available to them and how they may obtain it. Periodically, the Office of the General Counsel circulates the required information to all students and associates, and posts copies on the College website and in Office 365. For more information, see [Consumer Information Disclosures](#)

Smoking

Berkeley College strictly prohibits the use of tobacco products and electronic smoking devices anywhere on College (or affiliated) property. For more detailed policy information, [click here](#).

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](#).

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

Use of 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.

For more detailed policy information, please see the [Berkeley College Weapons Policy](#).

Academic Calendar

FALL SEMESTER 2018

Tuesday, September 4, 2018, Classes Begin – 15-week and 7-week module A
Monday, October 8, 2018, Columbus Day – No Classes
Monday, October 22, 2018, Classes End – 7-week module A
Tuesday, October 30, 2018, Classes Begin – 7-week module B
Thursday, November 22 - Sunday, November 25, 2018, Thanksgiving Recess – No Classes
Monday, December 17, 2018, Classes End - 15-week and 7-week module B
Tuesday, December 18, 2018 - Tuesday, January 1, 2019 – Recess

WINTER SEMESTER 2019

Wednesday, January 2, 2019, Classes Begin – 15-week and 7-week module A
Monday, January 21, 2019, Martin Luther King Day – No Classes
Saturday, February 16, 2019, Classes End – 7-week module A
Monday, February 18, 2019, Presidents' Day – No Classes
Tuesday, February 26, 2019, Classes Begin – 7-week module B
Monday, April 15, 2019, Classes End - 15-week and 7-week module B
Tuesday, April 16, 2019 - Monday, April 29, 2019 – Recess

SPRING SEMESTER 2019

Tuesday, April 30, 2019, Classes Begin – 15-week and 7-week module A
Monday, May 27, 2019, Memorial Day – No Classes
Monday, June 17, 2019, Classes End – 7-week module A
Tuesday, June 25, 2019, Classes Begin - 7-week module B
Thursday, July 4, 2019, Independence Day - No Classes
Monday, August 12, 2019, Classes End - 15-week and 7-week module B
Tuesday, August 13, 2019 - Monday, September 2, 2019 – Recess

FALL SEMESTER 2019

Tuesday, September 3, 2019, Classes Begin – 15-week and 7-week module A
Monday, October 14, 2019, Columbus Day – No Classes
Monday, October 21, 2019, Classes End – 7-week module A
Tuesday, October 29, 2019, Classes Begin - 7-week module B
Thursday, November 21 - Sunday, November 24, 2019, Thanksgiving Recess - No Classes
Monday, December 16, 2019, Classes End - 15-week and 7-week module B
Tuesday, December 17, 2019 - Wednesday, January 1, 2020 – Recess