



Faculty Handbook 2021-2022

Effective September 1, 2021 to August 31, 2022

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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 Undergraduate and Graduate Catalogs, 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 catalogs are posted.

Campuses

New York Campuses

MIDTOWN MANHATTAN

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

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 onsite and 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, information technology services, 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.

2016 - Berkeley College established the School of Graduate Studies with the inception of the M.B.A. Program with the first cohort starting during the Fall 2016 semester.

2017 - The Larry L. Luig 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.

2018 - The Canvas Learning Management System and the Engage portal were implemented, replacing Blackboard.

2019 - The Middle States Commission on Higher Education approved Berkeley College New York's closure of its Brooklyn campus effective September 6, 2019.

2020 - The School of Graduate Studies merged with the Larry L. Luig School of Business January 2020.

2020 - The School of Liberal Arts was dissolved and the Division of General Education was established in September 2020.

2021 - The Middle States Commission on Higher Education approved Berkeley College New York's closure of its White Plains campus effective August 31, 2021.

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 two times per year.

The committees of the Senate meet as needed in each semester. 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, which reviews and approves all new and revised curriculum and programs before they go to the Provost for approval.
- Academic Affairs, which among other things, reviews and approves the Faculty Handbook before it goes to the Provost for further action.
- Library and Technology Services, which researches and makes recommendations for new resources and technology to facilitate teaching and scholarship.
- Adjunct Faculty, which represents adjunct faculty in all matters directly affecting such faculty, separate from full-time faculty (e.g., compensation, training, appointment, etc.).

Other committees may be formed on an ad hoc basis as the Senate deems necessary. Current ad hoc committees are:

- Academic Integrity Committee
- Election Committee, and
- Chairs' Council

Changes to these Governance provisions are handled through amendments to the By-Laws of the Faculty Senate.

Faculty Appointment and Responsibilities

Faculty Appointment

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

- [Appearance and Conduct](#)
- [Campus Security and Emergency Procedures](#)
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- [Office Hours](#)
- [Lecture Recording of Instruction](#)
- [Student Complaint Process](#)

Appointment of Faculty

Only the Provost, Deans of the Schools, the Associate Provosts, Department Chairs/Directors, 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 a maximum period of one semester. Adjunct faculty who are assigned courses that are canceled less than 14 calendar days prior to the start of the course will receive a nominal amount of compensation in appreciation of their preparatory work.

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

Reappointment of Faculty

The School Deans or Associate Provosts 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 UltiPro and then meets with his or her Department Chair/Director and his or her School Dean or Associate Provost 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 Graduate Program

Full-time faculty members are appointed to teach in the Graduate Program on an annual basis. The Director of the Graduate Program and the School Dean are responsible for annual appointments and reappointments. Full-time faculty appointed to the Graduate Program 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 Graduate Program will mentor graduate students, work with students on 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 associations and organizations, program design, and/or the scholarship of instruction.

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.

Occasionally, unforeseeable circumstances may require a non-clinical undergraduate faculty member to teach an overload on the recommendation of the School Deans/Directors or the Associate Provosts. However, the total number of credits taught per semester may not exceed 18 semester credits.

Faculty must work with their Chairs/Directors and/or the Center for Curriculum, Instruction and Technology (CCIT) 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 School Deans/Directors or Associate Provosts 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 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 a faculty member'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 regularly evaluates the performance of its faculty. 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 supports student academic achievement, and (2) to assist the Provost; the Associate Provosts; the Deans of the Schools and Department Chairs/Directors in determining whether faculty members should be retained.

Faculty Evaluations: The appropriate School Dean and Department Chair/Director 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. 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 teaching observations assess a faculty member's pedagogical and technical expertise, as well as his/her mastery of course content. Such written evaluations are reviewed with the faculty member and acknowledged by both parties.

Student evaluations measure both faculty and course effectiveness, and are designed to encourage the faculty member towards self-improvement. Student evaluations are administered each term in all courses. Each faculty member is also encouraged to conduct a mid-term evaluation in every course. Student feedback from mid-term evaluations should be reviewed 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 UltiPro for submission to his or her Chair/Director. This review includes a self-evaluation of his or her teaching service and professional development. First-year full-time faculty may 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.

Faculty Transcripts

All full-time and adjunct faculty are required to arrange (at their expense) for the Dean of their School or Director 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.

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 Center for Curriculum, Instruction and Technology (CCIT) supports 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 CCIT. To assist faculty in acquiring the pedagogical and technological skills required for effective teaching, the CCIT 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 and related training. All faculty members must participate in training required for the college learning management system and other relevant system upgrades, including digital learning resources.

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 School of Health Studies sponsors a Faculty Professional Development Award Program that supports faculty participation in professional development activities required by the programmatic accreditation agencies. School of Health Studies faculty who wish to apply for professional development awards should consult their Department Chair and the School Dean for application guidelines. Application guidelines are found in the School of Health Studies Faculty Canvas course.

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.

Faculty are expected to comply with the NJ/NY campus restart plan(s), available online at:

- [Berkeley College Restart Plan - New Jersey Campuses](#)
- [Berkeley College Restart Plan - New York City Campus](#)

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. The dress code for Zoom meetings while working remotely will be business casual.

All faculty will be required to wear masks/cloth face coverings (business appropriate) at all times except in the privacy of their workspace when there is no one else within six feet. Faculty are encouraged to bring their own masks/cloth face coverings (business appropriate).

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

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.

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

Paper copies are also available upon request by contacting the Public Safety Department at 973-278-5400 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, Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy, a Weapons Policy, and an ID Policy. The College also has an education and resource brochure dedicated to incidents of sexual assault, intimate partner violence, and stalking (the "Violence Against Women Act Resource Brochure"). All members of the Berkeley College community are urged to familiarize themselves with these policies and materials, and with emergency procedures and evacuation routes for campuses at which they spend significant time.

The above referenced Public Safety related policies and procedures are posted on the [Berkeley College Office of the General Counsel page](#); [the Berkeley College Public Safety Department Page](#); and [the Berkeley College Title IX page](#). Paper copies are available upon request from the Public Safety Department.

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

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/Director. 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 on non-holiday weekdays. Emails and questions submitted on weekends or holidays must be responded within 24 hours after the end of the weekend or holiday 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.

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.

[Student Handbook Student Conduct](#)

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 <https://berkeleycollege.edu/campuses/campus-closing-information/index.html> 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

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

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

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/Directors shall keep minutes of the meetings and post the meeting minutes to the School's SharePoint site.

Faculty Days are held two times annually, circumstances permitting, at the discretion of the Faculty Senate President in consultation with the Provost. All full-time faculty and adjunct instructors are strongly encouraged 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 Center for Curriculum, Instruction and Technology (CCIT) 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.

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 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 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/ Director as well as the Campus Operating Officer or Public Safety Department. Faculty are expected to log in to their courses every 24 hours on non-holiday weekdays. Emails and questions submitted on weekends or holidays must be responded to within 24 hours after the end of the weekend or holiday using their Berkeley College email.

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 faculty may be providing 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 by the date published in the Faculty Calendar for each term. Faculty Calendar provided on the [CCIT site](#).

Grade Appeals

A student wishing to appeal a course grade must submit a completed grade appeal eForm to the faculty member by the end of the first week of the academic term following posting of the disputed grade. When a student submits this eForm to the faculty member, an email is sent to the faculty member with a link that brings up the appeal form for a response. The faculty member will respond to the student's appeal as soon as practical but no later than two weeks. All responses should be entered into the grade appeal eForm.

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

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

The procedures are set forth in the Catalog (Academic Policies) <https://berkeleycollege.edu/catalogs/undergraduate-2021-2022/policies-procedures/general-academic-policies/index.html>.

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. 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. Faculty members may be required by their Dean/Chair/Director to serve office hours in a particular location or department (e.g. Center for Academic Success) as needed.

Adjuncts are expected to make time available either before or after classes, or designate a mutual time by appointment.

Lecture Recording of Instruction

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 the ADA/504 Coordinator shall execute an Audio Recording Accommodation Agreement. For information regarding how to request a reasonable accommodation of a disability, please see the [Disability Services Accommodations Policy for Students](#).

For questions regarding implementation of disability services offered at Berkeley College, contact Katherine Wu, Director, Disability Services, at 212-986-4343 ext. 4211 or KNW@BerkeleyCollege.edu.

Individual requests for accommodations may be referred to the ADA/Section 504 Coordinators: [NJ and Online students] Sandra Coppola, 973-278-5400 ext. 1320 or SEC@BerkeleyCollege.edu; [NY students] Diane Georges, 212-986-4343 ext.4216 or Diane-Georges@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 Coordinators, 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](#).

Student Complaint Process

In accordance with federal law and accreditation standards, Berkeley College provides the [policies and procedures](#) of 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 [CCIT website](#). The Committee on Research Manual is posted on the [CCIT 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 utilizing the eForm for reporting academic integrity violations as posted on the [CCIT website](#) under "Academic Integrity." The Academic Integrity Violation Reporting Form is also available on the eForms section of Engage. Faculty members should work closely with their Chairs, Deans, and Directors to establish additional consequences for students who are found to violate policies on more than one occasion to determine ways to assist the student in avoiding violations in the future. Additional guidance can be provided by the ad hoc Academic Integrity Committee of the Faculty Senate.

All students 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 and Syllabi](#)
- [Curriculum Development and Revision](#)
- [Establishment, Development, and Review of Educational Programs](#)
- [Feedback for Students](#)
- [Field Trips](#)
- [Honors Program](#)

Grading System and Academic Standards

- [Dismissals](#)
- [End of Term Procedures](#)
- [Evaluation and Grading](#)
- [Progress Reports](#)
- [Student Attendance/Participation](#)

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 and Syllabi

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. Faculty should give preference to eTexts whenever possible, but in cases in which a physical text is more appropriate, faculty members should allow eText substitutions. Learning resources are adopted for one year, and faculty members should use the selected resources as they see fit based on their determination of how the resources link to current events, course content and/or the interests and needs of their current students. They may also use companion websites that often accompany eTexts, Open Educational Resources or other digital tools such as wikis, videos, websites or articles.

Many courses use digital learning resources and 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. Faculty are encouraged to collaborate with the Center for Curriculum, Instruction and Technology (CCIT) to develop courses during the term prior to the course being taught. Faculty may choose to make course content available to students all at once or on a weekly basis, but should leave the content in previous modules available for the duration of the semester. Faculty are encouraged to contribute best practices and course materials to the course Blueprint. Course information and syllabi should be reviewed and updated each term to eliminate student confusion.

Syllabi

Master syllabi for courses offered within each School are housed in the dedicated School SharePoint site and/or Course Resource Bank in Canvas. The School Dean, Department Chairs, Directors 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 PDF-A formatted syllabus in each course they are teaching in Canvas and provide an electronic copy to their Chair prior to the beginning of the term in which the course will be taught. The syllabus should include:

- The course name and number
- Catalog description (provided in the master syllabus)
- Semester the course is offered
- Faculty member's name, contact information, and scheduled office hours
- Prerequisites

- Student learning objectives (provided in the master syllabus)
- Course schedule and assignments
- Method of evaluation and assessment, required learning resources
- Sections titled
 - # Credit Hour 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)
 - # Disclaimer as listed in the course master syllabus template
- 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 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.

A stipend is paid for the development of a new course. This does not apply to the modification of a course previously offered nor does it apply to the development of an existing course in a new format (e.g., online, accelerated, etc.). To be eligible for the stipend, the faculty member must complete all components required as approved by the respective Department Chair/Director and Dean.

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. A "work for hire" is a work prepared by an employee within the scope of his/her employment. 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 and Revision

Development of new academic programs and new courses, as well as revision of current programs and courses, should be led by faculty as appointed by the Provost; Associate Provosts; the Deans of the Schools; and the Department Chairs/Directors. All curriculum development and revisions should begin with consultation and collaboration with the Center for Curriculum, Instruction and Technology (CCIT). Curriculum development and revision should be conducted in keeping with the standards set out by the relevant states and accrediting bodies, and should be done in close collaboration with involved stakeholders, including but not limited to School Deans(s), relevant Department Chairs/Directors, the Associate Provosts, the CCIT, and the Library.

The [Curriculum Approval and Review Form](#) should be completed and submitted to the Chair of the Faculty Senate Curriculum Committee when Faculty Senate Curriculum Committee approval is required. When new courses are submitted for approval, the [Registrar Course Entry Request](#) Form should also be included with the submission to the Chair of the Faculty Senate Curriculum Committee.

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 reviewed on a regular basis, 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
National Security	2022-2023
Business Data Science	2022-2023
Program	Five-Year Program Review
Accounting	2020- 2021
General Business	2020- 2021
Health Service Administration/Management	2020-2021
International Business	2020- 2021
Management	2020- 2021
College Skills	2020- 2021
Financial Services	2020- 2021
General Education	2020- 2021
Graphic Design	2021 - 2022
Interior Design	2022- 2023
Master of Business Administration (M.B.A.)	2022- 2023
Fashion Merchandising & Management	2023- 2024
Information Technology Management	2023- 2024
Legal Studies	2023- 2024
Marketing Communications	2023- 2024

Justice Studies - Criminal Justice	2024 - 2025
L.P.N. to B.S.N.	2024 - 2025
Medical Assistant - Certificate and A.A.S.	2024 - 2025
Patient Care Technician - Certificate Program	2024 - 2025
Practical Nurse	2024 - 2025
Surgical Processing Technician - Certificate Program	2024 - 2025
Surgical Technology A.A.S.	2024 - 2025
Health Sciences, PCT and SPT, A.A.S.	2024 - 2025

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 on non-holiday weekdays. Emails and questions submitted on weekends or holidays must be responded to within 24 hours after the end of the weekend or holiday using their Berkeley College email. Should this not be possible because of illness or special circumstances, a faculty member is expected to notify both the Department Chair/Director 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 should complete the [Field Trip Form](#) and submit to the respective School Dean/ Division Director for approval. 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 9 or 18-credit academic opportunity designed to educate, recognize, and retain our highly-motivated, high-achieving Associate and Bachelor degree-seeking students. The mission of the Honors Program is to provide a rigorous educational experience that focuses on theme-based seminars, community service engagement, and the development of student research poster and paper presentations. 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 July 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' general education or free elective requirements.

Withdrawals and Dismissals

A student who fails to meet minimum qualitative and quantitative measures as stated in the Student Satisfactory Academic Progress (SAP) policy [2020-2021 Undergraduate Catalog](#), SAP or the [2020-2021 Graduate Catalog](#) 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 by the due date published in the Faculty Calendar for each term.

[CCIT link to access semester documents and Faculty Calendar.](#)

Evaluation and Grading

For information about undergraduate student evaluation and grading, please follow the provided link: [2021-2022 Undergraduate Catalog, Evaluation and Grading](#)

For information about graduate student evaluation and grading, please follow the provided link: [2021-2022 Graduate Catalog, Evaluation and Grading](#)

Student Performance Alerts

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.

Faculty members are required to post completed student performance alerts in Civitas Inspire by the dates set forth in the Faculty Calendar (also posted on the [CCIT site](#)). Student performance alerts are required 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 performance alerts are submitted to track and assist students and do not become part of their permanent academic record.

Student Participation

Students are expected to actively participate in all their courses throughout each term. Those who fail to do so may be administratively withdrawn from individual courses or the College.

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 attendance/participation requirements. Faculty members will include their course-specific policies and procedures in each course syllabus.

Students impacted by illnesses, accidents or other circumstances that will significantly limit their participation in their courses must notify their faculty members as soon as possible.

Students who are withdrawn for a failure to 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.

Educational Resources

Library

The Berkeley College Libraries advance the mission of the College by providing a combination of physical and virtual learning environments, resources, and user-centered services that support the curriculum-related research of students, enhance the instructional endeavors of faculty, and nurture personal and professional growth in the pursuit of lifelong learning.

Librarians collaborate with faculty to support college and course learning objectives by providing research and instructional support, assignment development, and teaching information literacy skills.

The Library collection is a combination of physical and electronic resources developed to support program outcomes, enhance course instruction, and facilitate student research and faculty scholarship. Resources include the system-wide collection of shared physical and electronic materials. Materials outside of the Berkeley College library collection may be available upon request.

[The Library website](#) supports learning, by providing access to an array of resources, including, but not limited to, electronic journals, e-Books, streaming video, research guides, live chat, and searchable Frequently Asked Questions (FAQs). More information for faculty can be found on our [Faculty Resource Guide](#).

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 and Lactation Policy](#)
- [Professional Memberships](#)
- [Reimbursement of Work-Related Expenses](#)
- [Sabbatical Leave](#)
- [Sick Leave](#)
- [Commuter Benefit](#)
- [Tuition Reimbursement Plan](#)
- [Tuition Waiver \(Undergraduate and Graduate\)](#)
- [Voluntary Benefits](#)

401K Tax-Deferred Savings Plan

Eligible faculty may begin participating in the Plan once the eligibility requirement is met. Detailed information about the Plan is available on the [Berkeley 365-Benefits-401K Plan-T. Rowe Price](#) and from the Human Resources Department. T. Rowe Price will send further information to faculty members as they become eligible to participate in the Plan.

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:

- [Medical Coverage](#) -Including a Prescription Drug Plan, and the Option of Using In- or Out-of-Network Medical Services
- [Dental Coverage](#)
- [Vision Plan](#)
- [Short and Long-Term Disability Insurance](#)
- [Group Term Life Insurance and Accidental Death and Dismemberment Insurance](#)
- [Voluntary Supplemental Life and Disability](#)

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 associates, 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](#) (FMLA) 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. 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 childcare, 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 associates and faculty with up to 12 weeks of unpaid leave upon the birth, adoption, foster care placement of a child, the serious health condition of a family member or if a family member is a victim of domestic or sexual violence.

Family member is defined as a child, parent, spouse, civil union partner, sibling, grandparent, grandchild, any other individual related by blood to the associate, and any other individual that the associate shows to have a close association with the associate which is equivalent of a family relationship.

One such 12-week leave is available every 24 months. 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. Leave under the New Jersey Family Leave Act is unpaid.

New Jersey Family Leave Insurance (FLI) will provide up to twelve 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).

The New York Paid Family Leave (PFL) will provide faculty members working in New York with job-protected, paid leave to bond with a new child, care for a family member with a serious health condition or when a family member is called to active military service. For Berkeley associates/faculty, this is inclusive of those working at the New York City, and White Plains locations.

Faculty members must be employed at the time they apply for PFL. To be eligible for PFL, a faculty member must be employed in New York and meet the eligibility requirements as follows:

1. Faculty with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment. Faculty with a regular work schedule of less than 20 hours per week are eligible after 175 days worked.
2. The law provides three specific situations for when eligible faculty members will be entitled to a paid, job protected leave of absence from work under the PFL: (i) When paid leave is necessary to provide care, including physical or psychological care, to their family members due to a family member's serious health condition; (ii) To bond with their newborn children during the first year of the child's life, or, in the case of adoption or foster care placement, for the first year after the placement of a child with the associate; and (iii) For any qualifying reason as provided for under the FMLA (1993) arising from the associate's spouse, domestic partner, child or parent, being on active military duty, or, alternatively, being notified of an impending call or order to active military duty.

Faculty members requesting a leave of absence under the Federal Family and Medical Leave Act of 1993, the New Jersey Family Leave Act, and/or the New York Paid Family Leave 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. Faculty members returning from all types of medical leaves will be requested to furnish a statement from their physician regarding their condition clearing them to return to work.

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, the New Jersey

Family Leave Act, and/or the New York Paid Family Leave should contact Human Resources.

Lactation Policy

In accordance with federal, state and local laws, Berkeley College provides the following to nursing mothers upon their return from leave, or at other appropriate times for lactation purposes. The lactation policy is administered throughout all Berkeley College/ BES campuses.

Reasonable break time for an associate to express milk. The associate will be given up to three breaks a day to express milk. A private and secure lactation room at their respective campus in reasonable proximity to their work area, which contains: (1) a chair and a flat surface on which to place a breast pump and other personal items; (2) an electrical outlet; (3) nearby access to running water; and (4) a refrigerator suitable for breast milk storage in reasonable proximity to the associate's work area.

More information can be found on [Berkeley 365-Human Resources-Policies-Lactation Policy](#)

Professional Memberships

Each full-time faculty member is entitled to one educational or professional association membership (not to exceed \$450.00 per year) 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 Department Chair/Director.

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/Director and/or the School Dean shall determine which location shall be the faculty member's home campus for the term.

The College has adopted the IRS Safe Harbor for a "reasonable period of time" to substantiate business expenses and/or account for travel advances under "accountable plan" requirements. A "reasonable period of time" is 60 days or less after incurrence. After 60 days incurred, the expense does **not** qualify for accountable plan treatment and must be treated as income to the faculty member.

If a faculty member does not substantiate business expenses and/or account for a travel advance within a period of 60 days, the amount reimbursed will be treated as compensation, subjected to tax withholding, and reported on the faculty member's Form W-2.

Complete requirements and procedures concerning expense reimbursement may be found on Berkeley 365 - [Berkeley Apps - Certify-Travel and Expenses Report](#).

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. After determining eligibility, a full-time should complete the [Sabbatical Leave Request Form](#) and forward to their department Chair/Director for review/approval.

Sick Leave

Laws in New York and New Jersey may require the provision of paid sick time for certain eligible faculty. Faculty at the New York and New Jersey campuses should consult the [New York](#) and [New Jersey](#) Sick Leave policies, respectively, posted on [Berkeley 365 - Policies](#).

Berkeley College faculty members not covered by the above Sick Leave Ordinances 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.

Commuter Benefit

Full-time instructors and part-time adjuncts may elect to participate in the commuter 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/PayFlex](#).

Tuition Reimbursement Plan

Full-time faculty members are encouraged to pursue degrees at Berkeley where possible, and therefore reimbursement will not be provided for courses taken at other colleges if similar courses are offered at Berkeley.

Effective February 1, 2021, full-time faculty members who are not currently enrolled and approved for Tuition Reimbursement, it is Berkeley's policy to provide full-time faculty members with tuition reimbursement for one course per semester. The reimbursement for the one course per semester is up to a maximum of \$2,500.00 for the one course 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 only be considered for institutions whose accreditor/s are recognized by the Council for Higher Education Accreditation (CHEA); please see: [CHEA Directory](#) to confirm this information for a particular institution.

Faculty members may not enroll in a degree program at a level that they have already earned and/or a lower level than they have earned previously.

For approved graduate study:

- The course is taken subsequent to the completion of one year of teaching at Berkeley.
- Approval has been granted after completing and submitting the [Tuition Program Approval Application Form](#) to the immediate supervisor, the Dean, and 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.

Below is the maximum tuition reimbursement payable to a faculty member collecting the Tuition Reimbursement benefit effective February 1, 2021:

- Berkeley will reimburse one course per semester. The reimbursement for the one course per semester is fifty percent (50%) of the tuition payment within 60 days of the successful completion of the course to a maximum of \$2,500 per course per semester.
- 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. This may change due to IRS policies.

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

Tuition Waiver (Undergraduate)

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, civil union partners, 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.

Faculty members and/or their children/spouses/civil union partners/parents may not enroll in a degree program at a level that they have already earned and/or a lower level than they have earned previously.

In order to receive the tuition waiver benefit, Berkeley College faculty members and/or their children/spouse/civil union partners/parents enrolled in an academic program must be in good academic standing. Please consult the academic standards for specific degree program information on the criteria needed to remain in good academic standing.

The Berkeley Grant will be applied after all federal and state grants, external and/or institutional scholarships, and VA benefits have been applied. (Housing, books, supplies, and graduation fees are not included). In order to receive the Berkeley Associate Grant, a student must complete a Free Application for Federal Student Aid (FAFSA), met all federal and state grant application deadlines each year, and the college receives a valid institutional Student Information Record (ISIR) for that student.

Tuition Waiver (Graduate)

Full-time faculty are eligible after completion of one year of service, with the supervisor's and President's approval. The supervisor's approval may be granted if the course of study relates to the faculty member's current or pertinent future position with the organization. The faculty member must meet the requisite academic requirements for Admissions to the program. The annual performance review will also be reviewed by the supervisor to determine if the faculty member is approved for the graduate program. The President of the College will make the final approvals for the academic term based upon the above criteria. Each semester, there are a limited number of openings for associates/faculty members in the MBA program.

Faculty members may not enroll in a degree program at a level that they have already earned and/or a lower level than they have earned previously.

More information 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
- Group 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))
- Healthy Living Wellness Program
- Identity Theft Protection
- Travel Assistance Services
- College Bound 529

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 and Procedures](#)
- [Ownership of Materials and Equipment](#)
- [Parking](#)
- [Privacy of Student Records and Information](#)
- [Regulatory Disclosures](#)
- [Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking](#)
- [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](#)

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 Electronic Information Policy, located on [Berkeley365-Human Resources Department](#). 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](#).

The [Copyright Policy](#) is available for review.

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

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 work which the College has the exclusive right to create. Courses and course material 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.

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, students should expect to spend approximately two hours outside the classroom for every hour required in it.

The Credit Hour Policy is available online at: [Credit Hour Assignment Policy](#)

Equal Opportunity Policy and Procedures

Recognizing that diversity greatly enhances the workplace and opportunities for learning, Berkeley is firmly committed to providing a working, learning and living environment that is free from unlawful discrimination, harassment and retaliation, and strives to afford fair and equitable treatment and equal access to all members of the College community, regardless of their membership in any legally protected class.

Berkeley College prohibits under its [Equal Opportunity Policy](#) (a) discrimination on the basis of sex, gender, gender identity or expression, sexual orientation, pregnancy and the status of being transgender; (b) discrimination or harassment on the basis of race, color, creed, religion, national origin, nationality, age, genetic characteristics, ancestry, mental or physical disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, atypical hereditary cellular or blood trait and any other classes protected by applicable state or local law; and (c) bullying among students, including but not limited to cyber-bullying, when a student directs the bullying at a specific group or individual based upon that group or individual's inclusion in one of the protected classes outlined above. Retaliation is also prohibited under the Policy. No person covered by the Equal Opportunity Policy shall be subject to an adverse action (employment or educational) because that person, in good faith, reports an incident, complains, provides information or testimony, or otherwise assists in any investigation connected with the Equal Opportunity Policy or with a complaint or investigation/adjudication in an external administrative or judicial forum.

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). The complete Equal Opportunity Policy as well as Procedures (for how to make a complaint and the investigation/adjudication/appeal processes) can be found [here](#).

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

College [Title IX \(and Non-Title IX\) Sexual Harassment and Sexual Misconduct Policy](#)

College [Title IX Sexual Harassment and Sexual Misconduct Procedures](#)

College [Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Associates](#)

Ownership of Materials and Equipment

All course materials, including syllabi and 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 upon separation from the College.

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. Parking tags must be obtained from Student Development and Campus Life 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.

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. Information is available online, [Consumer Information](#).

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking

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

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

Retaliation is also prohibited under the Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy. No person covered by this Policy shall be subject to an adverse action (employment or educational) because that person, in good faith, reports an incident, complains, provides information or testimony, or otherwise assists in any investigation connected with this Policy or with a complaint or investigation/adjudication in an external administrative or judicial forum.

Note: Any report of a violation of the Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy that involves a student shall be handled in accordance with the Title IX Sexual Harassment and Sexual Misconduct Procedures or the [Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Students](#), depending upon the nature and location of the incident.

For more information on Title IX, the Violence Against Women Act ("VAWA") and NY 129-B, go to the College Title IX and VAWA web page 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, sexual exploitation, 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
- x6911 in Newark
- x4315 in NYC 41st Street
- x4241 in NYC 43rd Street
- 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 educational information 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](#)

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

ACADEMIC YEAR 2021-2022

FALL SEMESTER 2021

Tuesday, September 7, 2021 – Classes Begin – 15-week and 7-week session I
Monday, October 11, 2021 - Columbus Day – No Classes
Saturday, October 23, 2021 – Classes End – 7-week session I
Monday, November 1, 2021 – Classes Begin – 7-week session II
Thursday, November 25, 2021 - Sunday, November 28, 2021 – No Classes
Saturday, December 18, 2021 – Classes End – 15-week and 7-week session II
Sunday, December 19, 2021 - Sunday, January 2, 2022 – Recess

WINTER SEMESTER 2022

Monday, January 3, 2022 – Classes Begin – 15-week and 7-week session I
Monday, January 17, 2022 – Martin Luther King Day – No Classes
Saturday, February 19, 2022 – Classes End – 7-week session I
Monday, February 21, 2022 – Presidents' Day - No classes
Monday, February 28, 2022 – Classes Begin - 7-week session II
Saturday, April 16, 2022 – Classes End – 15-week and 7-week session II
Sunday, April 17, 2022 - Sunday, April 24, 2022 – Recess

SPRING SEMESTER 2022

Monday, April 25, 2022 – Classes Begin – 15-week and 7-week session I
Monday, May 30, 2022 – Memorial Day – No classes
Saturday, June 11, 2022 – Classes End – 7-week session I
Friday, June 17, 2022 - Juneteenth - No classes
Monday, June 20, 2022 – Classes Begin – 7-week session II
Monday, July 4, 2022 – Independence Day – No classes
Saturday, August 6, 2022 – Classes End - 15-week and 7-week session II
Sunday, August 7, 2022 - Monday, September 5, 2022 – Recess

ACADEMIC YEAR 2022-2023

FALL SEMESTER 2022

Tuesday, September 6, 2022 – Classes Begin – 15-week and 7-week session I
Monday, October 10, 2022 - Columbus Day – No Classes
Saturday, October 22, 2022 – Classes End – 7-week session I
Monday, October 31, 2022 – Classes Begin – 7-week session II
Thursday, November 24, 2022 - Sunday, November 27, 2022 – No Classes

Saturday, December 17, 2022 – Classes End – 15-week and 7-week session II
Sunday, December 18, 2022 - Sunday, January 1, 2023 – Recess

WINTER SEMESTER 2023

Monday, January 2, 2023 – New Year's Day Observed - No Classes
Tuesday, January 3, 2023 – Classes Begin – 15-week and 7-week session I
Monday, January 16, 2023 – Martin Luther King Day – No Classes
Saturday, February 18, 2023 – Classes End – 7-week session I
Monday, February 20, 2023 – Presidents' Day - No classes
Monday, February 27, 2023 – Classes Begin - 7-week session II
Saturday, April 15, 2023 – Classes End – 15-week and 7-week session II
Sunday, April 16, 2023 - Sunday, April 23, 2023– Recess

SPRING SEMESTER 2023

Monday, April 24, 2023 – Classes Begin – 15-week and 7-week session I
Monday, May 29, 2023 – Memorial Day – No classes
Saturday, June 10, 2023 – Classes End – 7-week session I
Monday, June 19, 2023 – Classes Begin – 7-week session II
Tuesday, July 4, 2023 – Independence Day – No classes
Saturday, August 5, 2023 – Classes End - 15-week and 7-week session II
Sunday, August 6, 2023 - Monday, September 4, 2023 – Recess