

Faculty Handbook 2024-2025

Effective September 1, 2024 to August 31, 2025

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2024 - 2025 Faculty Handbook

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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. Clinical faculty teaching in the School of Health Studies are encouraged to view the Healthcare Supplements for program-specific policies.

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

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

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 (BBA) 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 (BS) 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 BS 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 BBA in General Business via distance learning.

2004 - The Middle States Commission on Higher Education included the New York institution's BBA 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 (BFA) 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. Luong School of Business[®] was dedicated on June 15, 2012 in honor of Larry L. Luong, 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 (BBA) 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 (MBA) in Management at the Woodland Park campus and the Middle States Commission on Higher Education affirmed inclusion of the MBA 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 (BSN) 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 MBA Program with the first cohort starting during the Fall 2016 semester.

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

2017 - The Interior Design program leading to the Bachelor of Fine Arts degree offered at the Woodland Park Campus 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.Luing 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.

2021 - The New Jersey Office of the Secretary of Higher Education approved the Master of Science in Nursing (MSN) program which includes specialized concentrations in Nursing Leadership and Management, Nurse Educator, Family Nurse Practitioner, and Public Health and Emergency Management Nursing.

2022 - The New York State Education Department approved Berkeley College New York to offer its first graduate degree, a Master of Business Administration (MBA) in Management, and the Middle States Commission on Higher Education affirmed inclusion of the MBA program to be within the scope of the institution's accreditation.

2022 - The Middle States Commission on Higher Education approved Berkeley College New Jersey's closure of its Paramus campus effective June 30, 2022.

2023 - The New York State Education Department approved an application to register a Bachelor of Fine Arts (BFA) degree in Interior Design at the New York City campus.

2025 - Berkeley College continues to receive important distinctions from media authority *U.S. News & World Report*:

- **Best Online Bachelor's Degree Programs** – for the 12th consecutive year!
- **Best Online Bachelor's Degree Programs for Veterans** – for the 12th consecutive year!

Berkeley has also earned multiple recognitions for:

- **Best Online Bachelor's Degree Programs – Business**
- **Best Online MBA Programs**
- **America's Top Online Colleges of 2025** by *Newsweek* and Statista, a global business data platform—for the fourth consecutive year!
- Berkeley has also been named as one of the nation's "Top Veteran-Friendly Schools" in the *Best of the Best* issue of *U.S. Veterans Magazine*, a valuable resource for transitioning veterans published by DiversityComm.

Mission, Vision, and Values

Mission Statement:

Berkeley College empowers each student to achieve lifelong success.

Vision:

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

Values:

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

Governance

Although the Board of Trustees is ultimately responsible for final policy determinations, it encourages the fullest participation of faculty in governing the College. The Faculty Senate is the formal vehicle through which faculty may participate in institutional governance. The full Senate meets three times per year.

The committees of the Senate meet as needed in each semester. 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 serves to improve and enhance the offerings and facilities of Library services.
- 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

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](#)
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Responsibility of Faculty

- [Appearance and Conduct](#)
- [Campus Security and Emergency Procedures](#)
- [Children on Campus](#)
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- [Code of Conduct/Conflict of Interest Policy](#)
- [College Closing](#)
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- [Faculty Hours and Attendance](#)
- [Grading](#)
- [Office Hours](#)
- [Lecture Recording of Instruction](#)
- [Student Complaint Process](#)

Appointment of Faculty

Only the Provost, Deans of the Schools, the Associate Provost(s), 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 are 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 Provost(s) 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 their Department Chair/Director and their School Dean or Associate Provost(s) 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 Graduate Programs

Full-time faculty members are appointed to teach in the Graduate Programs on an annual basis. The Chair/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. Full-time faculty appointed to the Graduate Nursing Program will teach 9 credits 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 M.S.N., 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 Provost(s) 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 Provost(s); 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 their 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 their 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 their Department Chair/Director. This review includes a self-evaluation of their 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 their response to the feedback in their annual performance review documentation. Continuing faculty may elect to do so as well.

Additional Requirements for MSN–FNP Faculty

Faculty evaluation criteria in teaching, research/scholarship, and service are guidelines which apply to full-time faculty teaching in the graduate nursing department. Definitions and examples of each category are provided below. These categories are not listed in order of significance nor are they all-inclusive. Meeting the standard in each category of teaching, scholarship, and service will be evaluated both quantitatively and qualitatively. Each faculty member is responsible for providing sufficient support and evidence for each area.

Teaching:

Teaching refers to classroom teaching and/or instruction outside of the classroom such as simulation and clinical settings. The nurse educator must continually enhance their practice to engage students and help them to achieve relevant learning outcomes. Teaching effectiveness refers to both the educator's ability and the quality of their teaching.

Suggested criteria include, but are not limited to, Student evaluations, the use of innovative assignments, assessments, mentoring/tutoring students, utilizing innovative teaching methods, review and/or creation of syllabi, keeping up to date with new pedagogical and/or clinical developments.

Scholarship:

"Scholarship in nursing can be defined as those activities that systematically advance the discipline of nursing by teaching, research, and practice through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods." (AACN, 1999, p. 3).

Suggested sources of support include, but are not limited to, publication, poster presentations, seminars, item writing, and quality improvement policies.

Service:

Activities that are interpreted as *acts of support* for the Mission and Vision of the College and the Nursing Profession and its curriculum. Service includes contributions to the mission and goals of the program and College, as well as service to professional organizations and community health activities. Membership and leadership on committees both within the College and outside will be evaluated; however there is an expectation of service for faculty to serve on relevant College committees.

Suggested sources of support include relevant Berkeley Cares activities, student mentorship, committee work, relevant task force participation, new faculty mentorship, offices held in professional associations, maintenance of clinical practice and certification, as appropriate.

Performance Levels

Performance levels are categorized as Outstanding Performer, Effective Performer, Meets Minimum Standards, and Needs Improvement. The overall MSN-FNP benchmark for reappointment is Effective Performer (3). Benchmark criteria are as follows:

Teaching Effectiveness:

4 activities: Outstanding Performer = 4
3 activities: Effective Performer = 3
2 activities: Meets Minimum Standards = 2
0-1 activities: Needs Improvement = 0

Scholarship:

4 activities: Outstanding Performer = 4
3 activities: Effective Performer = 3
2 activities: Meets Minimum Standards = 2
0-1 activities: Needs Improvement = 0

Service:

3 activities: Outstanding Performer = 4

2 activities: Effective Performer = 3

1 activity: Meets Minimum Standards = 2

0 activities: Needs Improvement = 0

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 their current teaching assignment[s] and will not be eligible for reappointment.

Licensure/Certification

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 their 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) endorses developing flexible learning environments that meet the diverse needs of all students. The CCIT supports faculty in designing inclusive courses and improving education quality for the benefit of learners. The CCIT highly encourages all faculty members to take advantage of the services offered, aimed at responding to the diverse needs of learners. Instructors are invited to openly discuss challenges, explore inclusive strategies together, and reduce barriers to student learning and engagement through professional development.

The CCIT helps faculty adhere to best practices that support diverse learners. This includes guiding the creation of courses aligned with principles of Universal Design for Learning (UDL), Culturally Responsive Teaching, and the Understanding by Design (UbD) framework. The application of these inclusive strategies is an essential step in developing learning environments that meet the needs of all students.

The CCIT offers key services including curriculum design assistance, pedagogical development, and helping faculty improve student outcomes, motivation, engagement, evaluation, competencies, syllabus creation, program assessment, and use of educational technology. These efforts aim to enhance the quality of education students receive, align the curriculum with institutional goals and external expectations, and create a more engaging classroom for all.

Additionally, the CCIT provides extensive professional development opportunities to faculty in the form of workshops, courses, and one-on-one consultations. The programming covers innovative teaching methods and building skills in educational technology. Some sample offerings include sessions on Inclusive by Design with UDL Strategies, Cultivating Whole-Student Engagement, and Fostering Reflective Thinking.

Appearance and Conduct

Conduct

Faculty are expected to conduct themselves in a professional and 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.

Associates are expected to comply with the campus operations plan, available online at berkeleycollege.edu/coronavirus as it relates to COVID-19 safety practices and protocols.

Dress Code

It is Berkeley's policy that all faculty will maintain a professional appearance, as a reflection of the organization and as an example to students.

It is expected that faculty will use their own judgment with regard to business meetings on and off the premises and online.

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 973-200-1172.

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

The above referenced Public Safety related policies and procedures are posted on the [Berkeley College 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 973-200-1172 or email: Robert-Maguire@BerkeleyCollege.edu.

Children on Campus

Children may not accompany Berkeley College students or faculty to class, or to other places on campus. However, students or faculty 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 on-site class settings.

On-site 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 their respective School Dean and/or their 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 48 hours on non-holiday weekdays. Emails and questions submitted on weekends or holidays must be responded to within 48 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, the closing of each College campus will be made available on the Berkeley College website by means of an emergency alert banner spanning across the top of the site and by phone as an option on the automated phone menu at each campus.

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

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

Enrollment Verification

The College operates one 15-week term and two 7-week sessions. 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 three 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 the Faculty Senate in cooperation with Academic Affairs and may include: an introduction and welcome by the Provost; Faculty Senate meetings; School and/or Department meetings; faculty development activities sponsored by the Center for Curriculum, Instruction and Technology (CCIT) or other pertinent departments as well as other topics as appropriate.

Faculty Hours and Attendance

On-site day classes run between the hours of 8:00 AM and 5:50 PM. On-site evening classes meet between the hours of 6:00 PM and 11:00 PM.

Clinical faculty who teach in the [LPN to BSN](#), [Medical Assistant](#), [Patient Care Technician](#), [Practical Nurse](#), [Surgical Processing Technician](#), and [Surgical Technology](#) programs should refer to the appropriate program-specific Healthcare 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 document shared with faculty at the beginning of each semester. 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 48 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.

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 she or he deems 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 \(Academic Policies\)](#).

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.

Recording Classroom Lectures and Student Support Services

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

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

Individual requests for accommodations may be referred to the College ADA/Section 504 Coordinators:

NJ and Online students

Dr. Sandra Coppola

973-826-5598

Sandra-Coppola@BerkeleyCollege.edu

NY students

Vincent Mas

914-377-5545

Vincent-Mas@BerkeleyCollege.edu

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

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 the submission and the format of the written proposal can be found on the CCIT website in the Berkeley Research Manual.

Academic Integrity Policy

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 Center for Curriculum, Instruction, and Technology (CCIT) website under "Academic Integrity." The Academic Integrity Violation Reporting Form is also available on the eForms section of Engage.

The full [Academic Integrity Policy](#) is located in the Undergraduate Catalog and Graduate Catalog, as well as in the Student Handbook.

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](#)
- [Student Progress Reports](#)
- [Student Attendance/Participation](#)

Berkeley College Learning Objectives

Education at Berkeley College focuses on developing the personal and professional excellence of our students to empower them for success and lifelong learning. Every major degree program at Berkeley provides practical knowledge and relevant skills for a chosen career path, supported and enhanced by the vibrant offerings of a broad liberal arts curriculum under the Division of General Education. Programs and curricula are designed to foster critical thinking, problem-solving, communication, information literacy, respectful participation in a diverse society, connections between academic disciplines, and a specialized professional knowledge. Berkeley students will learn about the issues that shape our world, thereby contributing to their success as informed, self-aware, and intellectually curious members of the global community.

Developing these essential skills in students is a responsibility shared by the entire college community, requiring time and careful planning to achieve. Most learning objectives will be introduced in the required courses in the Division of General Education.

Berkeley College has six college-wide learning objectives that can be found in the [Undergraduate Catalog](#).

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. 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. 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.

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

The [Master Syllabus Template](#) can be found on the Provost/Faculty SharePoint site. Master syllabi for courses offered within each School/Division are housed in the dedicated School SharePoint site and/or Course Resource Bank in Canvas. The School Dean, Department Chairs, and/or Directors 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.

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 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 approved by the Provost; Associate Provost; the Deans of the Schools; and the Department Chairs/Directors. Curriculum development and revision may benefit from 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 regulatory bodies should be done in close collaboration with involved stakeholders, including but not limited to School Deans(s), Department Chairs/Directors, the Associate Provost, Center for Curriculum Instruction and Technology (CCIT) and the Library.

For non-substantive changes, the Non-Substantive Program Revision Form should be completed. Click to see the [Non-Substantive Program Revision Form](#).

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
Business Data Science	2024-2025
Master of Science in Nursing (MSN)	2025-2026
Applied Media	2026-2027
Program	Five-Year Program Review
3D Digital Visualization	2024-2025
Fashion Merchandising & Management	2024-2025
Justice Studies	2024-2025
Legal Studies	2024-2025
Accounting	2025-2026
Financial Services	2025-2026
General Business	2025-2026
Health Services Administration - Medical Insurance Billing and Coding, AAS	2025-2026
Health Services Management	2025-2026
Health Sciences, PCT and SPT, AAS	2025-2026
International Business	2025-2026
Management	2025-2026
Medical Insurance Billing and Coding, AAS LPN to BSN	2025-2026
Medical Assistant - Certificate and AAS	2025-2026
Patient Care Technician - Certificate Program	2025-2026
Practical Nurse - Certificate Program	2025-2026

Surgical Processing Technician - Certificate Program	2025-2026
Surgical Technology AAS	2025-2026
General Education	2026-2027
Graphic Design	2028-2029
Interior Design	2028-2029
Information Technology Management	2028-2029
Marketing	2028-2029
Master of Business Administration (MBA)	2028-2029
National Security	2028-2029

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 48 hours on non-holiday weekdays. Emails and questions submitted on weekends or holidays must be responded to within 48 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's degree-seeking students. The mission of the Honors Program is to provide a rigorous and unique educational experience that focuses on the consecutive completion of social justice-themed Honors seminars, engagement in community service, the development of critical writing and research, and the presentation of Honors student posters and papers at the annual Honors Symposium. Students are taught and mentored by Honors faculty, guest lecturers, CAS writing consultants and librarians. Honors seminars are held at select campuses in New York, New Jersey, or online. Each accepted Honors student is assigned to a particular location and learning community. Onsite learning communities meet approximately once a week. Students must register for Honors seminars through their academic advisor.

The Honors Program is open to domestic and international first-year students enrolled in an Associate or Bachelor's degree program and continuing/transfer students enrolled in a Bachelor's degree program. Incoming first-year domestic or international students seeking Associate or Bachelor's degrees who have either high school GPAs of at least 3.50, or with special approval from the Honors Program Director, are eligible to apply for the first-year Honors program. Full-time enrollment in an Associate or Bachelor's degree program within the School of Professional Studies or Larry L. Luig School of Business® is required. (Students enrolled in a degree program within the School of Health Studies are not eligible to apply or participate in the Honors program).

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.

Associate's degree-seeking Honors students must consecutively complete HON1105 (fall), HON2205 (winter), and HON2210 (spring). Bachelor's degree-seeking Honors students must consecutively complete HON1105 (fall), HON2205 (winter), HON2210 (spring), HON3310 (fall), HON4400 (winter), and HON4410 (spring).

Honors students who meet the seminar, community service, research, and minimum GPA 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.

All eligible students are invited to download an application via the [Honors Program](#) page on the Berkeley College website. The application deadline is July 1 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 1 for international applicants seeking to join the first-year Honors Program the following fall. Potential applicants must contact their International Admissions Director.

The application deadline is July 1 for applicants seeking to join the Continuing/Transfer Honors Program the following fall. Potential applicants must contact the Honors Program Director.

The three-member Honors Faculty Admissions Committee will review each application and select the next cohort or 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 3.50 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.

[SAMPLE PROGRAM SEQUENCE](#)

Withdrawals and Dismissals

Students are expected to attend and participate in all their courses throughout each term. Those who fail to do so may be administratively withdrawn from individual courses or the College. A student who fails to meet minimum qualitative and quantitative measures as stated in the Student Satisfactory Academic Progress (SAP) policy in the [2023-2024 Undergraduate Catalog](#), or the [2023-2024 Graduate Catalog](#), 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.

Evaluation and Grading

For information about undergraduate student evaluation and grading, please follow the provided link: [2023-2024 Undergraduate Catalog, Evaluation and Grading](#)

For information about graduate student evaluation and grading, please follow the provided link: [2023-2024 Graduate Catalog, Evaluation and Grading](#)

Student Progress Reports

To foster students' academic success, the College has implemented an early-term, mid-term, and late-term warning monitoring system to identify and support students who are experiencing academic difficulties. Faculty members are required to complete a progress report for any student experiencing academic difficulty, by dates set forth in the Faculty Calendar. In addition, faculty members are asked to refer students in danger of failing a course to the Center for Academic Success for tutoring and additional assistance.

When a faculty member submits a progress report, an electronic copy is sent to the student. The student's Academic Advisor and the Student Success Team are also notified of all progress reports. The Student Success Team reaches out to each student who receives a progress report to connect them with the appropriate support services, including counseling, tutoring, and/or extra-help sessions. The Academic Advisors also follow-up on progress reports for their assigned cohort, as appropriate. Progress reports are submitted to track and assist students and do not become part of a student's permanent academic record. However, the administration may recommend dismissal for students who are not able to maintain satisfactory academic progress.

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 BSN](#), [Medical Assistant](#), [Patient Care Technician](#), [Practical Nurse](#), [Surgical Processing Technician](#), and [Surgical Technology](#) programs should refer to the appropriate program-specific Healthcare Supplement for attendance/participation requirements. Faculty members must 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 website](#) supports learning by providing access to an array of resources, including, but not limited to, electronic journals, e-Books, streaming videos, research guides, live chat, and searchable Frequently Asked Questions (FAQs). More information for faculty can be found on our [Faculty Resource Guide](#).

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 Accessibility 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 Accessibility Services Accommodations Policy for Students, please go to: [Berkeley College, ADA Student Policy](#) and to the College Accessibility Services page located here: [Berkeley College Accessibility Services](#). The Student Policy and College Accessibility 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 Accessibility Services.

CAS

The Center for Academic Success (CAS) offers academic assistance to all Berkeley students on-site and online through the use of services including tutoring (available for

course content, writing, study skills, Canvas navigation, or presentation skills); online resources in a variety of topics; and access to computer-based programs. Students can access peer and professional tutors, who are available during the day, evenings, and weekends. For more information, please visit the CAS either on-site or online: <https://berkeleycollege.instructure.com/courses/33101>

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](#)
- [Lactation Policy](#)
- [Leave of Absence](#)
- [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.

The program is sponsored by Mutual of Omaha. Mutual of Omaha is the company that 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 UKG Pro 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

Berkeley College complies with all Federal and State laws requiring employers to provide all eligible associates, including faculty members, the opportunity to take a leave of absence 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.

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 their home campus to another campus (or campuses) for the purpose of teaching or attending an authorized college meeting. A full-time faculty member's home campus is the location to which the full-time faculty member has been assigned for budgeting purposes. Full-time faculty are assigned to either the Woodland Park Campus or the New York City Campus as their home campus. In order to receive travel reimbursement, full-time faculty members must submit their travel expenses 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.

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 faculty member should complete the [Sabbatical Leave Request Form](#) and forward it to their department Chair/Director for review/approval. Full-time faculty members can request a copy of the form from their Chair/Director.

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, for 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 School Dean/Director, 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), meet all federal and state grant application deadlines each year, and the College must receive a valid institutional Student Information Record (ISIR) for that student.

Tuition Waiver (Graduate)

Full-time faculty are eligible for this benefit 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 M.B.A. and M.S.N. programs.

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](#)

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 campuses.

Associates will be given reasonable break time 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](#)

Selected Policies

- [Alcohol and Drug Abuse](#)
- [Copyright Policy](#)
- [Credit Hour Assignment Policy](#)
- [Equal Opportunity Policy and Procedures](#)
- [Hate Crimes and Bias Incidents](#)
- [Ownership of Materials and Equipment](#)
- [Parking](#)
- [Rights of Pregnant and Parenting Students](#)
- [Privacy of Student Records and Information](#)
- [Regulatory Disclosures](#)
- [Sex Discrimination, Sex-Based Harassment and Sexual Misconduct](#)
- [Smoking](#)
- [Social Media Policy](#)
- [Use of Trademarks](#)
- [Weapons](#)

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. This Policy also prohibits "hate crimes" as that term is defined in this Policy. 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](#)

Hate Crimes and Bias Incidents

Berkeley College seeks to prevent, and educate students about, hate crimes and bias incidents. The College tracks, reports and posts such incidents on its website. To learn more about hate crimes and bias incidents, and how to report them, please go here: <https://berkeleycollege.edu/current-students/public-safety/hate-crimes-and-bias-incidents/index.html>

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 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 BSN](#), [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.

Click for more details on [Berkeley College Weapons Policy](#).

Rights of Pregnant and Parenting Students

Title IX's prohibition of discrimination on the basis of sex in educational programs and activities includes pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, lactation and parental status. Berkeley College supports pregnant and parenting students and complies with Title IX. Click here to see the College [Pregnancy Policy](#) for students. Click here to see the College [Title IX Policy](#).

Faculty members shall promptly provide any student who is pregnant, or experiencing pregnancy related conditions, with the Title IX Coordinator's contact information and inform the student that the Title IX Coordinator can coordinate specific modifications to prevent sex discrimination and ensure the student's equal access to the College's educational program or activity.

Academic Calendar

ACADEMIC YEAR 2024-2025

FALL SEMESTER 2024

Monday, September 2, 2024 – Labor Day – No Classes
Tuesday, September 3, 2024 – Classes Begin – 15-week and 7-week session I
Monday, October 14, 2024 - Columbus Day – No Classes
Saturday, October 19, 2024 – Classes End – 7-week session I
Monday, October 28, 2024 – Classes Begin – 7-week session II
Thursday, November 28, 2024 - Sunday, December 1, 2024 – No Classes
Saturday, December 14, 2024 – Classes End – 15-week and 7-week session II
Sunday, December 15, 2024 - Sunday, January 5, 2025 – Recess

WINTER SEMESTER 2025

Monday, January 6, 2025 – Classes Begin – 15-week and 7-week session I
Monday, January 20, 2025 – Martin Luther King Day – No Classes
Monday, February 17, 2025 – President's Day – No classes
Saturday, February 22, 2025 – Classes End – 7-week session I
Monday, March 3, 2025 – Classes Begin - 7-week session II
Saturday, April 19, 2025 – Classes End – 15-week and 7-week session II
Sunday, April 20, 2025 - Sunday, April 27, 2025 – Recess

SPRING SEMESTER 2025

Monday, April 28, 2025 – Classes Begin – 15-week and 7-week session I
Monday, May 26, 2025 – Memorial Day – No classes
Saturday, June 14, 2025 – Classes End – 7-week session I
Friday, June 20, 2025 – Juneteenth Observed – No Classes
Monday, June 23, 2025 – Classes Begin – 7-week session II
Friday, July 4, 2025 – Independence Day – No classes
Saturday, August 9, 2025 – Classes End - 15-week and 7-week session II
Sunday, August 10, 2025 - Sunday, August 31, 2025 – Recess

ACADEMIC YEAR 2025-2026

FALL SEMESTER 2025

Monday, September 1, 2025 – Labor Day – No Classes
Tuesday, September 2, 2025 – Classes Begin – 15-week and 7-week session I
Monday, October 13, 2025 - Columbus Day – No Classes
Saturday, October 18, 2025 – Classes End – 7-week session I

Monday, October 27, 2025 – Classes Begin – 7-week session II
Thursday, November 27, 2025 - Sunday, November 30, 2025 – No Classes
Saturday, December 13, 2025 – Classes End – 15-week and 7-week session II
Sunday, December 14, 2025 - Sunday, January 4, 2026 – Recess

WINTER SEMESTER 2026

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

SPRING SEMESTER 2026

Monday, April 27, 2026 – Classes Begin – 15-week and 7-week session I
Monday, May 25, 2026 – Memorial Day – No classes
Saturday, June 13, 2026 – Classes End – 7-week session I
Friday, June 19, 2026 – Juneteenth Observed – No Classes
Monday, June 22, 2026 – Classes Begin – 7-week session II
Friday, July 3, 2026 – Independence Day Observed – No classes
Saturday, August 8, 2026 – Classes End - 15-week and 7-week session II
Sunday, August 9, 2026 - Sunday, August 30, 2026 – Recess