

2019 - 2020 Graduate Catalog

Effective September 1, 2019 to August 31, 2020

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Berkeley College Overview

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

The M.B.A. in Management curriculum was developed with input from employer Advisory Boards to ensure that students gain the knowledge and skills to move ahead in today's diverse and technology-driven environments. The program is available at the Woodland Park campus as well as through Berkeley College Online® and delivers important advantages, including:

- Small cohorts allow students to work closely with an accomplished faculty who have doctorate degrees as well as extensive professional experience in the subjects they teach. An M.B.A. Executive Speaker Series connects students with business leaders.
- Students have the ability to earn an M.B.A. in as little as 24 months. A combined B.B.A./M.B.A. option can be completed in as little as four years.
- Graduates have access to an extensive network of employer contacts and free lifetime career assistance.*
- [Mission, Vision, and Values](#)
- [Accreditations and Approvals](#)
- [Woodland Park Campus Program](#)
- [Berkeley College Online®](#)
- [International Students](#)
- [Military and Veteran Students](#)

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

*while the College is in operation

Academic Program

- [M.B.A. Management](#)
- [Four-Year Combined B.B.A./M.B.A. Option](#)
- [Sample Sequence of Courses](#)
- [Academic Year](#)
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- [Evaluation and Grading](#)
- [Graduation](#)
- [General Academic Policies](#)
- [Honorary Posthumous Degrees](#)
- [Identity Verification of Students Taking Online Courses](#)

Academic Calendar

FALL SEMESTER 2019

Tuesday, September 3, 2019 – Classes Begin – 15-week and 7-week module A
Monday, October 14, 2019 - Columbus Day – No Classes
Saturday, October 19, 2019 – Classes End – 7-week module A
Monday, October 28, 2019 – Classes Begin – 7-week module B
Thursday, November 28, 2019 - Sunday, December 1, 2019 – No Classes
Saturday, December 14, 2019 – Classes End – 15-week and 7-week module B
Sunday, December 15, 2019 - Sunday, January 5, 2020 – Recess

WINTER SEMESTER 2020

Monday, January 6, 2020 – Classes Begin – 15-week and 7-week module A
Monday, January 20, 2020 – Martin Luther King Day – No Classes
Monday, February 17, 2020 – Presidents' Day - No classes
Saturday, February 22, 2020 – Classes End – 7-week module A
Monday, March 2, 2020 – Classes Begin - 7-week module B
Saturday, April 18, 2020 – Classes End – 15-week and 7-week module B
Sunday, April 19, 2020 - Sunday, April 26, 2020 – Recess

SPRING SEMESTER 2020

Monday, April 27, 2020 – Classes Begin – 15-week and 7-week module A
Monday, May 25, 2020 – Memorial Day – No classes
Saturday, June 13, 2020 – Classes End – 7-week module A
Monday, June 22, 2020 – Classes Begin – 7-week module B
Friday, July 3, 2020 – Independence Day observed – No classes
Saturday, August 8, 2020 – Classes End - 15-week and 7-week module B
Sunday, August 9, 2020 - Monday, September 7, 2020 – Recess

FALL SEMESTER 2020

Tuesday, September 8, 2020 – Classes Begin – 15-week and 7-week module A
Monday, October 12, 2020- Columbus Day – No Classes
Saturday, October 24, 2020 – Classes End – 7-week module A
Monday, November 2, 2020 – Classes Begin – 7-week module B
Thursday, November 26, 2020 - Sunday, November 29, 2020 – No Classes
Saturday, December 19, 2020 – Classes End – 15-week and 7-week module B
Sunday, December 20, 2020 - Sunday, January 3, 2021 – Recess

Master of Business Administration (M.B.A.) in Management

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

This degree is designed to be completed in 2 years.

Core Courses

MBA5500 Essentials of Management 1

3 Credits

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

MBA5505 Essentials of Management 2

3 Credits

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

MBA6610 Operations Management

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6615 Organizational Behavior and Leadership

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6620 Managerial Economics for Business Decision-Making

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6625 Managerial Finance

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6630 Marketing Strategy in a Global Context

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6635 Strategic Management of Technology

3 Credits

This course focuses on technology as a strategic weapon to enhance a business organization's competitive advantage in the marketplace. Students will investigate frameworks for assessing a firm's technological capabilities and capacity for innovation; explore the integration of technology with corporate and business strategy; evaluate technology as a means to drive change and knowledge diffusion throughout the organization; and probe how technology is used to control and manage a broad range of organizational functions and activities.

Prerequisites: MBA5500 and MA5505

MBA8810 M.B.A. Capstone

3 Credits

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

Prerequisites: All core courses or approval of the Director of the M.B.A. program

ELECTIVES

MBA6640 Compensation and Employee Benefits

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6641 Employee Recruitment and Selection

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6651 Health Care Systems and Environment

This course identifies and explains the essential elements of current health care systems with a focus on the relationships among each of the diverse components. The scope of study will include acute care populations as well as extended life care facilities and specialized care for the physically and mentally challenged. Course emphasis will be on the role of the health care manager in meeting the complex challenges that have resulted from rapid changes in the overall service delivery environment in health care.

Prerequisites: MBA5500 and MA5505

MBA6652 Health Care Economics

This course presents an economic analysis of medical markets and the production of health services. The flow of funds approach describes the incentives and organizational structure of the health care system. Transactions between patients and physicians will be examined to see how profits are made, costs covered, contracts written [or implied] and regulations formed. The consequences of exchanging services for money in a particular way is revealed by exploring the historical development of those distinctive features which characterize the industrial organization of health care: licensure, third party insurance, non-profit hospitals and government regulations.

Prerequisites: MBA5500 and MA5505

MBA6660 Financial Markets and Institutions

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6661 Managing in the Governmental and Non-profit Sectors

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6662 Project Management

3 Credits

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

projects by an individual and the strategic orientation of senior management toward an organization's portfolio of ongoing and potential projects.

Prerequisites: MBA5500 and MA5505

MBA6663 Entrepreneurship

3 Credits

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

Prerequisites: MBA5500 and MA5505

MBA6664 Negotiation and Conflict Management

3 Credits

This course links both the science and art of negotiation and conflict resolution, but it is more art than science. It will give you the opportunity to identify your strengths as a negotiator and work on your relative weaknesses. More fundamentally, the course will provide both a conceptual framework to diagnose problems and promote agreement in a range of settings in your professional and personal life.

Prerequisites: MBA5500 and MA5505

MBA7710 Globalization: Analysis and Response

3 Credits

Recognizing the reality that business is quickly transcending geographic borders, this survey course defines the factors of globalization and describes the unique environment within which managers must plan and make decisions. The class will explore contemporary trends in global management (such as outsourcing and offshoring), along with broader political, economic, and financial factors that come to bear on strategic choices. Students will not only gain an understanding of these factors, but will also learn how to best anticipate and respond to global challenges.

Prerequisites: MBA5500 and MA5505

MBA7715 Corporate Governance and Business Ethics

3 Credits

This course reviews the role of business in society, stakeholder relations, corporate responsibility, and corporate governance best practices. The course explores issues of the separation of ownership and control (owners vs. managers), shareholder advocacy, models of corporate governance, international corporate governance, and corporate social responsibility. It includes an intense study of how individual businesspeople express their values, leadership skills, and ethics through their business conduct – “Giving Voice to Values” – while practicing their profession. It adopts an integrative

approach seeking to synthesize work learned in the M.B.A. foundation and core courses through the use of case studies.

Prerequisites: MBA5500 and MA5505

[SAMPLE PROGRAM SEQUENCE](#)

Four-Year Combined B.B.A./M.B.A. Option

Berkeley College makes it possible to earn both a B.B.A. and an M.B.A. in as little as four years.

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

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

This option is open to students in the following B.B.A. programs (on-site and online programs approved in New Jersey only):

- Accounting
- Fashion Merchandising and Management
- Financial Services
- General Business
- Health Services Management
- International Business
- Business Administration - Management
- Marketing Communications

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

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

- A cumulative GPA of at least 3.50
- Full-time enrollment or intention to study full-time
- Successful completion, with a B or better, in the Business core courses
- Minimum of two years of professional work experience

Students meeting these criteria will receive a letter of invitation to apply for this option once they have earned 60 undergraduate credits.

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

Each graduate course will appear on the undergraduate transcript with a subject code, number, title, number of credits, and grade. As part of the undergraduate transcript, each course counts in the student's undergraduate semester and cumulative GPAs and total number of credits attempted and earned.

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

[SAMPLE PROGRAM SEQUENCE](#)

Academic Year

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

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

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

Class Hours: Generally, on-site graduate courses are offered in the evening from 6:00 to 9:00 PM. Graduate courses are also available online.

Academic Records

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

Transcript Requests: Official or unofficial transcripts may be requested online at [The Office of the Registrar](#).

Official Transcripts will be stamped: "Issued to Student in Sealed Envelope." If the envelope is opened, the transcript is no longer official. Official transcripts will not be issued to students with an outstanding financial obligation to the College. Various delivery options are available.

Unofficial Transcripts must be requested in the "Special Instructions" under the Delivery Options field. Students with outstanding financial obligations may request unofficial transcripts while making arrangements with Student Accounts to resolve their balance.

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

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

Please note that there is a fee for transcripts.

Evaluation and Grading

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

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

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

Incomplete grades may apply in situations where the student's work in a given semester is not fully submitted due to an emergency. Incomplete grades are never used for unsatisfactory work. Students who receive an incomplete grade must submit all outstanding work to the instructor by the end of week two of the following session. Students, who receive an incomplete grade in an online A session course, need to submit all missing work by week two of the B session. Students, who receive an incomplete grade in an online B session or an on-site 15-week session course, need to submit all missing work by week two of the following semester. It is the instructor's decision to award incomplete grades. Failure to submit outstanding work by the deadline indicated above will result in conversion of an incomplete grade to an F grade. In rare circumstances, the student may petition the Director of the M.B.A. program for an extension of time to submit outstanding work. The decision of the Dean to approve or deny an extension of time is final.

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

To compute the GPA for the semester, each letter grade is converted to the grade point equivalent listed above. Then, that grade point is multiplied by the number of credits

designated for the course. This produces the grade points equivalents for each class. This procedure is followed for each course. Pass or fail grades for the M.B.A. foundation courses are not included in the GPA calculation.

Next, the grade point equivalents for all courses are added. That total is then divided by the total number of credits attempted for the semester. The result is the semester GPA. To compute the cumulative GPA, the grade point equivalents for all courses taken during the graduate program are added. That total is then divided by the total number of credits attempted during the graduate program. The result is the cumulative GPA. Pass or fail grades are not included in the cumulative GPA calculation. The credits for repeated courses are only included once in the GPA calculation.

Course Withdrawal: Students who wish to drop a course must do so in writing and must have the approval of the faculty advisor and Director of the M.B.A. program. Courses dropped during the add/drop period (first week for seven-week courses and first two weeks for all other courses) do not appear on the student's transcript. Withdrawal from a seven-week course between weeks two and four will result in a grade of WP or WF, and withdrawal from a 15-week course between weeks three and 12 will result in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time of withdrawal. After these deadlines, students will receive the appropriate grade earned in the course. A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially withdraw from a course will receive a letter grade that reflects their achievement.

Repeated Course: A student may repeat a course once without appeal. A student may not repeat that course a second time without approval from the Director of the M.B.A. program. Students may attempt a course a maximum of three times through Berkeley College. When a course is repeated, the original grade remains on the transcript but is not included in calculating the cumulative GPA.

Course Syllabus: Students receive a syllabus for each course during the first week of the term. The syllabus contains the instructor's name and office hours, a general description of the course and its contents, a statement of learning outcomes, descriptions of the instructor's participation and grading policies, the academic integrity policy, arranging for disability accommodations, and a list of major assignments.

Graduation

Requirements: To qualify for graduation, students must complete the prescribed course of study with a minimum grade point average (GPA) of 3.00 (B) and discharge all financial obligations to the College. Students must be within three semester credits of completing all requirements by the end of the winter term to be considered for participation in spring Commencement exercises.

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

Honors: Graduation with Distinction is awarded to M.B.A. students who have completed all the requirements for graduation with an overall minimum GPA of 3.67.

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

General Academic Policies

Matriculation Status: A matriculated student is one who is officially enrolled in a certificate or degree program. Students who wish to take only a single course or a combination of courses are welcome as non-matriculated students.

Class Attendance: Faculty members will include their course-specific rules about absences, grading, and makeup work in each course syllabus. Each instructor may excuse absences for good cause and determine to what extent absences will affect grading. Certain absences will be excused automatically if reported in a timely fashion (such as military students called to active duty).

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

Consistent engagement in the online course is the key to effective learning. M.B.A. students who take online courses are required to engage regularly with their professors and peers, typically by logging into their courses at least three times each week. Specific guidelines for each course are available through the course syllabi, but generally it is expected that these log-ins will occur on separate days throughout the week rather than on a single day, and that students will spend significant time in the online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Students who are withdrawn for a failure to attend and participate will receive a grade of WP or WF for the course(s), depending on whether the student was passing or failing at the time of withdrawal. **This may affect the student's financial aid eligibility.**

Required Tutorial for Online Course Enrollment: Students in the M.B.A. in Management program may take some or all of their courses online. Prior to registering for their first online course, students are required to complete a short online tutorial that equips them with the tools and strategies needed to be successful online learners.

Academic Time Commitment: Coursework performed outside of the classroom (such as reading, studying, writing papers, and doing projects) is critical to academic success. While the time requirements for individual students may vary somewhat, a general rule of thumb is that students should spend about two hours outside the classroom for every hour required in it. For more information, please see the [Berkeley College Semester Credit Hour Assignment Policy](#).

College Closing: The College seldom closes due to inclement weather. In cases of extreme weather or emergencies, however, the closing of each College campus will be made available over the Internet at closings.BerkeleyCollege.edu 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, sent out via the BerkAlert System, and posted at [Campus Closing Info](#).

Add/Drop Policy: Students may add a course or courses to their schedules prior to the start of the second week of the semester. Students may drop a 15-week course prior to the start of the third week of the semester. A seven-week course may be dropped prior to the start of the second week of the semester.

FIFTEEN WEEK SESSIONS

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

SEVEN WEEK SESSIONS

Students taking courses both session A and session B must register for both by the end of the Add/Drop Period applicable to the corresponding semester. Any credits added, on rare exception as a result of special academic approval, after that date will not count toward financial aid eligibility. Students taking session B without first having taken Session A may register for session B and add credits up to week 10 of the corresponding semester.

Canceled Classes: The College reserves the right to cancel courses or scheduled sections of courses at its discretion.

Leaves of Absence: Students must file an application for a leave of absence with the Director of the M.B.A. program if they expect to miss two consecutive semesters. Leaves of absence will not be granted for more than one academic year. The decision of the Director of the M.B.A. program concerning leaves of absences is final.

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

Seven-Week Sessions - Intent to Return: A student registered for both sessions A and B who chooses to withdraw from session A but intends to return for session B should complete the Intent to Return statement on the [Course Withdrawal eForm](#) and submit.

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

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

Academic Probation: M.B.A. students who, after completion of a minimum of 12 M.B.A. credits, have a cumulative GPA of 2.00 or less will be dismissed from the program. Students may appeal to the Director of the M.B.A. program for reconsideration. If approved, the Director will provide a written response outlining the

conditions under which the appeal is granted. The appeal decision of the Director of the M.B.A. program is final.

Once a student completes more than 12 credits, the student's cumulative GPA must be a minimum of 3.00. If the cumulative GPA is below 3.00, the student will be placed on academic probation. The student must bring his/her cumulative GPA above 3.00 the following semester. If the student does not attain satisfactory academic standing in the following semester, he/she may petition the Director of the M.B.A. program to maintain enrollment in the program. Based upon the approval of the Director, the student may be granted one additional semester in which to remove himself/herself from academic probation. Students who remain on probation for two consecutive semesters will be dismissed from the program.

An M.B.A.. student who does not successfully pass a required course after the maximum three attempts will be dismissed from the program.

Grade Appeal: 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. The faculty member shall respond to the student's appeal as soon as practical. 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 Director of the M.B.A. program. The Director will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Director may deem appropriate. The Director's decision shall be final.

When submitting an appeal to the Director of the M.B.A. program, the student should continue to use and submit the original appeal eForm, containing the response received from the faculty member. The student should indicate on the eForm why the student believes the faculty member's decision was in error.

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

Course Load: The Berkeley College M.B.A.. course load designations are:

- A full-time course load is nine semester credits per semester
- A $\frac{3}{4}$ load is six semester credits per semester
- A $\frac{1}{2}$ load is three semester credits per semester

Students who enroll in nine or more credits during a semester are considered full time.

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

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

Honorary Posthumous Degrees

Deceased students who were enrolled in a graduate or undergraduate degree program may be eligible for an honorary posthumous degree. The student would be eligible if he or she was (1) within two semesters of completing his or her undergraduate degree program or within one semester of completing his or her graduate degree program; (2) registered in a Berkeley College degree program within 12 months of the date of death; and (3) in good academic standing at the time of death. Exceptions may be considered by the President of the College in extraordinary circumstances. Family members and/or legal guardians of the deceased student must submit an honorary posthumous degree request in writing and provide a copy of the student's death certificate.

Identity Verification of Students Taking Online Courses

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

Overview

- [Mission, Vision, and Values](#)
- [Accreditations and Approvals](#)
- [Woodland Park Campus Program](#)
- [Berkeley College Online®](#)
- [International Students](#)
- [Military and Veteran Students](#)

Mission, Vision, and Values

Mission Statement:

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

Vision:

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

Values:

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

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

Accreditations and Approvals

Berkeley College is accredited by the [Middle States Commission on Higher Education](#), 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. Accreditation was last reaffirmed in June 2018. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Berkeley College is authorized by the Secretary of Higher Education of the State of New Jersey to offer programs in New Jersey leading to the degrees of Master of Business Administration (M.B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.), Bachelor of Business Administration (B.B.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.), as well as certificates in Medical Assistant; Medical Insurance, Billing, and Coding; Patient Care Technician; Practical Nurse; and Surgical Processing Technician.

Berkeley College is authorized by the New York State Board of Regents to offer programs in New York leading to the degrees of Bachelor of Business Administration (B.B.A.), Bachelor of Science (B.S.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.).

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

Berkeley College Online[®] has been awarded Quality Standards certification by the United States Distance Learning Association.

Berkeley College is approved by the New York State Education Department and the New Jersey Office of the Secretary of Higher Education to offer online education programs under the State Authorization Reciprocity Agreement (SARA). Colleges and universities that are SARA members may provide online education to residents of SARA member states. For a current list of SARA member states, see <http://nc-sara.org/>. SARA requires colleges to investigate and resolve complaints. For more information see the Student Complaint Process.

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

[Complete list of Berkeley College accreditations and approvals.](#)

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

**GI Bill[®] is a registered trademark of the U.S. Department of Veterans Affairs (VA).*

Woodland Park Campus Program

44 Rifle Camp Road, Woodland Park, NJ

The Berkeley College M.B.A. program is located in Building 2 on the Woodland Park campus and is designed for the convenience and comfort of students in the M.B.A. program. In addition to classrooms for M.B.A. courses, the first floor of the building has offices for Graduate Admissions and Administration, Career Services, and the Director of the M.B.A. program.

The second floor offers a private lounge area for studying or relaxing, a computer lab with 20 workstations, and five small conference rooms where graduate students can meet and collaborate. Graduate students also have access to additional facilities and resources throughout the Woodland Park campus. Students may also take some or all of the M.B.A. in Management courses online

Berkeley College Online®

For busy working professionals who prefer the flexibility of online study, the M.B.A. in Management program can be done completely online. Log onto courses with a PC, Mac, tablet, or smartphone 24 hours a day, seven days a week, from any location where Internet access is available and permitted by law.

Berkeley College continues to stand out in online education in many ways:

- Support is available every step of the way. Instructors, classmates, and academic advisors are just an email, phone call, or video chat away. Students also have access to the Center for Academic Success, online library, counseling services, online events, and special interest groups, as well as additional support services and resources.
- Recognition for excellence in online education by numerous authorities:
 - # One of the first college or university online programs worldwide to be awarded Quality Standards certification by the United States Distance Learning Association, placing Berkeley among an elite group of institutions recognized for excellence in distance learning
 - # *U.S. News & World Report* has lauded Berkeley College as one of America's "Best Online Colleges" for Bachelor's degrees and Veterans programs
 - # 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

International Students

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

For more information

To learn more about opportunities for international students at Berkeley College, visit the [Berkeley College website](#).

Or contact:

International Student Department

12 East 41st Street, 14th Floor

New York, NY 10017 USA

Telephone: US Dialing Code-212-687-3730

Fax: US Dialing Code-212-986-7827

Email: international@BerkeleyCollege.edu

Military and Veteran Students

Berkeley College is committed to helping servicemembers, veterans and their families succeed.

Our Office of Military and Veterans Affairs will be with you every step of the way.

Getting started

We proudly support the GI Bill^{®*} and Yellow Ribbon Program. Berkeley College also adheres to the terms of Executive Order 13607, *The Principles of Excellence*, and supports the United States Department of Education's *8 Keys to Veterans' Success*, and the Department of Defense *Memorandum of Understanding*.

Academic assistance

Flexible academic programs can help accommodate your situation, and you may be eligible for credit for prior learning. Tutoring is available at no additional charge.

Social support

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

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

Awards and acknowledgments

- Berkeley College named a 'Top Colleges and Universities' by *Military Advanced Education and Transition* for 2018
- Berkeley College named a 'Top 10 Military Friendly College' by *GI Jobs Magazine* for 2017
- Berkeley College named a 'Top 10 Military Friendly College for Spouse' by *GI Jobs Magazine* for 2017
- Berkeley College named a 'Best Online College for Veterans' by *US News and World Report* 2014-2019
- Berkeley College named a 'Best for Vets' College by *Military Times* 2013-2014 and 2017-2019
- Berkeley College named a 'Military Friendly College' by *GI Jobs Magazine* 2010-2014; 2016 and 2017
- Berkeley College named a 'Military Friendly College' by *Military Advanced Education Magazine* 2010-2015 and 2017
- Berkeley College named a 'Best of the Best,' Top Veteran-Friendly School by *U.S. Veterans Magazine* 2014-2015 and 2017-2018

Talk to us. We're here to help.

To learn more about opportunities for military and veteran students at Berkeley College, [click here](#).

Admissions

- [Graduate Admissions](#)
- [Immunization Requirement](#)
- [M.B.A. Program Tuition and Fees](#)
- [M.B.A. Program Tuition and Fees 2019/2020](#)
- [M.B.A. Program Tuition and Fees 2020/2021](#)

Graduate Admissions

Berkeley College seeks to provide graduate students with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission to the graduate program based on future potential, motivation, past academic achievement, and work experience. The equivalent of at least two years of professional employment is required for applicants to the M.B.A. in Management program. The Graduate Admissions Committee will evaluate the depth and breadth of the applicant's work experience, the applicant's position and level of responsibility, and the applicant's career progression. Applicants must have a Bachelor's degree from an accredited institution to apply to the graduate program. A personal interview is strongly recommended. Applicants are encouraged to contact the Office of Graduate Admissions to arrange for an appointment. Please allow a minimum of one hour for the visit to discuss educational objectives and career plans, and to receive a tour of the College. For further information, students may also call the College at 855-522-4723 or email BCGrad@BerkeleyCollege.edu.

Since Berkeley maintains a rolling admissions policy, students are encouraged to apply as early as possible. The Committee on Graduate Admissions notifies an applicant of a decision as soon as all credentials have been evaluated.

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

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

All admissions documents must be submitted to the Graduate Studies office by the following deadlines:

- August 1 for fall admission to the on-site program in Woodland Park, NJ
- December 1 for winter admission to the on-site program in Woodland Park, NJ
- At least two weeks before the start of any seven-week session for admission to the online M.B.A. program (please see the [academic calendar](#) for applicable start dates)

Online Degree Applicants: Many students choose to earn a degree online. The Graduate Studies office works with applicants who are seeking flexibility and convenience to balance graduate classes with family, work, and other

commitments. Prior to registering for their first online course, applicants must complete a short introductory online course to familiarize themselves with online learning. Interested students should call the College at 855-522-4723 or email BCGrad@BerkeleyCollege.edu.

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

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

No transfer credits will be accepted once the student has matriculated into the M.B.A. program.

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

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

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

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

Degree Program Applicants: All new students enrolled in degree programs must meet the College's [immunization requirements](#) prior to registering for classes.

Immunization Requirement

Berkeley College has an Immunization Policy to promote the health and safety of the College community and to comply with applicable New Jersey laws. This policy applies to students taking classes at any Berkeley College campus. Students taking classes exclusively online are exempt from immunization requirements.

The College Immunization Policy may be accessed [here](#).

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

M.B.A. Program Tuition and Fees

- [Tuition Refund Policy](#)
- [Miscellaneous Costs](#)

Tuition Refund Policy

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

Tuition Refund Schedule

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

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

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

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

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

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

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

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

Important notes:

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

Fees are not refundable.

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

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

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

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

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

Miscellaneous Costs

The cost of the Digital Learning Resources is included in the tuition. Living expenses can vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,564 and \$12,351 per award year (every two semesters). Personal expenses are estimated to be \$2,799, and transportation averages \$3,519 per an award year. Actual expenses vary based on personal situations and choices.

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

M.B.A. Program Tuition and Fees 2019/2020

Tuition and fees are applicable for the 2019/2020 academic year. Effective date 9/1/2019.

2019-2020 M.B.A. PROGRAM TUITION per year

An award year (two semesters) assuming 12 credits (six credits per semester)	\$10,800
Per Semester Credit	\$900 per credit
Foundation Courses*	N/A

DEGREE PROGRAM FEES (NONREFUNDABLE)

Application Fee	\$50 (nonrefundable)
Late registration	\$50 per instance
Graduation Fee	\$100
Tuition Deposit	\$300
International Application Processing Fee	\$100

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

TUITION DEPOSIT

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

TUITION PAYMENTS

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

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

Subsequent semester bill information is available to students online through Student Self-Service approximately six weeks prior to the start of each semester. It is the

student's responsibility to obtain and pay the semester bill on time. Students who fail to do so are charged a late registration fee.

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

TUITION FREEZE POLICY

Scope and Purpose

This Policy establishes the terms under which students enrolled in six or more credits in a graduate degree program may lock in their tuition rates. It applies to any student who is eligible for a tuition freeze at the start of the 2015 fall semester or becomes eligible thereafter.

A. Eligible Students

Tuition rates shall not increase for a student who

- (1) maintains an enrollment of six or more credits in a graduate program for two consecutive semesters, beginning with the student's first semester in that program; and
- (2) thereafter maintains continuous enrollment in that graduate degree program, with no more than one semester of absence from the College; or
- (3) is a military/veteran student readmitted to the same program after leaving it for active duty, beginning with the first academic year in which the student returns.

B. Procedures for Determining Eligibility

(1) The Student Accounts Department will review all pertinent information concerning each reactivated student enrolled in six or more credits in a graduate degree program, including the student's tuition group, to determine whether such student is eligible for a tuition freeze and to verify that the student is charged the correct rate.

(2) As an additional control, the Student Accounts Department will (a) create a query that identifies students who were enrolled in six or more credits in a graduate degree program prior to the previous semester and (b) compare the resulting list to the assessment report to identify any possible errors.

C. Questions

Students should contact the Student Accounts Department at the Woodland Park campus or Online if they have questions or need further information.

M.B.A. Program Tuition and Fees 2020/2021

Tuition and fees are applicable for the 2020/2021 academic year. Effective date 9/1/2020.

2020-2021 M.B.A. PROGRAM TUITION per year

An award year (two semesters) assuming 12 credits (six credits per semester)	\$11,880
Per Semester Credit	\$990 per credit
Foundation Courses*	N/A

*Foundation courses were eliminated effective with the Fall 2019 Semester.

DEGREE PROGRAM FEES (NONREFUNDABLE)

Application Fee	\$50 (nonrefundable)
Late registration	\$50 per instance
Graduation Fee	\$100
Tuition Deposit	\$300
International Application Processing Fee	\$100

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

TUITION DEPOSIT

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

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Guide to Financial Aid

- [Student Financial Literacy](#)
- [Financial Aid Summary](#)
- [Financing a Graduate Education](#)
- [How to Apply](#)
- [Verification and File Review](#)
- [Federal Financial Aid Programs](#)
- [Other Financial Aid Policies](#)
- [Disbursement of Aid](#)
- [Satisfactory Academic Progress \(SAP\)](#)
- [Military and Veteran Students](#)
- [Title IV Refunds](#)
- [Information Resources](#)
- [Berkeley College Aid](#)
- [Withdrawal](#)

Student Financial Literacy

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

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

Contact the Berkeley College SFL Group:

Linda Athearn-Forster, Director, 1-800-446-5400 ext. 4565

Dipexa Gandhi, Advocate, 1-800-446-5400 ext. 4562

Isha Shea, Advocate, 1-800-446-5400 ext. 4566

Pamela Arnold, Advocate, 1-800-446-5400 ext. 4564

Joyce Flynn, Advocate, 1-800-446-5400 ext. 4561

Email: StudentFinancialLiteracy@BerkeleyCollege.edu

Financial Aid Summary

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

Standard Academic Year: Certain types of aid are pre-determined and distributed over the course of an academic year. A standard academic year (two consecutive semesters) is comprised of two terms totaling 30 weeks.

Award Year: Federal grants and loans are processed using a Borrower-Based Award Year (“Award Year”). Two consecutive semesters constitute one Award Year. Students are re-packaged at the beginning of every new Award Year.

Federal Direct Unsubsidized Stafford Loan (FDUSL)	Up to \$20,500
Federal Direct Grad Plus	Up to the cost of attendance minus other financial aid/assistance and other resources
Federal Work Study (FWS)	Awards vary
Veterans’ Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary
Berkeley College MBA Alumni Grant	25% of tuition
Berkeley College MBA Veterans Award	50% tuition grant after VA benefits have been exhausted. Packaged every award year for each semester until student completes his or her degree.
Berkeley College Law Enforcement Scholarship	50% tuition grant per award year
Corporate Learning Partnership Scholarship	30% of tuition

Financing a Graduate Education

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

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

Additional information about the FAFSA is available [here](#).

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

Financial aid awards are determined by the Berkeley College Financial Aid Department. Financial aid is typically offered and awarded to eligible students in a “financial aid package,” detailing the student’s eligibility for federal loans and institutional scholarships. Each financial aid package also reflects charges that are payable directly to the College, including tuition, fees, and the cost of housing obtained through the College.

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

1. Post-9/11 GI Bill (Veterans Affairs Chapter 33) (if applicable)
2. Berkeley College Scholarships
3. Outside resources (such as private scholarships, VA benefits other than Post-9/11 GI Bill, tuition reimbursement etc.)
4. Federal Unsubsidized Loans
5. Federal Work Study (upon request)
6. Federal Graduate PLUS Loans (upon request and only if Federal Student loans are exhausted)

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

How to Apply

Each year, aid applicants must submit a Free Application for Federal Student Aid (FAFSA). This application should be submitted to the federal processor online at <https://studentaid.ed.gov/sa/fafsa>. Financial Aid Administrators are available to help students with the application process. The student's financial aid package cannot be finalized until the Financial Aid Department has received all requested documentation. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

Due to recent changes in federal regulations, the College recommends that all applicants and their spouses process tax returns electronically and as early as possible. Doing so will enable the student/spouse to use the IRS Data Retrieval Tool, which can make the application process easier, faster, and more accurate, facilitating earlier notification of awards.

Verification and File Review

The U.S. Department of Education requires colleges to carefully review all student aid applications. Further, the college is required to review all applications for conflicting information. This is called file review.

Additionally, you may be selected for verification by the Department of Education due to incomplete information, inconsistent information, or random selection. If you are selected for verification or found to have conflicting information, you will be notified by the Berkeley College Financial Aid Department and you will be required to submit additional forms and/or documents in order for the College to confirm whether the information reported on your FAFSA is correct.

Forms and Documents

Students may be required to submit additional e-forms and/or provide additional documentation (such as a federal income tax transcripts or a verification worksheet). Students will receive a notification by email with instructions on how to submit required e-forms through Self-Service (Engage) or how to submit required documentation.

How to Submit

Copies of documents must be submitted through BerkBox, in-person, by mail, or by fax. **Do not send documents by email.**

BerkBox is a secure and convenient way to submit documents to Berkeley College.

BerkBox (Students): Students may upload documents directly through [BerkBox](#).

BerkBox (Parents): Parents may upload documents directly through the [parents' portal](#).

Documents may also be mailed to the Financial Aid Department at your campus or sent via fax:

- New York City- 212-986-4380
- White Plains- 914-323-2192
- Newark- 973-368-9848
- Paramus- 201-291-0878
- Woodbridge- 732-750-7932
- Woodland Park- 973-279-3763
- Online- 973-405-2114

After you have submitted the required documentation, the verification process will begin.

Federal Financial Aid Programs

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

Federal Direct Loans: Berkeley College participates in the William D. Ford Direct Loan Program. Eligible students borrow Stafford Loans directly from the U.S. Department of Education and repay the loans through various loan servicers chosen by the U.S. Department of Education. Promissory Notes are available on the Internet at studentloans.gov. Various repayment and deferment options exist for federal loans (including but not limited to deferments for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, and comparable service as a volunteer for a tax-exempt organization in the field of community service). All students will be provided entrance counseling that describes these options prior to loan disbursement.

- **Federal Direct Unsubsidized Stafford Loan (FDUSL):** This loan is available to students who are enrolled at least half-time, regardless of financial need. The borrower is responsible for interest during the life of the loan. Students are eligible for \$20,500 per award year. An award year is defined as two semesters (30 weeks). Graduate students have a cumulative loan limit of \$138,500, including any prior undergraduate debt. No more than \$65,500 of this amount may be in subsidized Federal Stafford Loans.
The interest rate in effect for July 1, 2019 to June 30, 2020 is 6.08 percent. The new rates are announced each June for the following award year starting on July 1.
- **Federal Direct Grad PLUS Loan:** Eligibility for the Federal Grad PLUS loan does not depend on demonstrated financial need, but borrowers must file the FAFSA to qualify. Borrowers must also pass a credit check and have exhausted their Federal Stafford Loan eligibility. The Federal Grad PLUS loan allows students to borrow up to the total cost of education, including tuition, fees, room and board, books, supplies, personal expenses, and transportation, minus other student aid received. The interest rate for July 1, 2019 to June 30, 2020 is 7.08 percent. New rates are announced each June for the following award year starting on July 1. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note(s). Berkeley College encourages students entering the Graduate degree program to participate in a loan entrance interview. Students will be required to complete an exit interview upon leaving the College.
- **Federal Work Study (FWS):** Berkeley College does not ordinarily award FWS to graduate students, but reserves the right to make an exception.
- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of

days attended based on last date of attendance. This provides the percentage of Title IV aid a student has "earned."

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

SEVEN-WEEK SESSIONS

For purposes of the College's obligation to return Title IV funds to the federal government, a student who withdraws from a subsequent session while still attending classes in either a session or a 15-week semester is not subject to a return of funds calculation. The following examples will illustrate the important differences in timing:

Example 1

If a student registered for Session A and session B withdraws from session B while still attending session A, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

Example 2

If a student registered for session A and session B withdraws from session B after session A ends but before session B begins, then the student's aid will be reduced accordingly, and also will be subject to the return of funds calculation.

Example 3

If a student is registered for at least one 15-week semester course and drops a session of another course, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

Other Financial Aid Policies

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

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

Disbursement of Aid

Federal loans will be disbursed to student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student. Federal Work Study earnings, if there is an exception award, will be paid directly to the student via Money Network Service™ Debit Card (or direct deposit) on a bimonthly basis for actual hours worked.

For additional information about Graduate Financial Aid, please contact or visit the Woodland Park Financial Aid Department:

44 Rifle Camp Road
Woodland Park, NJ 07424
973-278-5400 ext. 1011
FinAidGM@BerkeleyCollege.edu

Satisfactory Academic Progress (SAP)

Qualitative Standards

0-11	2.60
12+	3.00

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

Quantitative Standards

0-12	50%
13-27	65%
28+	67%

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

150 Percent Rule

The 150 percent rule requires a student to complete degree requirements by the time the student has attempted 150 percent of the required credit hours necessary for graduation in the current degree program. The M.B.A. is a 54-credit program, which means a student can attempt up to 81 credit hours before reaching 150 percent. A student seeking waivers must do so, upon acceptance, by providing appropriate documentation of successful completion of any or all of 18 credits of the foundation portion of the 54-credit program. The College will waive up to 18 credits of foundation coursework, thus reducing the actual credits needed down to as few as 36. The 150 percent rule will be applied to the number of credits that the student needs to earn after the waivers are applied. In the example of 36 credits, a student's 150 percent point would be 54 credits attempted. Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV but may continue attending the program using alternative funding, assuming it is within the seven-year academic standard limit. Such decisions are not appealable.

Appeal Process

Students who fall below either qualitative, quantitative, or both standards will be issued a warning. If a student remains below SAP standards for two consecutive semesters, the student will be required to submit a written narrative directly to the Director of the M.B.A. program. This narrative should specify why the student fell below standards and what has changed to allow the student to re-establish satisfactory academic progress. If the appeal is granted, the student will be placed on an academic plan. If the appeal

is denied, the student will be dismissed. Students who fail to meet the requirements of their academic plans will be subject to dismissal.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 3.00 GPA in their first semester (and all subsequent semesters) at Berkeley College in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the “courses attempted” portion of the evaluation.

SAP and Incomplete Grades

Initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the seventh week of the following semester, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

Military and Veteran Students

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

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

For more information, contact the [Office of Military and Veterans Affairs](#) or visit the [Online Veterans Resource Center](#).

**GI Bill[®] is a registered trademark of the U.S. Department of Veterans Affairs (VA).*

Title IV Refunds

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

- Federal Parent Loans for Graduate Students
- Federal Direct Stafford Loans

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

Seven-Week Session Students

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

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

Information Resources

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

Federal Resources

- [Apply for your Federal Student ID](#)
- [File your Free Application for Federal Student Aid](#)
- [Student Portal for Federal Student Aid Information](#)
- [Check your Federal Student Loan Balances](#)

Berkeley College Aid

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

Berkeley College M.B.A. Alumni Grant

Amount: 25% of tuition

Open to: Berkeley College Bachelor's Graduates new to the M.B.A. starting Fall 2018

Eligibility Requirements:

- Graduated from Berkeley College with a four year degree within the last five years or
- A current Bachelor's to M.B.A. candidate who goes right into the M.B.A. Program

Renewability Requirements:

- Satisfy SAP requirements

Berkeley College M.B.A. Veterans Award

Amount: 50% of tuition

Open to: New and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment in the M.B.A. program
- Exhausted all VA Benefits

Renewability Requirements:

- Satisfy SAP requirements

Law Enforcement Scholarship

Amount: 50% of tuition for full-time enrollment (12 or more credits). 25% of tuition for part-time enrollment (6-11 credits).

Open to: Adult and transfer students

Restrictions: May be combined with the Berkeley College Grant; Berkeley TAP/TAG Grant; and Residence Hall Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program

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

Renewability Requirements:

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

Corporate Learning Partnership Scholarship

Amount: 30% of tuition.

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

Restrictions: May be combined with the Berkeley College Grant; Berkeley TAP/TAG Grant; and Residence Hall Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

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

Renewability Requirements:

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

Withdrawal

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

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Intent to Return

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

The order in which funds are returned is also determined by the Federal Department of Education. The Attribution Table requires funds to be returned as follows:

First - Direct Unsubsidized Loan

Second - Federal Direct Grad Plus Loan

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

Veterans' Benefits: Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should obtain VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at vabenefits.vba.va.gov/vonapp/main.asp. Veterans are required to submit copies of their Certificate of Eligibility for their VA benefits and DD214 Member 4 or Service 2 copy during the admissions process in order to most effectively process their benefits. Please contact the Office of Military and Veterans for detailed information on all Federal and State veterans' programs.

Federal Aid to Native Americans: For information on Title VII - Indian, Native Hawaiian, and Alaska Native Education, go to: www2.ed.gov/policy/elsec/leg/esea02/pg98.html and www.bie.edu/ParentsStudents/Grants/index.htm.

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

Student Rights and Responsibilities

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- [Accommodating a Disability](#)
- [Alcohol and Drug Policy Statement](#)
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- [Equal Opportunity Policy](#)
- [Media Relations Consent](#)
- [Recording Classroom Lectures and Discussion Policy](#)
- [Sexual Misconduct, Intimate Partner Violence, and Stalking](#)
- [Smoking](#)
- [Social Media Policy](#)
- [Student Complaint Process](#)
- [Student Dress Code](#)
- [Student Electronic Information Policy](#)
- [Student Name Change Policy](#)
- [Student Records and Information](#)
- [Use of Berkeley College Trademarks](#)
- [Weapons](#)

Academic Integrity and Plagiarism

The principles of academic integrity encompass simple standards of honesty and truth. Each member of the College community has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards. All students, both online and on-site, are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Plagiarism is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspension, or dismissal. Please refer to [Academic Integrity and Plagiarism Procedures](#) for information on definitions of academic integrity and procedures for reviewing academic integrity violation reports.

Accommodating a Disability

Notice of Non-Discrimination - Americans with Disabilities Act (ADA)

In accordance with federal law, Berkeley College does not discriminate on the basis of disability in its programs and activities.

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

Individual requests for accommodations may be referred to the College ADA/Section 504 Coordinators: [NJ and Online students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or SEC@BerkeleyCollege.edu; [NY students] Diane Georges, LMHC, 212-986-4343 ext.4216 or Diane-Georges@BerkeleyCollege.edu. In addition, each individual campus has a Disability Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Disability Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College [Health and Wellness website](#).

In accordance with its Disability Services Accommodations Policy for Students, Berkeley College strives to reasonably accommodate the needs of students with disabilities. For information regarding how to request a reasonable accommodation of a disability, please go to [ADA Student Policy](#) and to the College [Disability Services page](#).

Alcohol and Drug Policy Statement

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

Berkeley 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, possession or consumption of alcohol on any College property, in College vehicles, or at any College-sponsored activity. Moreover, no Berkeley student or associate shall coerce, even subtly, another Berkeley student or associate to use drugs or alcohol. Any member of the Berkeley community found in violation of these rules is subject to all applicable legal action under local, state, and federal laws as well as disciplinary action, up to and including immediate suspension or dismissal from the College. Students convicted of certain drug-related crimes may also become ineligible to participate in federal financial aid programs.

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

Campus Security and Emergency Procedures

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

The annual Campus Crime Reports (and Fire Safety Report for the White Plains residence halls), for all Berkeley College campuses, are available on the Berkeley College website's [Public Safety page](#).

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

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

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

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

Classroom Management

Only individuals who are listed on the class roster are allowed to be in the classroom during the instruction of the class (exceptions include individuals invited by Berkeley College). No children of students, or any relatives or friends of students, can attend a class. Except for emergency situations, accessing the online course materials or customized eText or other class-related activities, cell phones may not be accessed by students for personal use during on-site classes. Students are expected to share in maintaining the condition of classrooms.

Conduct

Students are expected to abide by all public laws; to comply with the policies, procedures, and rules of the College; to obey any lawful directive of an authorized member of the Berkeley College faculty or administration; to provide true and complete information to the College when called upon to do so; to promote the safety of the College community; and to demonstrate a positive attitude, diligence, and courtesy toward faculty, staff, and fellow students.

The College reserves the right to take disciplinary action, up to and including suspension or dismissal, against any student who violates any public law or any College rule, policy, or procedure; disobeys such lawful directive; knowingly provides false, incomplete, or deceptive information to the College, including but not limited to inaccurate financial information or work-study time records; harasses, intimidates, defaces College property; endangers the safety, security, or welfare of the College or any member of the College community; or otherwise interferes with the orderly and continuous administration and operation of the College or any of its units.

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

The complete Conduct and Safety Policy is available [here](#).

Copyright Policy

Original "works of expression," such as writings, graphics, photographs, and music, may be protected from unauthorized use by the federal copyright laws. Copyright laws govern whether — and to what extent — one is permitted to copy, upload, download, transmit, or distribute such works, or to create new works derived from them without first receiving permission from the holder of the copyright (often the author or publisher of the original). The copyright laws are complex. Under some circumstances, copying information from websites, downloading music or video from or uploading it to a peer-to-peer application, or even mere photocopying, faxing, or cutting and pasting substantial portions of copyrighted materials may constitute infringement. The Berkeley College community is expressly prohibited from using the Berkeley College network or computing resources to access peer-to-peer sites that permit unauthorized copying of copyrighted music, photographs, video, or other legally protected materials. Such activities will be treated as violations of the Student Electronic Information Policy. Certain limited copying of published materials without permission may be allowed under the "Fair Use" doctrine.

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

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

Equal Opportunity Policy

Recognizing that its diversity greatly enhances opportunities for learning, Berkeley is firmly committed to providing all students equal access to its programs, resources, opportunities, and facilities. The College prohibits (a) discrimination on the basis of sex, gender, gender identity or expression, sexual orientation, pregnancy and the status of being transgender – such sex discrimination includes sexual and gender based harassment; sexual assault; and sexual exploitation, all prohibited under this Policy; (b) domestic violence and dating violence (collectively referred to in this Policy as “intimate partner violence”); (c) stalking; (d) discrimination or harassment on the basis of race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status; and (e) bullying of students by other students, including but not limited to cyber-bullying.

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

The College shall provide prompt, impartial, and fair resolution of equal opportunity complaints, in accordance with its Equal Opportunity Complaint Procedures for Students.

To see the Equal Opportunity Policy in its entirety, please [click here](#).

For information regarding how to make a complaint of sexual or gender based discrimination, sexual or gender based harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking; discrimination or harassment based on race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, or bullying; retaliation in connection with any such complaint; and contact information for College Title IX and Equal Opportunity Coordinators, go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located [here](#).

For more information regarding sexual discrimination, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking, go to the [Sexual Misconduct, Intimate Partner Violence and Stalking](#) page; and to the College [Title IX/VAWA](#) page.

Media Relations Consent

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

Students who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Registrar Department by completing the [FERPA Opt-Out eForm](#).

Office of Communications and External Relations

The Office of Communications and External Relations (CER) is a multifaceted department responsible for engaging internal and external stakeholders in the mission of Berkeley College, and strengthening the College's reputation, visibility and recognition as a career-focused educational institution. The Office disseminates news and content such as media releases, photos, videos, newsletters and social media content acknowledging the accomplishments of Berkeley students, faculty, staff and alumni. A wide range of topics are covered, including student success, teaching and learning innovations and achievements, strategic planning, graduation, career development initiatives, campus events, external sponsorships, involvement in community service projects, and commentary on trending topics. The CER staff conducts training sessions with those who serve as spokespersons or experts to prepare them for their interviews and responses to press inquiries. Faculty are also invited to represent the College at external events through an Ambassador program managed by the department. Faculty members who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Office of Communications and External Relations.

Staff

Angela Harrington, Vice President, 973-278-5400, ext. 1126

Angela-Harringt@BerkeleyCollege.edu

Ilene Greenfield, Director, Media Relations, 973-278-5400, ext. 5122

IGL@BerkeleyCollege.edu

Kelly Depsee, Director, Communications and External Relations, 973-278-5400, ext. 5112

KME@BerkeleyCollege.edu

Linda Terminiello, Media Relations Assistant, 973-278-5400, ext. 5106

LAT@BerkeleyCollege.edu

Recording a Classroom Lecture and Discussion Policy

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

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

Individual requests for accommodations may be referred to the ADA/Section 504 Coordinators: [NJ and Online students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or SEC@BerkeleyCollege.edu; [NY students] Diane Georges, LMHC, 212-986-4343 ext.4216 or Diane-Georges@BerkeleyCollege.edu. In addition, each individual campus has a Disability Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Disability Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College [Health and Wellness website](#).

Sexual Misconduct, Intimate Partner Violence, and Stalking

As evidenced by its Equal Opportunity Policy, Berkeley College prohibits sexual and gender based discrimination, sexual and gender based harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

To see the Equal Opportunity Policy in its entirety, go [here](#).

Notice of Non-Discrimination (Title IX)

In accordance with federal law, Berkeley College does not discriminate on the basis of sex (including pregnancy) in its programs and activities.

Title IX of the Education Amendments prohibits discrimination, harassment, and assault based upon sex or gender. Questions regarding Title IX may be referred to the College Title IX Coordinator: Dallas Reed, Vice President, Student Development and Campus Life, at 973-278-5400 ext. 4211 or 212-986-4343 ext. 4211, TitleIXCoordinator@BerkeleyCollege.edu; or the U.S. Department of Education, Office for Civil Rights, at 32 Old Slip, 26th Floor, New York, NY 10005-2500; Telephone: 646-428-3900; TDD: 800-877-8339; Email: OCR.NewYork@ed.gov.

The College will handle complaints of this nature according to the Equal Opportunity Complaint Procedures for Students.

For information regarding: how to make a complaint alleging sexual/gender discrimination, sexual/gender harassment, sexual exploitation, sexual assault, domestic violence, dating violence or stalking (Title IX/Violence Against Women Act (VAWA)/ NY 129-B related complaints), or retaliation in connection with any of these allegations; rights and options; resources and interim assistance; investigation and appeal procedures; and potential sanctions in these types of cases; and for contact information of Berkeley's Deputy Title IX Coordinator for Students and others, please go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located [here](#).

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

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

To see the New Jersey Student Bill of Rights, go here: [NJ Bill of Rights](#)

To see the New York Student Bill of Rights, go here: [NY Bill of Rights](#)

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

Smoking

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

Social Media Policy

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

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an institution. Berkeley College recognizes and embraces the power of social media and the opportunity those tools provide to engage in ongoing “conversations” with the Berkeley College community, including students, faculty, staff, parents, alumni, and other interested parties.

It is important to recognize, however, that the use of social media at or concerning Berkeley College is governed by the same laws, policies, rules of conduct, and etiquette that apply to all other activities at or concerning the College. The Social Media Policy provides guidance concerning the use of social media to represent or discuss matters related to Berkeley College and/or members of the Berkeley College community, whether or not such use involves the College’s network or other computer resources.

For more detailed policy information, please go to the [Social Media Policy](#).

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

Student Complaint Process

Berkeley College has policies and procedures for resolving student complaints. Students are advised to proceed as promptly as possible to initiate a complaint with the appropriate office or College official and provide any detailed information and/or documentation related to their complaint. Faculty, staff, and administrators are advised to acknowledge receipt of a complaint promptly and to respond in a timely manner. See the [Student Complaint Process page](#) for information on types of complaints and how to submit a complaint.

Student Dress Code

To prepare students for career advancement and leadership positions, the M.B.A. program requires students to dress in a manner that projects a professional image. Inappropriately dressed students may not be permitted to attend classes.

Student Electronic Information Policy

Berkeley's computer systems and associated hardware and peripherals are to be used for educational purposes only. The use of computers and the Internet is a privilege which may be limited or revoked at any time. Computer usage may be monitored. Students should not have an expectation of privacy when using or connecting to any Berkeley networks, systems, or equipment, even if they are doing so to access their own personal email, social media, or other accounts. Students have a responsibility to use computers and the Internet ethically and lawfully (and with respect for their fellow students), and Berkeley reserves the right to report any suspected illegal activity to the appropriate authorities. Attempts to mislead others concerning a user's true identity are not permitted.

Any attempts to circumvent PC/Network security, damage, or tamper with any of Berkeley's electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action, including immediate dismissal. Internet access is provided in all Berkeley College campuses for educational purposes. The College has installed systems that attempt to block offensive material and restrict access to other sites that have been known to monopolize network bandwidth or violate copyright laws.

Student Name Change Policy

Students seeking an official name change within the College should make a written request with supporting documentation, indicating the new name and the legal basis for the change, to the College Registrar. For more details, including appropriate supporting documentation and how to make the request, please see the [Berkeley College Student Name Change Policy](#).

Student Records and Information

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

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

Students wishing to prevent the disclosure of Directory Information should submit a FERPA Opt-out eForm, which is available at [FERPA Opt-Out of Routine Sharing of Student Directory Info](#).

Students may authorize the disclosure of student records by submitting a FERPA Waiver eForm, which is available at [FERPA Authorization to Release Student Records](#).

To see Student Rights under FERPA, please [click here](#).

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

Use of Berkeley College Trademarks

Berkeley College logos, slogans, symbols, trade names, trademarks, and service marks (collectively, "Berkeley Marks") are the exclusive property of the College. Any unauthorized use of Berkeley Marks or Berkeley College's name may constitute a violation of law and is strictly prohibited. No individual, club, organization, or entity may use Berkeley Marks in any manner (particularly, any use that conveys the impression of official sponsorship, approval, and/or endorsement) without obtaining prior written permission from the College. Berkeley Marks may not be used on any website, wiki, or social media site without prior authorization from the College and any such use must also comply with the [Social Media Policy](#). Violators may be subject to legal action as well as disciplinary action, up to and including dismissal from the College.

Weapons

For the safety of the College community, Berkeley College strictly prohibits the possession or use of any kind of weapon (including the use of an object or substance as a weapon) on College property or at events and activities sponsored by the College, regardless of whether such possession or use violates public law.

Upon written request, the Assistant Vice President, Public Safety and Emergency Management, or another officer of the College to whom the President of the College may delegate such authority (the "Authorizing Official"), shall be authorized to grant permission for a current federal, state, or local law enforcement officer or other person who may be required by law to carry a weapon; member of the armed forces; or campus public safety officer to carry firearms or other weapons on campus or at College-sponsored events and activities, only to the extent required by law or official rules of conduct applicable to such person and where, in the sole discretion of the College, the granting of such request would neither pose an undue danger to the Berkeley College community, nor subject the College to unacceptable legal or financial risk. Any such request may be granted only on the limited terms described in the Weapons Policy. If permission is granted, the student will be required to sign a written acknowledgment and agreement.

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

Student Development and Campus Life

- [Berkeley College Alumni Association](#)
- [Children on Campus](#)
- [Community Service](#)
- [Diversity and Multicultural Activities](#)
- [Orientation](#)
- [Personal Counseling](#)
- [Voter Registration](#)

Berkeley College Alumni Association

The Berkeley College Alumni Association serves more than 50,000 alumni across the U.S. and around the world. Alumni have access to free, lifetime career assistance*; alumni networking and employment opportunities; College libraries and e-resources; and invitations to social, networking, and educational events. Alumni also return to Berkeley for speaking engagements, as alumni panelists, for community service events, and as advisors on the Alumni Leadership Council.

The Alumni Association maintains an alumni directory, a great tool for finding friends, classmates, and successful professionals in a wide range of occupations. It allows graduates to create and update custom profiles showing only the information they want to share. The Office of Alumni Relations oversees all activities and encourages alumni to reach out with questions and suggestions.

Reach out to the Office of Alumni Relations at Alumni@BerkeleyCollege.edu and visit the alumni website at BerkeleyCollege.edu/alumni/.

*while the College is in operation

Children on Campus

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

Community Service

Learn how good it feels to give back

Community service has always been a priority at Berkeley, and students, staff, and faculty support numerous causes on a regular basis. The Berkeley Cares Community Service Program is the College's social responsibility initiative that builds on Berkeley's long tradition of addressing important societal issues. Through this program, students, faculty, and staff are committed to donating hours of hands-on service to the community and creating a community of care at each campus and surrounding neighborhoods. It is a great way to get involved, meet new people, and help those in need.

Students have the opportunity to get involved with community organizations such as area soup kitchens, shelters, schools, and libraries, as well as national organizations such as JDRF, the American Cancer Society, March of Dimes, Cystic Fibrosis Foundation, the American Conference on Diversity, Community Blood Services, Children's Aid and Family Services, the Arthritis Foundation, and more.

Diversity and Multicultural Activities

Making the most of Berkeley's unique opportunities

The diversity of the student body at Berkeley College enhances the educational experience and contributes to the cultural enrichment of the community. It also helps prepare students to enter the global business world with a better understanding of the similarities and differences among cultures. Berkeley College sponsors many multicultural events to promote this understanding and to help students form relationships that can last far beyond the college years. Multicultural programs offered are centered on historical and traditional milestones intended to commemorate, celebrate, and reflect pivotal moments in history and throughout an array of cultures.

Orientation

Learning your way around

Newly admitted on-site graduate students attend an orientation at the Woodland Park campus before the Fall and Winter semesters. Online M.B.A. students participate in a virtual orientation program. This event introduces students to the important things they need to know about Berkeley College, including the many services and activities available to them. The orientation program acquaints students with peers, faculty, and staff, and helps them become comfortable with their learning environments and take full advantage of the many available resources.

Personal Counseling

We're here to help

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

On-site and Online students should contact Sandra Coppola, Senior Director of Personal Counseling, at 973-278-5400 ext. 1320 or SEC@BerkeleyCollege.edu.

Voter Registration

Students are encouraged to exercise their right to vote! For more information about voter registration, please see the Student Development and Campus Life Department area of the Engage Portal or visit the Student Development and Campus Life office. Voter registration information is also sent annually to students' Berkeley College email addresses.

Student Support

- [Academic Support](#)
- [Career Services](#)

Academic Support

Libraries

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

The library collection includes 95,000 print and media titles, 156,265 electronic book titles, 44,000 streaming video programs, and 85 research databases. Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system.

Resources and services are designed to assist graduate students with finding, analyzing, and using information for decision making, completing course requirements, and attaining program goals:

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

The library's website, <https://berkeleycollege.libguides.com/library>, is the gateway for on-site and remote access to resources, services, research, and help options.

Center for Academic Success (CAS)

The CAS is committed to fostering a supportive environment for students in the M.B.A. program. Services are available for both on-site and online students. The center offers 45-minute individual and group sessions in which students can discuss grammar, style, structure, citations, and references, as well as other issues related to the writing process. With the help of one of the center's consultants, students are able to work on individual and group class presentations. The center also runs workshops on a variety of topics to help students hone their writing skills and facilitate critical thinking.

Career Services

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

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

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

General Information

Public Safety Department

The Berkeley College Public Safety Department works continuously to maintain a safe environment for students, faculty, staff, and visitors. All members of the Berkeley community are encouraged to join in maintaining safe and pleasant places to learn, live, and work.

Students can help in several ways:

- Be aware of surroundings
- Do not leave belongings unattended
- Report unusual or suspicious behavior
- In the event of an emergency, contact local police (911), security officer, or campus operating officer
- For further assistance, dial “0” from any campus phone

Parking

On-campus parking is available for students at the Woodland Park campus. Parking permits, which may be obtained at registration at the Student Development and Campus Life Department, are required and must be displayed in the vehicles. Please note that general parking is prohibited in areas reserved for the handicapped or for visitors, faculty, or staff.

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

Food Service

Woodland Park has a cafe located in the atrium in the Renaissance Hall building. A variety of hot and cold foods, snacks, and beverages are available throughout the day.

Fire Drill Procedures

Fire drills are held several times during the year for your protection. Please familiarize yourself with the detailed instructions posted in classrooms.

Insurance

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

Contact Information

Contact information for students must be current. Students can change their addresses, as well as cell or home telephone numbers, through the Self-Service icon on Engage. To change a student's name in the College's records, the student must present legal documentation of the new name to the Office of the Registrar with a request to modify the name under which the student originally enrolled.

BerkAlert

Prior to or during an emergency situation, the College may utilize BerkAlert to notify students of any pending emergency via text messaging and email. Contact information for students must be current in order for them to be reached in the event of an emergency. Students must access the Student Self-Service tab on Engage to update their contact information.

The Berkeley Store

School supplies and a selection of Berkeley College apparel and merchandise are available on the online Berkeley Store and an on-site store on the Woodland Park campus. Students may shop online and have their orders shipped to any Berkeley College campus for pickup at no extra charge. The Berkeley Store hours are posted on its [website](#).

Most courses use eTexts and do not require traditional textbooks. If a traditional textbook is required for a course, the information, including course requirements, pricing, International Standard Book Numbers (ISBN), and available textbook options may be found on the Berkeley Store's website. Textbooks are generally available two weeks before the start of each semester.

Students with financial aid credit may charge required course supplies other than books against the funds by submitting a signed "[Transfer of Funds Request](#)" form to the Student Accounts Department.

Books and Supplies

Charges for eTexts and print textbooks (and to a lesser extent supplies) are included in the tuition charge for most courses at Berkeley College. In compliance with federal regulations, students may choose, under certain circumstances, to opt out of the otherwise mandatory eText/book fees (and supply fees, if applicable) included in the price of tuition.

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

- Identical materials are legally available outside of the Berkeley College eText Program; be aware that some materials are created or customized for Berkeley College eText titles only, and are not available in any other format. See <https://>

berkeleystore.berkeleycollege.edu/site_student_resources_page2.asp for a current list of such materials.

- The student has not already accessed the Berkeley College eTexts title(s) or used the subject supplies.
- The student submits his/her request to opt out via the Berkeley College eText Opt-Out eForm by the end of week 1 of the start of the term and agrees (within the eForm) to his/her understanding of the potential consequences as spelled out in the eForm and in eText Opt Out Policy. The student shall also agree (within the eForm) to release Berkeley College from any claim or consequence arising in connection with his/her choice to opt out.
- The student's Instructor and Academic Advisor will be made aware of the student's choice to opt out of the Berkeley College eText program (and supplies, if applicable) and that the student has agreed to accept responsibility for the potential consequences.

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

For more detailed information and the complete eText and Supplies Opt Out Policy, please [click here](#).

A few programs at Berkeley College still use print textbooks. Students in programs where print textbooks are used have the right to obtain them (as well as supplies) from other sources, so long as they meet the requirements for the course. In order to receive a credit for textbooks and/or supplies that are purchased from another source, a student must request a waiver from the Department Chair by the end of week 1 of the start of the term. The Department Chair will determine the appropriateness of the items. If approved, the Department Chair will forward that information to the Berkeley Store to verify that the items distributed by the College have been returned, and the waiver will be forwarded to the Student Accounts Department so that a credit can be applied to the student's account within approximately three (3) business days.

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

Contact Us

The M.B.A. in Management program is offered in Woodland Park, New Jersey and online.

44 Rifle Camp Road
Woodland Park, NJ 07424

855-522-4723

BCGRAD@BerkeleyCollege.edu

Administration, M.B.A. Program, and Faculty

- [Administration](#)
- [M.B.A. Program](#)
- [Faculty](#)

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- [Board of Trustees](#)
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M.S., St. Thomas University

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