



2021 - 2022 Graduate Catalog

Effective September 1, 2021 to August 31, 2022

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Berkeley College M.B.A. 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.

In addition to the Management program, M.B.A. students have the opportunity to select a specific concentration in:

- Accounting
- Financial Management
- Healthcare Management
- Human Resources Management
- Supply Chain Management

The M.B.A. 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 receive free 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.

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.), Bachelor of Science in Nursing (B.S.N.), 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 (SEVP).

Berkeley College Online® has been awarded United States Distance Learning Association (USDLA)/Quality Standards certification by the USDLA.

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 07424

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®

To meet the demands of the changing world, Berkeley College became an early leader in online education more than 20 years ago. As a result, our programs, infrastructure, and support system are exceptional, offering students the same quality education as in our on-campus programs. From Certificate, Associate's and Bachelor's degree programs, and our M.B.A. in Management program, studying online can be a practical, affordable way to prepare for your future.

Flexibility and convenience – Log onto courses with a PC, Mac, tablet, or smartphone 24 hours a day, seven days a week, from any location where Internet access is available and permitted by law. You can balance coursework with family, job, and social responsibilities and work at your own pace within a weekly schedule of discussion topics, readings, and assignments.

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

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

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

Recognition for excellence

- Berkeley was 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 for 8 consecutive years.
- 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.

Comprehensive support – Berkeley College has also earned the Quality Scorecard Exemplary Endorsement for Online Student Support from The Online Learning Consortium™ (OLC), recognizing the outstanding quality of the College's online learning programs. The Online Learning Consortium™ (OLC) is a collaborative community of higher education leaders and innovators dedicated to advancing quality digital teaching and learning experiences designed to reach and engage the modern learner – anyone, anywhere, anytime.

Support is available throughout your educational journey:

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

International Students

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

For more information

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

Or contact:

International 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 service members, veterans, and their families succeed.

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

Getting Started

We proudly support the GI Bill® and Yellow Ribbon Program. Berkeley College adheres to the terms of Executive Order 13607 as well as Title 38 US Code 3679 subsection, *The Principles of Excellence*, and supports the United States Department of Education's *8 Keys to Veterans' Success*.

Academic Assistance

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

Social Support

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

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

Awards and Acknowledgments

- Best Online Bachelor's Programs for Veterans, 2014-2021 – *U.S. News & World Report*
- Top School, 2015, 2017 and 2018 – *Military Advanced Education & Transition*
- Military Friendly® Top 10 Nontraditional School, 2017 – *Victory Media*
- Military Friendly® Top 10 Spouse School, 2017 – *Victory Media*
- Best for Vets: Four-year Colleges, 2017-2020 – *Military Times*
- Best of the Best, 2014-2015 and 2017-2020 – *U.S. Veterans Magazine*

Talk to us. We're here to help.

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

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

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

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Academic Program Information

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

M.B.A. in Management Course Descriptions

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

This degree is designed to be completed in 2 years.

[SAMPLE PROGRAM SEQUENCE - M.B.A.](#)

Core Courses

MBA5501 Essentials of Management

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

3 Credits

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.

Prerequisite: MBA5501

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.

Prerequisite: MBA5501

MBA6620 Managerial Economics for Business Decision-Making

3 Credits

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

Prerequisite: MBA5501

MBA6625 Managerial Finance

3 Credits

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

Prerequisite: MBA5501

MBA6630 Marketing Strategy in a Global Context

3 Credits

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

Prerequisite: MBA5501

MBA6635 Strategic Management of Technology

3 Credits

This course focuses on technology as a strategic weapon to enhance a business organization's competitive advantage in the marketplace. Students will investigate frameworks for assessing a firm's technological capabilities and capacity for innovation; 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.

Prerequisite: MBA5501

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

MBA6605 Accounting Theory

3 Credits

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

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

MBA6606 Advanced Taxation

3 Credits

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

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

MBA6607 Advanced Auditing

3 Credits

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

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

MBA6608 Forensic Accounting and Fraud

3 Credits

This course provides an overview of forensic accounting and fraud including the related regulatory environment and financial statement fraud. Various fraud schemes are covered such as those related to cash, receivables, inventory, and disbursements.

Detection and investigative tools are included as well as some advanced topics such as cybercrime, litigation support and remediation.

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

MBA6640 Compensation and Employee Benefits

3 Credits

This course focuses on how managers can design compensation and 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 highest performing human resources will be an underlying theme in the course. The course will also maintain a global focus on how common compensation and benefits policies vary around the world.

Prerequisites: MBA5501 and MBA6615

MBA6641 Employee Recruitment and Selection

3 Credits

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

Prerequisites: MBA5501 and MBA6615

MBA6643 Contemporary Issues in Human Resources Management

3 Credits

This course will put the student in the role of a consultant who was hired by the Human Resource Department to assist them with developing a strategic plan for how HR can contribute toward organizational growth and performance improvement. It is an interactive approach that will require the student to draw upon learnings from previous HR courses.

Prerequisites: MBA5501 and MBA6615

MBA6644 Strategic Human Resource Management

3 Credits

This course will cover the evolutionary and strategic role of Human Resources in achieving organizational success through the use of Data Analytics and Workforce Planning. We will examine why Human Resource Management matters, the evolution of Human Resources, the role of Data Analytics, Human Resource Information Systems and the Analysis and Design of Work.

Prerequisites: MBA5501 and MBA6615

MBA6651 Healthcare Systems and Environment

3 Credits

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

Prerequisites: MBA5501 and MBA6620

MBA6652 Healthcare Economics

3 Credits

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 healthcare 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 healthcare: licensure, third party insurance, non-profit hospitals, and government regulations.

Prerequisites: MBA5501 and MBA6620

MBA6653 Healthcare Informatics

3 Credits

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

Prerequisites: MBA5501 and MBA6620

MBA6654 Practical Case Studies in Healthcare Management

3 Credits

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

Prerequisites: MBA5501 and MBA6620

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: MBA5501 and MBA6625

MBA6661 Managing in the Governmental and Non-profit Sectors

3 Credits

In this course we will explore the unique leadership skills, organizational attributes, environmental constraints, accountability, and ethical demands of working in the governmental and non-profit sectors. The trillion-dollar non-profit sector includes education, research, healthcare, art, culture, religion, communications, social welfare and services, advocacy, legal services, international assistance, foundations, and professional and trade associations. Students will be challenged to assess their 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.

Prerequisite: MBA5501

MBA6662 Project Management

3 Credits

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

Prerequisite: MBA5501

MBA6663 Entrepreneurship

3 Credits

This course explores the theoretical and practical aspects of conceptualizing, planning, and beginning a small business. Students engage in readings, assignments, and cases that aid in understanding the importance of human, financial, and technical factors in 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.

Prerequisite: MBA5501

MBA6664 Negotiation and Conflict Management

3 Credits

This course links both the science and art of negotiation and conflict resolution, but it is more art than science. It will 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.

Prerequisite: MBA5501

MBA6665 Financial Statement Analysis

3 Credits

The emphasis of this course is on evaluation, analysis, and interpretation of financial statements for decision making from the perspective of users of financial data. This course is germane to appraising the health of a business and is central to security analyses, lending, and investment decisions. Students learn to compare companies financially, exposing business performance and risk issues. Additionally, students develop knowledge of financial recording procedures and are able to effectively research, interpret and analyze various financial disclosure statements.

Prerequisites: MBA5501 and MBA6625

MBA6667 Corporate Treasury and Risk Management

3 Credits

This course is a comprehensive study of the elements of corporate treasury management function, as they relate to the broader subject of corporate financial management. This course ties together students' earlier learning of corporate finance, accounting, and financial markets with the day-to-day operational responsibilities of corporate treasury. The course explores both the "sell-side" of financial services and the "buy-side" of corporate treasury, thereby revealing the nature of the shared relationship between the two sides. Central to the learning are the planning and control of corporate liquidity/cash management across the enterprise, management of short term and longer-term funding vehicles, foreign exchange management, financial risk management, and decision support tools.

Prerequisites: MBA5501 and MBA6625

MBA6669 Contemporary Issues in Financial Management

3 Credits

This course allows students to apply knowledge gained in previous courses to topical business issues through case studies, simulations, and other activities. It builds upon the conceptual frameworks introduced earlier in the program to illustrate the principles and process of sound financial management. Topics addressed include financial analysis, capital budgeting, capital raising, valuation, and risk.

Prerequisites: MBA5501 and MBA6625

MBA6672 Global Supply Chain Management

3 Credits

This course studies procurement strategies, global principles of international sourcing and supply chain management, and operations of national and international companies through learning fundamentals, case studies, group assignments and class discussions. The course addresses issues and challenges in availability of raw materials, products and services, information flow and trade challenges, labor and financial capital, and dependencies of countries on several areas, including capacity, logistics, knowledge, risk management and e-commerce.

Prerequisites: MBA5501 and MBA6610

MBA6673 Supply Chain Logistics

3 Credits

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

Prerequisites: MBA5501 and MBA6610

MBA6674 Supply Chain Analytics and Analysis

3 Credits

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

Prerequisites: MBA5501 and MBA6610

MBA6675 Supply Chain Risk Management

3 Credits

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

Prerequisites: MBA5501 and MBA6610

MBA6682 Customer Service Management

3 Credits

Services are deeds, processes, and performances provided by firms and individuals to create customer experiences. Service organizations (e.g., banks, educational

institutions, hospitals, hotels, professional services, transportation companies) require a distinctive approach to manage the marketing strategy in development and execution. The course is designed around a conceptual framework known as the Gaps Model of Service Quality, used in global businesses, to understand and solve service problems.

Prerequisites: MBA5501 and MBA6630

M.B.A. Concentrations

In addition to the Management program, M.B.A. students have the opportunity to select a specific concentration in:

- Accounting
- Financial Management
- Healthcare Management
- Human Resources Management
- Supply Chain Management

Each M.B.A. concentration is comprised of a four-course (12-credit) sequence which replaces the existing electives and capstone.

Accounting

The Accounting Concentration is a set of courses designed to meet the needs of professional accountants. Public accountants provide accounting, tax, and auditing services. They also serve as expert witnesses in litigation and help clients prevent, detect, and investigate financial fraud. The Accounting Concentration includes accounting theory with a focus on professional research to resolve accounting issues, federal taxation concepts and applications, the auditing process in a data-driven environment, and forensic accounting combined with analysis of frauds and detection and investigative tools. In addition, the concentration provides a route for CPA candidates to complete the 150-credit hour requirement for licensure and to improve their performance on the CPA exam.

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

[SAMPLE PROGRAM SEQUENCE - ACCOUNTING](#)

Financial Management

The Financial Management Concentration focuses on developing knowledge required for decision making as a Financial Manager. Financial managers analyze business trends, advise senior managers regarding financial issues, create financial statements and reports, organize investment activities, and develop strategies to maximize profits and reach the financial goals of their organization. Financial Managers work in many industries, including banks, manufacturing, service industries, investment firms, and insurance companies. The Financial Management Concentration covers financial institutions structure and operation, the analysis of financial statements, management of financial risk, the corporate treasury and topics such as capital sourcing and valuation.

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

[SAMPLE PROGRAM SEQUENCE - FINANCIAL MANAGEMENT](#)

Healthcare Management

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

- MBA6651 Healthcare Systems and Environment
- MBA6652 Healthcare Economics
- MBA6653 Healthcare Informatics
- MBA6654 Practical Case Studies in Healthcare Management

[SAMPLE PROGRAM SEQUENCE - HEALTHCARE MANAGEMENT](#)

Human Resources Management

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

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

[SAMPLE PROGRAM SEQUENCE - HUMAN RESOURCES MANAGEMENT](#)

Supply Chain Management

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

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

[SAMPLE PROGRAM SEQUENCE - SUPPLY CHAIN MANAGEMENT](#)

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 few 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, complete two M.B.A. core courses as undergraduate electives, and complete 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, 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

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 a total number of credits attempted and earned.

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

[SAMPLE PROGRAM SEQUENCE](#)

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 Calendar

ACADEMIC YEAR 2021-2022

FALL SEMESTER 2021

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

WINTER SEMESTER 2022

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

SPRING SEMESTER 2022

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

ACADEMIC YEAR 2022-2023

FALL SEMESTER 2022

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

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

WINTER SEMESTER 2023

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

SPRING SEMESTER 2023

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

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:

1. An Incomplete ("I") is a temporary grade which may be assigned by a faculty member to a student who, for reasons beyond their control, cannot finish the assigned course work by the end of the term as defined in the course syllabus.
2. The following conditions apply to this grade:
 - The student's work to date is passing (D or better)
 - Required work may be reasonably completed in the agreed upon time frame
 - The "I" is not assigned as a substitute for an "F" or other such failing grade
 - The "I" is not used as a means of raising a grade by doing additional work after a final grade has been assigned.
 - The student initiates the request for the grade before the end of the term.
3. Students must initiate the process using the Contract for an incomplete grade and obtain the approval of their instructor and the instructor's Department Chair or Division Director. This contract will specify what work remains, how it is to be completed, the grades earned in all assignments to date and the deadline. It will

remain in the student's record, with finalized copies to the student, instructor and the appropriate Department Chair or Division Director.

4. Faculty who have agreed to this process may assign an "I" before the grade deadline; the contract is due in the student's record within two weeks of this date. Contracts which are not received within two weeks will result in an "F" grade being assigned.
5. The deadline for initiating the process is 24 hours before the final exam for that course, absent any exigent circumstances which would prevent a student from making the request. However, students are encouraged to engage in dialogue with their instructor as soon as they are aware that circumstances may delay completion of course work.
6. The faculty and student will determine a mutually agreeable deadline for completion of the course work; however, this cannot be later than the last day of the subsequent semester in which the course was taken. The student should be encouraged to complete work as soon as reasonably possible.
7. A student, upon consultation with their faculty member, may appeal to extend the deadline for the "I," however, this extension may not be longer than the final day of the subsequent term in which the course was taken.
8. Failure to meet the agreed upon deadline will result in an "F" grade being recorded on the students' academic record. Absent exigent circumstances, this action is not subject to appeal.
9. When the work is turned in to the satisfaction of the faculty member, a Change of Grade form should be submitted with the appropriate final grade.

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

To compute the GPA for the semester, each letter grade is converted to the grade point equivalent listed above. Then, that grade point is multiplied by the number of credits designated for the course. This produces the grade point equivalents for each class. This procedure is followed for each course. 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.

Repeating Courses:

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

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

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

8. The repeat of a course may affect financial aid awards and completion of major requirements. The student should consult with Financial Aid for advice related to these issues.

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

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 syllabus, but generally it is expected that these log-ins will occur on separate days throughout the week rather than on a single day, and that students will spend significant time in the online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Students who are withdrawn for 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 I and session II 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 II without first having taken Session I may register for session II and add credits up to week 10 of the corresponding semester.

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

Leaves of Absence: Students must file an application for a leave of absence with the 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 absence 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 I and II who chooses to withdraw from session I but intends to return for session II should complete the Intent to Return statement on the [Course Withdrawal eForm](#) and submit.

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

At a minimum, all graduate students are expected to earn a minimum cumulative GPA of 3.00 to graduate, and may not receive more than two grades below a “B.” All students are solely responsible for monitoring their academic progress and standing, the submission of work, and all other program requirements.

The following standings will apply to students based on their performance

Good standing:

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

Academic warning:

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

Academic dismissal:

- Students who have a term GPA of less than 3.00 in the semester immediately following a term of Academic Warning
- Students who receive all failing grades within a term
- Students who have received more than two grades below a “B” within the graduate program of study.

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

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

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

If the student does not agree with the determination of the Chair, they may submit a final appeal to the Dean of the school in which the program resides, using the following mechanism:

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

The Dean's decision is final and may not be appealed.

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

Course Grade Appeal:

Policy, Scope and Intent

The assessment of the quality of a student's academic performance is one of the major responsibilities of college faculty members. This assessment is solely and properly their responsibility. It is essential for the standards of the academic programs at Berkeley College and the integrity of the degrees conferred by this institution that the professional judgments of faculty members not be subjected to pressures or other interference from any source.

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

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

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

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

about whether or not a grade should be appealed or needs additional information about the grade appeal process should contact the Academic Advisor.

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

The Appeals Process

Professor

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

Second Appeal: Department Chair/Division Director

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

Final Appeal: Dean of the School/Division

- The student must initiate the final appeal within one week of receiving the Chair's/ Director's decision. The appropriate Dean is the school/division in which the course was taught, not necessarily the student's major Dean.

- The Dean, in consultation with the Chair/Director, the faculty member, and the student, will make a final written decision to support the faculty member or a recommendation to the faculty member in support of the student's position on the grade appeal within five class days. If the Dean agrees that the grade assigned for the course is incorrect, he or she will approve the grade appeal request and submit a Change of Grade form to the Registrar.

Timing

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

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 or more credits per semester
- A ½ load is four and a half to eight (4.5 to 8) credits per semester
- Any semester course load less than 4.5 credits is less than half-time

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](#).

Admissions

- [Graduate Admissions](#)
- [Immunization Requirement](#)
- [M.B.A. Program Tuition and Fees](#)
- [M.B.A. Program Tuition and Fees 2021/2022](#)

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 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/](https://www.berkeleycollege.edu/apply/))
- Official transcripts from all undergraduate institutions
- \$50 nonrefundable application fee
- Two letters of recommendation
- Resume
- Personal statement
- Application for transfer credit
- TOEFL or IELTS scores for students graduating from an institution in a country where English is not the official language and 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
- April 1 for spring admission to the on-site program in Woodland Park, NJ
- At least two weeks before the start of any semester 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 should familiarize themselves

with online learning. Interested students should call the College at 855-522-4723 or mail 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.

Refund Policy and Miscellaneous Costs

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

Tuition Refund Policy

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

Tuition Refund Schedule

Week of term when notification is made	Refund schedule for 15-week courses	Refund schedule for seven-week courses
1	90%	90%
2	90%	50%
3	50%	25%
4	50%	0%
5	25%	0%
6	25%	0%
7	25%	0%
8	0%	
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 I and II and withdraws from all courses in session II after starting session II;
- A student is enrolled in seven-week courses in session I and/or II while taking at least one 15-week semester-length course and withdraws from all courses.

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

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

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid, based on the student's enrollment status. (Individual course drops after week one for seven-week courses and week two for 15-week courses do not entitle the student to a refund for that course.) Students wishing to withdraw after the start of a semester should contact the Director 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		Refund schedule for	
	15-week courses	TA-Active Duty	Seven-week courses	TA-Active Duty
1	90%	90%	90%	90%
2	90%	90%	50%	50%
3	50%	50%	25%	50%
4	50%	50%	0%	25%
5	25%	50%	0%	25%
6	25%	25%	0%	0%

7	25%	25%	0%	0%
8	0%	25%		
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 2021/2022

Tuition and fees are applicable for the 2021/2022 academic year. Effective date 9/1/2021.

2021-2022 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 (NON-REFUNDABLE)

Application Fee	\$50 (non-refundable)
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 cash, 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.

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

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

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

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

Contact the Berkeley College SFL Group:

Email: StudentFinancialLiteracy@BerkeleyCollege.edu

Financial Aid Summary

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

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

Federal Direct Unsubsidized Loan	Up to \$20,500
Federal Direct Grad Plus	Up to the cost of attendance minus other financial aid/assistance and other resources
Federal Work Study (FWS)	Awards vary
Veterans' Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary
Berkeley College MBA Alumni Grant	Up to 25% of tuition
Berkeley College MBA Veterans Award	Up to a 50% tuition grant
Berkeley College Law Enforcement Scholarship	Up to 25% or 50% of tuition per standard academic year. Up to 25% for part-time attendance and up to 50% for full-time attendance
Corporate Learning Partnership	Up to 30% of tuition per standard academic year

Financing a Graduate Education

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

The first step for students interested in applying for financial aid is to complete and submit the **Free Application for Federal Student Aid** (“FAFSA”) at <https://studentaid.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. Scholarships
2. Berkeley College Grants and Scholarships (not based upon need)
3. Post-9/11 GI Bill (Veterans Affairs Chapter 33 (if applicable))
4. Outside resources (such as private scholarships, VA benefits other than Post-9/11 GI Bill, tuition reimbursement etc.)
5. Federal Direct Unsubsidized Loans
6. Federal Work Study
7. Federal Graduate PLUS Loans (upon request and only if Federal 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 through Self-Service on Engage.

How to Apply

Each year, aid applicants must submit a Free Application for Federal Student Aid (FAFSA). This application should be submitted to the federal processor online at <https://studentaid.ed.gov/sa/fafsa>. For the 2021-2022 year, the FAFSA became available on October 1, 2020. For the 2022-2023 year, the FAFSA becomes available on October 1, 2021. Students applying for admission for the Spring 2022 Semester should complete both applications. 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.

It is recommended that students, spouses, and/or parents use the IRS Data Retrieval Tool, which can make the application process easier, faster, and more accurate, facilitating earlier notification of awards.

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

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

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 Federal Direct Loans from the U.S. Department of Education and repay the loans through various loan servicers chosen by the U.S. Department of Education. Students must complete a Master Promissory Note, a legal document in which the student promises to repay such loans and any accrued interest and fees to the U.S. Department of Education. The Master Promissory Note also explains the terms and conditions of the loan(s). The Master Promissory Note is available at <https://studentaid.gov/mpn/>. Various repayment and deferment options exist for federal loans. All first-time borrowers will be provided entrance counseling that describes these options prior to loan disbursement.

- **Federal Direct Unsubsidized Loan:** 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. Effective July 1, 2021 through June 30, 2022, a fixed interest rate of **5.28** percent applies. 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 Loans.
- **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 Direct 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, 2021 to June 30, 2022 is **6.28** 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 Master Promissory Note. 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):** Eligible students can seek part-time employment either on campus or in community service positions off campus. Awards, hours, and pay rates vary. Interested students should be directed to <https://berkeleycollege.edu/current-students/federal-work-study/index.html>
- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the

semester or session, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on last date of attendance. This provides the percentage of Title IV aid a student has "earned."

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

SEVEN-WEEK SESSIONS

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

The following examples will illustrate the important differences in timing:

Example 1

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

Session I = 47 days

Session II = 47 days

Total denominator = 94 days

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

Example 2

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

Session I = 47 days

Total Denominator = 47 days

Student attends 20 days in Session I.

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

Example 3

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

Session I = 47 days

Semester = 105 days

Total Denominator = 105 days

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

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

First - Direct Unsubsidized Loan

Second - Federal Direct Grad PLUS Loan

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

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.

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

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

Disbursement of Aid

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

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

973-200-1148

StudentFinance@BerkeleyCollege.edu

Satisfactory Academic Progress (SAP)

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Qualitative Standards

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 B or better.

150 Percent Rule

The 150 percent rule requires a student to complete degree requirements by the time the student has attempted 150 percent of the required credit hours necessary for graduation in the current degree program. The 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 exceed 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 PLUS for Graduate Students
- Federal Direct Unsubsidized 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 II (which does not begin until the eighth week of the semester). If courses are not attended, IA may be reduced/prorated. In addition, if a course or courses are not attended the loan funds received may exceed charges. In such cases, Berkeley College strongly recommends that students repay such excess loan funds immediately to avoid incurring unnecessary debt.

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

Information Resources

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

Federal Resources

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

Berkeley College 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: Up to 25% of tuition

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

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: Up to 50% of tuition

Open to: New and transfer students

Eligibility Requirements:

- Exhausted all VA Benefits

Renewability Requirements:

- Satisfy SAP requirements

Law Enforcement Scholarship

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

Open to: Adult and transfer students

Eligibility Requirements:

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

Renewability Requirements:

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

Corporate Learning Partnership

Amount: Up to 30% of tuition.

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

Eligibility Requirements:

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

Renewability Requirements:

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

Yellow Ribbon Grant

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

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

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

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

Renewability Requirements:

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

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."

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 I and session II withdraws from session II while still attending session I, 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 I and session II withdraws from session II after session I ends but before session II 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.

Intent to Return

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

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 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 receive free 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/.

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 BerkeleyCares 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 Rights and Responsibilities

- [Academic Integrity and Plagiarism](#)
- [Accommodating a Disability](#)
- [Alcohol and Drug Policy Statement](#)
- [Campus Security and Emergency Procedures](#)
- [Classroom Management](#)
- [Conduct](#)
- [Copyright Policy](#)
- [Equal Opportunity Policy and Procedures](#)
- [Media Relations Consent](#)
- [Recording Classroom Lectures and Discussion Policy](#)
- [Sexual 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 the attached [definition of academic integrity](#).**

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 Katherine Wu, Director, Disability Services, at 212-986-4343 ext. 4211 or KNW@BerkeleyCollege.edu.

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

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.

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

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

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

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

To speak to a member of the College Public Safety Department, call 973-278-5400 ext. 1194 or email: Robert-Maguire@BerkeleyCollege.edu 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 the workplace and opportunities for learning, Berkeley College is firmly committed to providing a working, learning and living environment that is free from unlawful discrimination, harassment and retaliation, and strives to afford fair and equitable treatment and equal access to all members of the College community, regardless of their membership in any legally protected class. Berkeley College prohibits under its Equal Opportunity Policy (a) discrimination on the basis of sex, gender, gender identity or expression, sexual orientation, pregnancy and the status of being transgender; (b) discrimination or harassment on the basis of race, color, creed, religion, national origin, nationality, age, genetic characteristics, ancestry, mental or physical disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, atypical hereditary cellular or blood trait and any other classes protected by applicable state or local law; and (c) bullying among students, including but not limited to cyber-bullying, when a student directs the bullying at a specific group or individual based upon that group or individual's inclusion in one of the protected classes outlined above.

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

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

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

Media Relations Consent

The 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

Kelly Depsee
Director, Communications and External Relations
973-278-5400, ext. 5112
KME@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, contact Katherine Wu, Director, Disability Services, at 212-986-4343 ext. 4211 or KNW@BerkeleyCollege.edu.

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

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking

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

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

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

Notice of Non-Discrimination (Title IX)

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

Title IX of the Education Amendments prohibits discrimination, harassment and assault based upon sex or gender. Questions regarding Title IX may be referred to the College Title IX Coordinator: 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.

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

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

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

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

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

Smoking

Berkeley College strictly prohibits the use of tobacco products and electronic smoking devices 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 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 90,500 print and media titles, 191,900 electronic book titles, 74,900 streaming video programs, and 100 research databases. Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system.

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

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

*The Berkeley College Online Library is available from a PC, Mac, tablet, or smartphone 24 hours a day, seven days a week, from any location where Internet access is available and permitted by law.

Center for Academic Success (CAS)

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

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

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

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

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- [Board of Trustees](#)
- [Office of the President](#)
- [General Administration](#)

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

M.B.A. Faculty

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M.Phil., Ph.D., Columbia University

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D.B.A., University of Phoenix

Maya Reddi

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M.A., Osmania University
Ph.D., The Pennsylvania State University

Part-time faculty

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B.S., New Jersey Institute of Technology
M.B.A., New Jersey Institute of Technology
D.B.A., Walden University

David Lavelle, CFA

B.S.B.A., Seton Hall University
M.B.A., George Washington University

Samuel Miller

M.B.A., City University of New York, Baruch
D.B.A., Northcentral University

Samuel Nwosu

M.S. and B.S., Southern Illinois University
Ph.D., Capella University

Chiji Ohayia

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D.B.A., Northcentral University

Christopher Warburton

Ph.D. and M.A., Fordham University

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

Most courses use eTexts and do not require traditional textbooks. If a traditional textbook is required for a course, the information, including course requirements, pricing, International Standard Book Numbers (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 "[Transfer of Funds Request](#)" eform 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