



2016-2017
Graduate Catalog
and Student Handbook

 **Berkeley College**[®]

SCHOOL OF GRADUATE STUDIES

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Berkeley College Overview

Furthering the 85-year tradition of high-quality business and professional business education, Berkeley College offers a Master of Business Administration (M.B.A.) degree in Management at the Woodland Park campus as well as through Berkeley College Online[®]. Developed with input from employer Advisory Boards, the M.B.A. program is designed to deliver the knowledge and skills required to achieve success in a diverse and technology-driven environment.

The semester-based program offers intensive instruction while accommodating the busy schedules of working professionals. Anchored in the core values of integrity, stewardship, sustainability, and inclusiveness, this carefully developed program offers great appeal to a wide range of high-achieving students. Other important advantages include:



- Small cohorts allow students to work closely with an accomplished faculty who have both doctorate degrees and professional experience in the subjects they teach
- A required practicum allows the integration of concepts taught in the program with business projects related to students' current or prior jobs
- Projects within the program offer a hands-on opportunity to apply concepts from the curriculum to real-world situations
- Extensive network of employer contacts and free lifetime career assistance for graduates*

- **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 catalog may be reflected here or elsewhere on the BerkeleyCollege.edu website.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures.

*while the College is in operation



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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



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Accreditations and Approvals

Berkeley College is accredited by the **Middle States Commission on Higher Education**, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

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

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

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

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

Online programs are subject to regulation by New Jersey and/or New York, as well as by the state of each student's residence. It is, therefore, essential that online students intending to change their state of residence notify their Academic Advisor as soon as possible in advance, since such change may affect their eligibility to remain enrolled in the College.

Complaint Contact Information By State

State Online Authorization Information

Complete list of Berkeley College accreditations and approvals

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

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Woodland Park Campus Program

44 Rifle Camp Road, Woodland Park, NJ

The Berkeley College School of Graduate Studies 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, Faculty Advisement, and the Dean of the School of Graduate Studies.

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.



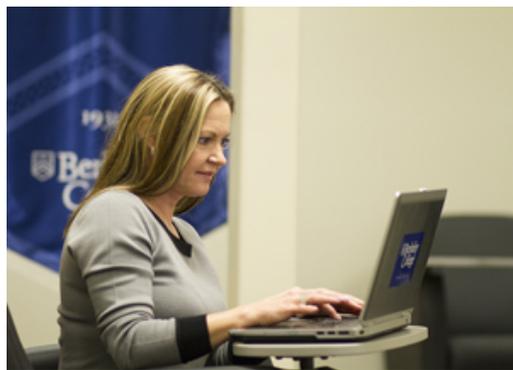
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Berkeley College Online®

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

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

- Support is available every step of the way. Instructors, classmates, and academic advisors are just an email, phone call, or video chat away. Students also have access to the Center for Academic Success, online library, counseling services, online clubs, and additional support services and resources.
- Recognition for excellence in online education by numerous authorities:
 - One of the first college or university online programs worldwide to be awarded Quality Standards certification by the United States Distance Learning Association (USDLA), 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 three 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





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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:

BerkeleyCollege.edu/international_students/index.htm

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

[Berkeley College](http://BerkeleyCollege.edu) 1-855-522-4723 ext. YM5

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Military and Veteran Students

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

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

Getting started

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

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 veterans, including:

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

Awards and acknowledgments

- Berkeley College named a 'Top 10 Military Friendly College' by *GI Jobs* magazine for 2017
- Berkeley College named a 'Best Online College for Veterans' by *US News & World Report*; 2014 and 2017
- Berkeley College named a 'Best for Vets' College by *Military Times* 2013, 2014, and 2017
- Berkeley College named a 'Military Friendly College' by *GI Jobs* magazine 2010-2014; 2016 and 2017
- Berkeley College named a 'Military Friendly College' by *Military Advanced Education* magazine 2010-2015 and 2017
- Berkeley College named a 'Top 10 Military Friendly College for Spouse' by *GI Jobs* magazine for 2017

Talk to us. We're here to help.

To learn more about opportunities for military and veteran students at Berkeley College, visit:

BerkeleyCollege.edu/military/





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

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Academic Program

Built on a proud tradition of helping to prepare students for successful careers, the Berkeley College M.B.A. in Management degree program combines academic excellence and practical knowledge based on the professional demands of a global marketplace. The intensive program delivers an advanced level of education to provide students with an educational foundation to achieve lifelong success in their chosen careers.

The Berkeley M.B.A. emphasizes:

- Knowledge to guide effective action in diverse and international business contexts
- Communication skills in professional contexts
- The ability to use information for planning and stewardship in the contemporary business environment
- The capacity to develop and implement an integrated process of planning and acting responsibly
- Practical skills for the professional workplace



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

Course Requirements

FOUNDATION COURSES

Semester Credits

MBA5510 Business Statistics

3 Credits

This course covers the fundamental applications of statistics in business analyses and decision-making. It focuses on the theory and application of many of the commonly used quantitative methods in business, with emphasis on understanding and defining business problems, selecting appropriate quantitative problem-solving methodologies, and in quantifying the level of uncertainty and risk in statistical estimation and forecasting. The course will cover data analysis, both descriptive and inferential; forecasting using time series data; and estimation utilizing sampling distributions and linear regression systems.

MBA5515 Management and Organizations

3 Credits

This course explores the nature and scope of the business organization, examines its individual components, and describes how the parts synergistically fit together into a whole. It focuses on the basic roles, skills, and functions of management, with special attention to managerial responsibility for effectively and efficiently achieving organizational goals by working with people and other organizational resources. Emphasis will be placed on the managerial functions of planning, organizing, leading, and controlling the modern business concern.

MBA5520 Macroeconomics

3 Credits

This course provides students with the analytical skills and factual knowledge necessary to deal critically with the broad economic and financial policy issues confronting an open economy. We will explore economic theories that attempt to explain economic growth, business cycles, inflation, and unemployment within the context of an integrated and complex global economy. Additionally, we will draw upon current and historical economic events and explore the questions: How does an economy drive growth? Is such growth sustainable? Does inflation always accompany rapid growth? What are the choices confronting economic policy makers during the various phases of the business cycles?

MBA5525 Principles of Financial Management

3 Credits

This course is designed to develop a basic understanding of the fundamental principles of financial management, including financial theories and financial management practices. The course familiarizes students with the financial organization and operation of a business, including financial analysis, planning and control, budgeting and forecasting, and short- and long-term financing of the business entity.

MBA5530 Foundations in Marketing

3 Credits

Designed to introduce students to the functional area of marketing, this course will emphasize key concepts and tasks such as market research, consumer behavior, positioning, and branding, along with aspects of the marketing mix, including product/service, price, place, and promotion. Students will gain a foundational understanding of the marketing process, including the internal and external factors that influence it, and learn how to generate sound strategies that deliver customer and company value.

MBA5535 Introduction to Financial and Managerial Accounting

3 Credits

The course covers the basic financial accounting elements, definitions, and statements. Students learn how to read and understand financial statements and how to use them in making financial business decisions. The course also introduces students to the uses of accounting information for management planning and controlling, budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements.

CORE COURSES

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: All foundation courses or approval of the Dean of the School of Graduate Studies

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: All foundation courses or approval of the Dean of the School of Graduate Studies

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: All foundation courses or approval of the Dean of the School of Graduate Studies

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: All foundation courses or approval of the Dean of the School of Graduate Studies

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 ROI mindset and learn how to evaluate the profitability of strategic options.

Prerequisite: All foundation courses or approval of the Dean of the School of Graduate Studies

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: All foundation courses or approval of the Dean of the School of Graduate Studies

ADVANCED CORE COURSES**MBA7710 Globalization: Analysis and Response**

3 Credits

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

Prerequisite: All core and elective courses or approval of the Dean of the School of Graduate Studies

MBA7715 Corporate Governance and Business Ethics

3 Credits

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

Prerequisite: All core and elective courses or approval of the Dean of the School of Graduate Studies

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: MBA7710, MBA7715, or approval of the Dean of the School of Graduate Studies

ELECTIVES (Two Courses)

Human Resources Electives:

MBA6640 Compensation and Employee Benefits

3 Credits

This course focuses on how managers can design compensation and benefit programs to attract, retain, and motivate qualified employees. We will examine the context of compensation practice, the criteria used to compensate employees, compensation system design issues, employee benefits, and contemporary challenges faced by human resource managers. The concept of using compensation as an effective competitive tool to attract the 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: All foundation courses or approval of the Dean of the School of Graduate Studies

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: All foundation courses or approval of the Dean of the School of Graduate Studies

MBA6642 International and Comparative Human Resources

3 Credits

As companies and organizations become increasingly global, issues of national culture, systems, and institutions can often stand in the way of managing human resources across national boundaries. From a cultural perspective, the course compares how people in different countries see themselves and others around them, and how expectations, values, and beliefs can differ. From an institutional perspective, we will compare how national level legislation, state intervention, trade union influence, and the respective power of shareholders versus stakeholders all impact on patterns of human resource practices in different countries. For many years, international firms have effectively managed their financial and material resources globally, leveraging economies of scale, low-cost production,

currency fluctuations, and the like. Human resources, as all other resources in multinational firms, are now being managed on a global scale.

Prerequisites: All foundation courses or approval of the Dean of the School of Graduate Studies

Healthcare Electives:

MBA6650 Global Healthcare Systems

3 Credits

Healthcare Systems around the world are under enormous pressure to increase efficiency while improving the quality of care. This class will incorporate a case studies approach to explore health systems in a number of countries, including the U.S. health system, in order to understand and evaluate what works well and what does not. The scope of study will include how different health systems deal with primary, secondary, and tertiary care from a cost, efficiency, and quality perspective.

Prerequisites: All foundation courses or approval of the Dean of the School of Graduate Studies

MBA6651 Healthcare Systems and Environment

3 Credits

Healthcare Systems and Environment identifies and explains the essential elements of current healthcare systems with a focus on the relationships between 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: All foundation courses or approval of the Dean of the School of Graduate Studies

MBA6652 Healthcare Economics

3 Credits

Healthcare Economics 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 that characterize the industrial organization of healthcare: licensure, third party insurance, non-profit hospitals, and government regulations.

Prerequisites: All foundation courses or approval of the Dean of the School of Graduate Studies

General Electives:

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: All foundation courses or approval of the Dean of the School of Graduate Studies

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.

Prerequisites: All foundation courses or approval of the Dean of the School of Graduate Studies

MBA6662 Project Management

3 Credits

Projects are major undertakings that have a limited duration and a finite completion point. As such, they require a unique approach to management and administration. This course covers designing, managing, and monitoring projects in organizations. The outcome of the course is an enhanced ability to identify requirements, necessary

resources, and potential problems encountered while planning a project; to learn techniques designed to monitor projects; and best practices in keeping projects on time and within budget. The course examines the simultaneous management of multiple projects by an individual and the strategic orientation of senior management toward an organization's portfolio of ongoing and potential projects.

Prerequisites: All foundation courses or approval of the Dean of the School of Graduate Studies

MBA6663 Entrepreneurship

3 Credits

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

Prerequisites: All Foundation Courses or Approval of the Dean of the School of Graduate Studies

MBA6664 Negotiation and Conflict Management

3 Credits

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

Prerequisites: All foundation courses or approval of the Dean of the School of Graduate Studies

Practicums (Required 3 credits)

Students are required to add one credit to any three core, advanced core (except MBA8810 M.B.A. Capstone), or elective courses by completing a practicum. The assignment will require students to apply the concepts learned in their coursework to actual work experience.

Semester Credit Structure

1. Foundation - 18 credits (may be waived)
2. Core - 18 credits
3. Advanced Core - 9 credits
4. Electives (2 courses) - 6 credits
5. Practicums - 3 credits

Total Semester Credits Required for Graduation - 54 Semester Credits*

*Note: For students who have taken equivalent undergraduate courses within seven years of entry into the M.B.A. in Management program and received a grade of B or better, foundation courses may be waived. Such waivers are at the sole discretion of the Graduate Admissions Committee. If students receive waivers for all six foundation courses, the total semester credits required for graduation will be 36.

SAMPLE PROGRAM SEQUENCE

M.B.A. Program Statistics

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

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

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

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

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

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

In this option, 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, assuming waivers in all six foundation courses, completion of two M.B.A. core courses as undergraduate electives, and completion of 30 M.B.A. credits in the three semesters of their fourth calendar year of study.

To be considered for the Four-year Combined B.B.A./M.B.A Option, current Berkeley College undergraduates or transfer and prospective students must meet the following admission criteria:

- A cumulative GPA of at least 3.50
- Full-time enrollment or intention to study full-time
- Successful completion (B or better) of the six undergraduate courses that correspond to the M.B.A. foundation requirement

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

SAMPLE PROGRAM SEQUENCE

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit the links below.

- [B.B.A., Accounting New Jersey Program Statistics](#)
- [B.B.A., Fashion Merchandising and Management New Jersey Program Statistics](#)
- [B.B.A., Financial Services New Jersey Program Statistics](#)
- [B.B.A., General Business New Jersey Program Statistics](#)
- [B.B.A., Health Services Management New Jersey Program Statistics](#)
- [B.B.A., International Business New Jersey Program Statistics](#)
- [B.B.A., Business Administration - Management New Jersey Program Statistics](#)
- [B.B.A., Marketing Communications New Jersey Program Statistics](#)
- [M.B.A., Management New Jersey Program Statistics](#)

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FALL YEAR ONE		FALL YEAR THREE	
MBA5510 Business Statistics	3	MBA6630 Marketing Strategy in a Global Context	3
MBA5515 Management and Organizations	3	MBA6635 Strategic Management of Technology.....	3
WINTER YEAR ONE		WINTER YEAR THREE	
MBA5520 Macroeconomics	3	MBA7710 Globalization: Analysis and Response	3
MBA5525 Principles of Financial Management.....	3	MBA7715 Corporate Governance and Business Ethics	3
SPRING YEAR ONE		SPRING YEAR THREE	
MBA5530 Foundations in Marketing.....	3	MBA8810 M.B.A. Capstone	3
MBA5535 Introduction to Financial and Managerial Accounting.....	3		
FALL YEAR TWO		PRACTICUMS	
MBA6615 Organizational Behavior and Leadership.....	3	Students are required to add one credit to any three core, advanced core (except MBA8810 M.B.A. Capstone), or elective courses by completing a practicum. The assignment will require students to apply the concepts learned in their coursework to actual work experience.	
MBA6620 Managerial Economics for Business Decision Making	3		
WINTER YEAR TWO		54 CREDIT HOURS REQUIRED FOR GRADUATION	
MBA6610 Operations Management.....	3		
MBA6625 Managerial Finance	3	NOTE: Foundation courses will be waived for students who have taken equivalent undergraduate courses within seven years of entry into the M.B.A. in Management program and received a grade of B or better. If students receive a waiver for all six foundation courses, 36 total semester credits will be required for graduation.	
SPRING YEAR TWO			
General Management, Healthcare, or Human Resource Electives	6		



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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.

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Academic Calendar

Dates are subject to change.

FALL SEMESTER 2016

Tuesday, September 6, 2016 - Classes Begin - 15-week and 7-week module A
Monday, October 10, 2016 - Columbus Day - No Classes
Saturday, October 22, 2016 - Classes End - 7-week module A
Monday, October 31, 2016 - Classes Begin - 7-week module B
Thursday, November 24, 2016 through Sunday, November 27, 2016 - Thanksgiving Recess - No Classes
Saturday, December 17, 2016 - Classes End - 15-week and 7-week module B
Sunday, December 18, 2016 through Monday, January 2, 2017 - Recess

WINTER SEMESTER 2017

Tuesday, January 3, 2017 - Classes Begin - 15-week and 7-week module A
Monday, January 16, 2017 - Martin Luther King Day - No Classes
Saturday, February 18, 2017 - Classes End - 7-week module A
Monday, February 20, 2017 - Presidents' Day - No Classes
Monday, February 27, 2017 - Classes Begin - 7-week module B
Saturday, April 15, 2017 - Classes End - 15-week and 7-week module B
Sunday, April 16, 2017 through Sunday, April 23, 2017 - Recess

SPRING SEMESTER 2017

Monday, April 24, 2017 - Classes Begin - 15-week and 7-week module A
Monday, May 29, 2017 - Memorial Day - No Classes
Saturday, June 10, 2017 - Classes End - 7-week module A
Monday, June 19, 2017 - Classes Begin - 7-week module B
Tuesday, July 4, 2017 - Independence Day - No Classes
Saturday, August 5, 2017 - Classes End - 15-week and 7-week module B
Sunday, August 6, 2017 through Monday, September 4, 2017 - Recess

FALL SEMESTER 2017

Tuesday, September 5, 2017 - Classes Begin - 15-week and 7-week module A
Monday, October 9, 2017 - Columbus Day - No Classes
Saturday, October 21, 2017 - Classes End - 7-week module A
Monday, October 30, 2017 - Classes Begin - 7-week module B
Thursday, November 23, 2017 through Sunday, November 26, 2017 - Thanksgiving Recess - No Classes
Saturday, December 16, 2017 - Classes End - 15-week and 7-week module B
Sunday, December 17, 2017 through Tuesday, January 2, 2018 - Recess

WINTER SEMESTER 2018

Tuesday, January 2, 2018, Classes Begin - 15-week and 7-week module A
Monday, January 15, 2018, Martin Luther King Day - No Classes
Saturday, February 17, 2018, Classes End - 7-week module A
Monday, February 19, 2018, Presidents' Day - No Classes
Monday, February 26, 2018, Classes Begin - 7-week module B
Saturday, April 14, 2018, Classes End - 15-week and 7-week module B
Sunday, April 15, 2018 - Sunday, April 22, 2018 - Recess

SPRING SEMESTER 2018

Monday, April 23, 2018, Classes Begin - 15-week and 7-week module A
Monday, May 28, 2018, Memorial Day - No Classes
Saturday, June 9, 2018, Classes End - 7-week module A
Monday, June 18, 2018, Classes Begin - 7-week module B
Wednesday, July 4, 2018, Independence Day - No Classes
Saturday, August 4, 2018, Classes End - 15-week and 7-week module B
Sunday, August 5, 2018 - Monday, September 3, 2018 - Recess



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

Transcript Requests: Official or unofficial transcripts may be requested online at BerkeleyCollege.edu/academics_bc/registrar.htm.

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.

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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. M.B.A. foundation courses are graded on a pass-fail basis.

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

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

Incomplete grades may apply in situations where the student's work in a given semester is not fully submitted due to an emergency. Incomplete grades are never used for unsatisfactory work. Students who receive an incomplete grade must submit all outstanding work to the instructor by the end of week seven of the following semester. It is the instructor's decision to award incomplete grades. Failure to submit outstanding work by the deadline indicated above will result in conversion of an incomplete grade to an F grade. In rare circumstances, the student may petition the Dean of the School of Graduate Studies for an extension of time to submit outstanding work. The decision of the Dean to approve or deny an extension of time is final.

Computation of GPA: 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 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 number of grade point equivalents for all courses is added. That total is then divided by the total number of credits attempted for the semester. The result is the semester GPA.

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

Repeated Course: When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. Students may not repeat courses for which credit already has been earned (grade of C or better).

Course Syllabus: Students receive a syllabus for each course during the first week of the semester. 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 attendance and grading policies, the academic integrity policy, list of major assignments, and other pertinent information.

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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 and have achieved 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.

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General Academic Policies

Matriculation Status: A matriculated student is one who is officially enrolled in the M.B.A. degree program.

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 (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 School of Graduate Studies and the faculty member to make up missed work.

Consistent engagement in the online course is the key to effective learning. M.B.A. students who take online courses are required to engage regularly with their professors and peers, typically by logging into their courses at least three times each week. Specific guidelines for each course are available through the course syllabi, but it generally 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 full policy

BerkeleyCollege.edu/files_bc/Credit_Hour_Assignment_Policy_semester.pdf.

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 Blackboard, sent out via the BerkAlert System, and posted at closings.BerkeleyCollege.edu.

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 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.

Cancelled 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 School of Graduate Studies 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 Dean of the School of Graduate Studies concerning leaves of absences is final.

Program Withdrawal: Students must file an application for withdrawal from the M.B.A. program with the School of Graduate Studies. 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.

Program Reinstatement: Students who withdraw or have been withdrawn from the program must file a petition for reinstatement with the School of Graduate Studies. The decision of the Dean of the School of Graduate Studies concerning reinstatement is final.

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

Academic Probation: M.B.A. students who, after completion of a minimum of 12 M.B.A. credits, have a cumulative GPA of 2.00 or less will be dismissed from the program. Students may appeal to the Dean of the School of Graduate Studies for reconsideration. If approved, the Dean will provide a written response outlining the conditions under which the appeal is granted. The appeal decision of the Dean of the School of Graduate Studies is final.

Once a student completes more than 12 credits, the student's overall GPA must be a minimum of 3.00. If the GPA is below 3.00, the student will be placed on academic probation. The student must bring his/her GPA above 3.00 the following semester. If the student does not attain satisfactory academic standing in the following semester, he/she

may petition the Dean of the School of Graduate Studies to maintain enrollment in the program. Based upon the approval of the Dean, the student may be granted one additional semester in which to remove himself/herself from academic probation. Students who remain on probation for two consecutive semesters will be dismissed from the program.

Students will be academically terminated or placed on academic probation or removed from academic probation only at the end of a semester.

Grade Appeal: A student wishing to appeal a course grade must submit a completed **grade appeal form** to the faculty member by the end of the first week of the academic term following posting of the disputed grade. The faculty member shall respond to the student's appeal in writing as soon as practical. All responses should be entered into the grade appeal form.

Should the student disagree with the faculty member's decision, then no later than two weeks after receiving the faculty member's decision, the student may appeal that decision to the Dean of the School of Graduate Studies. The Dean will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Dean may deem appropriate. The Dean's decision shall be final.

When submitting an appeal to the Dean of the School of Graduate Studies, the student should continue to use and submit the original appeal form, containing the response received from the faculty member. The student should indicate on the form why the student believes the faculty member's decision was in error.

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

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

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

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

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



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Identity Verification of Students Taking Online Courses

Berkeley College Online® uses technology from The Learning House, Inc., a firm that provides student authentication services powered by Acxiom. A student's identity may be verified by this service, at no cost to the student, when a student accesses Blackboard. The information collected will only be used to authenticate a student's identity for class assignments and will be encrypted using secure connections. Student responses to authentication questions will be handled in accordance with the Berkeley College [Privacy Policy](#).



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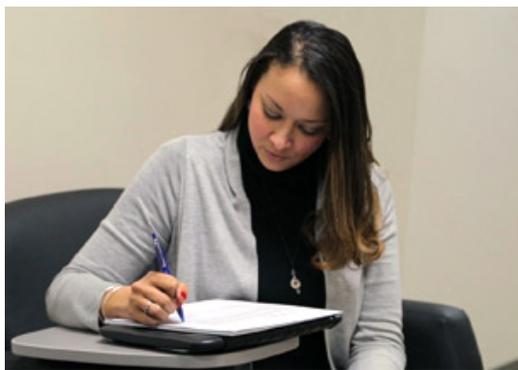
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Graduate Admissions

Berkeley College seeks to provide graduate students with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission to the graduate program based on future potential, motivation, past academic achievement, and work experience. The equivalent of at least two years of professional employment is required for applicants to the M.B.A. in Management program. The Graduate Admissions Committee will evaluate the depth and breadth of the applicant's work experience, the applicant's position and level of responsibility, and the applicant's career progression. Applicants must have a Bachelor's degree from an accredited institution to apply to the graduate program. A personal interview is strongly recommended. Applicants are encouraged to contact the Office of Graduate Admissions to arrange for an appointment. Please allow a minimum of one hour for the visit to discuss educational objectives and career plans, and to receive a tour of the College. For further information, students may also call the College at 855-522-4723 ext. YM5 or email BCGrad@BerkeleyCollege.edu.

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

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

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

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

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

Online Degree Applicants: Many students choose to earn a degree online. The Graduate Studies office works with applicants who are seeking flexibility and convenience to balance graduate classes with family, work, and other commitments. Prior to registering for their first online course, applicants must complete a short introductory online course to familiarize themselves with online learning. Interested students should call the College at 855-522-4723 ext. YM5 or email BCGrad@BerkeleyCollege.edu.

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

Transfer Credits will be accepted for any core, advanced 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 vabenefits.vba.va.gov/vonapp/main.asp. 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/military/. 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 866-433-1086 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.



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Immunization Requirement*

MMR

Subject to certain exemptions listed below, all students enrolled in degree programs at one of Berkeley's New Jersey campuses must provide proof of immunization or actual immunity against measles, mumps, and rubella.

Hepatitis B

Subject to certain exemptions listed below, any new student who enrolls in a degree program at one of Berkeley's New Jersey campuses for the first time on or after January 1, 2008 and registers for 12 or more semester credits must show appropriate proof of immunization or actual immunity against Hepatitis B.

Meningitis

Subject to certain exemptions listed below, students must acknowledge in writing that they have received information from the College concerning meningitis and vaccination. In addition, students must furnish proof of immunization against meningitis received within the previous 10 years or acknowledge that they have elected to forego immunization.

Exemptions

Students who demonstrate to the satisfaction of the College Registrar that they (a) are 31 years of age or older, (b) attended primary or secondary schools in New Jersey (which have the same immunization requirements) or fulfilled the requirements as students of Berkeley College, or (c) are entitled to an exemption from such requirements for appropriately documented medical or religious reasons are exempt from the requirements described above.

Acceptable Proof of Immunization

Every student required to furnish proof of immunization must submit a certificate of immunization signed by a physician or healthcare provider to the Office of the Registrar prior to registering for classes. In the discretion of the Registrar, serological proof of immunity (laboratory results) or other proof, such as a Student Health Record from a previously attended school or military records, properly documenting the required immunization history may be accepted as adequate proof of such immunization.

Failure to Satisfy Requirements Prior to Registration

Students who have not satisfied the College's immunization requirements will not be permitted to register for classes. For more information concerning immunization requirements, please contact the Office of the Registrar.

Emergency Action

In the case of a suspected outbreak of disease on campus or under other comparable circumstances, the College shall take any emergency action it deems necessary to protect the health and safety of the Berkeley College community. Such action may include closing facilities, restricting access, or temporarily barring from campus any student whose immunity to disease has not been documented.

The complete student Immunization Policy is available at BerkeleyCollege.edu/files_bc/Immunization_Policy.pdf.

*Immunization requirements apply to on-site students.



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Waiver of Foundation Courses

Students may seek waiver of any of the six foundation courses*. Waivers are granted to any student who successfully completed a comparable course at an accredited undergraduate institution within seven years of admission. An application for a waiver of foundation courses must accompany the **application for admission** and must include the undergraduate syllabi (no syllabi submission is required for Berkeley graduates). Students must have achieved a grade of B or better in order to be granted a waiver.

Foundation courses may also be waived based upon successful demonstration of prior learning designated by the Graduate Admissions Committee. The Dean of the School of Graduate Studies is responsible for granting such waivers once the designated remediation has been successfully completed.

Foundation courses may also be waived by examination. Students must receive the approval of the Dean of the School of Graduate Studies to seek waiver by examination. Examination for foundation courses must be completed prior to enrolling in the M.B.A. program.

Foundation courses taken at the graduate level are designated pass/fail and are not included in the calculation of GPA.

*Note: All decisions regarding foundation course waivers are within the sole discretion of the College and are final.

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M.B.A. Program Tuition and Fees

Any changes in tuition and/or fees apply to students who enter in or after the winter semester.

2016-2017 M.B.A. PROGRAM TUITION per year

An award year (two semesters) assuming 12 credits (six credits per semester)	\$9,900
Per Semester Credit	\$825 per credit
Foundation Courses	\$720 per credit

DEGREE PROGRAM FEES (NON-REFUNDABLE)

Application Fee	\$50 (non-refundable)
Late registration	\$50 per instance
Graduation Fee	\$100

TUITION DEPOSIT

For students who have been accepted, a tuition deposit of \$100 must be paid within two weeks after receiving an acceptance letter and/or financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 30 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 30-day period.

TUITION PAYMENTS

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

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.

Instructions for registration and payment of semester bills are sent by email to all students for their first semester. 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 was 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 if they have questions or



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need further information.

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

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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:

Week of term when notification is made	Tuition Refund Schedule	
	Refund schedule for 15-week courses	Refund schedule for seven-week courses
1	90%	90%
2	90%	50%
3	90%	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%	



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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 session A and session B and withdraws from all courses in session B after starting session B;
- A student is enrolled in seven-week courses in session A and/or B of a semester 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 just session A or just session B of a semester and withdraws from all courses;
- A student is enrolled in seven-week courses in both session A and B and withdraws from all courses in session B before starting session B;
- A student is enrolled in seven-week courses in both session A and B and withdraws from all courses in session A; however, if the student returns and attends session B, tuition and financial aid will be recalculated based on 15 weeks.

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 School of Graduate Studies.

Financial aid will be adjusted based on U.S. Department of Education Return of Title IV Funds Regulations and the College’s Check Point Policy. When a student notifies the School of Graduate Studies 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 School of Graduate Studies (“unofficial withdrawals”), the calculation is different. When the College becomes aware of a student’s unofficial withdrawal through the “check point” 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.



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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.

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Guide to Financial Aid

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Award

Federal Direct Unsubsidized Stafford Loan (FDUSL)

Federal Direct Grad Plus

Federal Work Study (FWS)

Veterans' Benefits

Federal Aid to Native Americans

Social Security Benefits

Maximum Allowed Per Award Period

Up to \$20,500 a year

Up to the cost of attendance minus other financial aid/assistance and other resources

Awards vary

Awards vary

Awards vary

Awards vary



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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 fafsa.ed.gov. Financial Aid Administrators are available to help students with the application process. The student's financial aid package cannot be finalized until the Financial Aid Department has received all requested documentation. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

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

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Federal Financial Aid Programs

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

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

- **Federal Direct Unsubsidized Stafford Loan (FDUSL):** This loan is available to students who are enrolled at least half-time, regardless of financial need. The borrower is responsible for interest during the life of the loan. Students are eligible for \$20,500 per award year. An award year is defined as two semesters (30 weeks). Graduate students have a cumulative loan limit of \$138,500, including any prior undergraduate debt. No more than \$65,500 of this amount may be in subsidized Federal Stafford loans.

The interest rate in effect from July 1, 2016 to June 30, 2017 is 5.31 percent. New rates are announced each June for the following award year starting on July 1.

- **Federal Direct Grad PLUS Loan:** Eligibility for the Federal Grad PLUS loan does not depend on demonstrated financial need, but borrowers must file the FAFSA to qualify. Borrowers must also pass a credit check and have exhausted their Federal Stafford Loan eligibility. The Federal Grad PLUS loan allows students to borrow up to the total cost of education, including tuition, fees, room and board, books, supplies, personal expenses, and transportation, minus other student aid received.

The interest rate in effect from July 1, 2016 to June 30, 2017 is 6.31 percent. New rates are announced each June for the following award year starting on July 1. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note(s). Berkeley College encourages students entering the School of Graduate Studies to participate in a loan entrance interview. Students will be required to complete an exit interview upon leaving the College.

- **Federal Work Study (FWS):** Berkeley College does not ordinarily award FWS to graduate students, but reserves the right to make an exception.
- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on last date of attendance. This provides the percentage of Title IV aid a student has "earned."

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

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 ssa-custhelp.ssa.gov/app/answers/detail/a_id/282/.

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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 at BerkeleyCollege.edu/berkeley_bc/general-counsel.htm 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.

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Disbursement of Aid

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

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

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

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Satisfactory Academic Progress (SAP)

Qualitative Standards

<u>Credits Attempted*</u>	<u>Cumulative GPA</u>
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

<u>Credits Attempted**</u>	<u>Necessary Percentage Passed</u>
0-12	50%
13-27	65%
28+	67%

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

150 Percent Rule

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

Appeal Process

Students who fall below either qualitative, quantitative, or both standards will be issued a warning. If a student remains below SAP standards for two consecutive semesters, the student will be required to submit a written narrative directly to the Dean of the School of Graduate Studies. 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.



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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**.

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Berkeley College Alumni Association

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

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

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

*while the College is in operation



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Community Service

Learn how good it feels to give back

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

Students have the opportunity to get involved with community organizations such as area soup kitchens, shelters, schools, and libraries, as well as national organizations such as Habitat for Humanity, 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 ALS Association, and more.

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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.

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Orientation

Learning your way around

Newly admitted on-site graduate students attend an orientation at the Woodland Park campus. 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.

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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 students should contact Sandra Coppola, Senior Director of Personal Counseling, at 973-278-5400 ext. 1320 or SEC@BerkeleyCollege.edu. Online students should contact Katherine Wu, Personal Counselor, at 973-405-2111 ext. 1394 or KNW@BerkeleyCollege.edu.

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Student Activities

Getting involved can help you get ahead

A Berkeley College education involves learning that takes place both in and out of the classroom – both on-site and online. Student clubs and campus activities span a wide range of interests. There is something for practically everyone. Membership in a club offers a place to meet new people, as well as an opportunity to develop important communication, organizational, and leadership skills. In addition to visiting the United Nations, New York Stock Exchange, and Broadway, past events have included trips to museums, theaters, and more. Online students may get involved in virtual student forums and streaming presentations, among other activities. Embracing the diverse and multicultural activities at Berkeley College contributes toward the social, personal, emotional, and cultural development of students.

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Student Government

Responsibly representing others

All students have a voice in Berkeley College governance through the Student Government Association (SGA). Although the College's Board of Trustees is ultimately responsible for final policy decisions, student comments and recommendations are encouraged and heeded. Elected SGA officers meet regularly and act as liaisons between students and administration.

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Student Organizations

Join together for a cause

Berkeley College encourages students to join or form organizations that address their interests and concerns and offer opportunities to network, share, and lead. Organizations are social, cultural, academic, recreational, or service-oriented and are an excellent complement to the educational experience at Berkeley College. To find out more about student clubs and organizations, contact the Student Development and Campus Life Department.

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Voter Registration

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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 report violations of these standards. All students are responsible for understanding the standards and 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.

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Accommodating a Disability

Notice of Non-Discrimination (ADA)

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

Questions regarding disability discrimination and requests for accommodations may be referred to the College ADA Coordinators: [NY students] Adam Rosen, Psy.D., 212-986-4343 ext. 4216 or AMR@BerkeleyCollege.edu; [NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or SEC@BerkeleyCollege.edu; [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or KNW@BerkeleyCollege.edu.

In accordance with its Equal Opportunity Policy, 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 BerkeleyCollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf.

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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 abuse or redistribution of drugs obtained lawfully; and the unauthorized 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 BerkeleyCollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf.



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Campus Security

The Public Safety Department is responsible for providing information with respect to safety and security issues. Each year, in accordance with federal regulations, the College distributes a Campus Crime Report for each campus. They 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 at BerkeleyCollege.edu/berkeley_bc/2579.htm.

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

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

The above referenced Public Safety related policies and procedures are posted on the Berkeley College website at BerkeleyCollege.edu/berkeley_bc/consumer-information.htm; BerkeleyCollege.edu/berkeley_bc/2040.htm; and BerkeleyCollege.edu/berkeley_bc/title-ix-resources-and-education.htm. Paper copies are available upon request from the Public Safety Department.



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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, or 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.

The complete Conduct and Safety Policy is available at BerkeleyCollege.edu/files_bc/Conduct_and_Safety_Policy.pdf.



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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 — you are 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 go to BerkeleyCollege.edu/files_bc/Copyright_Policy.pdf.

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Equal Opportunity Policy

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

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

To see the Equal Opportunity Policy in its entirety, please go to BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf.

For information regarding:

1. how to make a complaint alleging sexual discrimination, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence or stalking (Title IX/VAWA related complaints), or retaliation in connection with any of these allegations; and contact information for College Title IX Coordinators;
2. and/or for information regarding how to make equal opportunity complaints in cases involving discrimination, harassment, or retaliation based on race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, and bullying related complaints, that **do not** involve sexual discrimination, sexual harassment, sexual assault, or other Title IX or VAWA related matters; and contact information for the College Equal Opportunity Coordinator for Students, go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located at BerkeleyCollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Student

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



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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 available at

BerkeleyCollege.edu/admissions_bc/ferpa_opt_out_form.htm.

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Other Grievances

Grade Appeals and Academic Grievances

Grade appeals and other grievances relating to academic matters, other than academic and financial aid probation, should be promptly presented to the appropriate faculty member, and then, if necessary, the Dean of the School of Graduate Studies. For all academic grievances, including grade appeals, the decision of the Dean of the School of Graduate Studies is final.

Appeal procedures for academic and financial aid probation and dismissal due to unsatisfactory academic progress are described in the Satisfactory Academic Progress section.

Other Non-Academic Grievances

Grievances relating to (a) a suspension or dismissal for nonacademic reasons other than conduct covered by the Equal Opportunity Policy or (b) any matter not otherwise provided for in these policies and procedures must be presented in writing to the Dean of the School of Graduate Studies within 10 business days. The Dean shall review the circumstances and action taken and may modify such action only where, in the judgment of the Dean, a failure to do so would result in a manifest injustice. In such matters, the decision of the Dean shall be final.

Unavailability of Decision-Maker and Potential Conflicts of Interest

Whenever, in the sole discretion of the College, the official designated by these procedures as a decision-maker shall be unavailable or perceived by the College to have a potential conflict of interest that may unduly influence the investigation or determination of an Equal Opportunity complaint, Academic Grievance, or disciplinary matter, the College may designate a substitute decision-maker.



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Recording Classroom Lectures and Discussion Policy

Students are not permitted to record classroom lectures or discussions without written authorization from the Dean of the School of Graduate Studies or the Americans with Disabilities Act (ADA) Coordinator. Violation of the policy may result in disciplinary action, which could include suspension or dismissal from the College. The Dean of the School of Graduate Studies or the ADA Coordinator may authorize recording of classroom lectures or discussions only when, and to the extent, reasonably necessary to effect a reasonable accommodation to a student's documented disability.

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Sexual Misconduct, Intimate Partner Violence, and Stalking

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

To see the Equal Opportunity Policy in its entirety, go here:
BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf.

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 F. Reed, Ph.D., Vice President, Student Development and Campus Life, at 973-278-5400 ext. 4211 or 212-986-4343 ext. 4211, TitleIXCoordinator@BerkeleyCollege.edu; or the U.S. Department of Education, Office for Civil Rights, at 32 Old Slip, 26th Floor New York, NY 10005-2500; Telephone: 646-428-3900; TDD: 800-877-8339; Email: OCR.NewYork@ed.gov.

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

For information regarding how to make a complaint alleging sexual discrimination, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence or stalking (Title IX/VAWA related complaints), or retaliation in connection with any of these allegations; resources and interim assistance; investigation and appeal procedures; and potential sanctions in these types of cases; and for contact information for Berkeley's Deputy Title IX Coordinator for Students, please go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located at BerkeleyCollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf.

For more information on Title IX and the VAWA go to the College Title IX and VAWA web page located here:
BerkeleyCollege.edu/berkeley_bc/title-ix.htm

For education, rights, options, and resources in the context of sexual assault, intimate partner violence, and stalking, go to the VAWA Resource Brochure, located here: BerkeleyCollege.edu/files_bc/VAWA_Brochure.pdf

To see the College Bill of Rights, go here: BerkeleyCollege.edu/files_bc/BC-Sexual-Assault-Victim-Bill-of-Rights.pdf

To see the NY and NJ definitions of the VAWA crimes, go here:
BerkeleyCollege.edu/files_bc/New_York_Crime_Definitions.pdf and
BerkeleyCollege.edu/files_bc/New_Jersey_Crime_Definitions.pdf

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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 go to BerkeleyCollege.edu/files_bc/Smoke_Free_Campus_Policy.pdf.



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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®, and Flickr®.

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 fans.

It is important to recognize, however, that the use of social media is governed by the same laws, policies, rules of conduct, and etiquette that apply to all other activities. 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 BerkeleyCollege.edu/files_bc/Social_Media_Policy.pdf.



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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.

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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 BerkeleyCollege.edu/admissions_bc/ferpa_opt_out_form.htm.

Students may authorize the disclosure of student records by submitting a FERPA Waiver eForm, which is available at BerkeleyCollege.edu/admissions_bc/ferpa_waiver_form.htm.

To see Student Rights under FERPA, please go to BerkeleyCollege.edu/files_bc/Notification_of_Student_Rights_Under_FERPA.pdf.

For more detailed policy information, please go to BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf.



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Use of Berkeley College Trademarks

Berkeley College logos, slogans, and other trademarks are the exclusive property of the College. Any unauthorized use of those logos, slogans, and other trademarks, or of the Berkeley College name in a way that conveys the impression of official sponsorship, including the operation of a website, wiki, or social media site not authorized in accordance with the Social Media Policy, constitutes a violation of law and is strictly prohibited. Violators may be subject to legal action as well as disciplinary action, up to and including dismissal from the College.

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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 Senior Vice President for Finance and Administration, 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.

For more detailed policy information, please go to BerkeleyCollege.edu/files_bc/Berkeley_College_Weapons_Policy.pdf.

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Libraries

The School of Graduate Studies Business Library is located in Renaissance Hall. 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.

Graduate students have access to the entirety of the Berkeley College library collection, which encompasses 114,000 print and media titles, 125,000 electronic book titles, 43,000 streaming video programs, and 78 research databases. Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system.

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

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

The library's website, BerkeleyCollege.edu/library/index.htm, is the gateway for on-site and remote access to resources, services, research, and help options.

Center for Academic Success (CAS)

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



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Career Services

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

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

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

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Heather C. Briccetti

Dolores M. Fernández

Peter C. Harvey

Brian D. Luing

Kevin L. Luing

Randy B. Luing

Warren J. Martin Jr.

Julio C. Monroy

Samuel J. Morreale

Bill S. Pereira

Reggie Smith III

Angelica O. Tang

José A. Tavares

Kenneth L. Weinstein

Edward J. Yaw

Michael J. Smith, *Ex Officio*



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School of Graduate Studies

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Public Safety Department

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

Students can help in several ways:

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

Parking

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

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

Food Service

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

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

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 address as well as cell or home telephone number through the Student Self-Service tab on Blackboard. In order for students to change their name, legal documentation of the new name must be submitted to the Office of the Registrar with a request for modification of their name.

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 Blackboard to update their contact information.

The Berkeley Store

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

Most courses use eTexts and do not require the purchase of textbook. If a 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 anticipated financial aid credit may charge books against the anticipated funds by submitting a signed "Transfer of Funds Request" form to the Student Accounts Department. This form is available on Blackboard.

The Berkeley Store may be accessed on [Blackboard](#).

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

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