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Berkeley College 2013 Student Handbook

WELCOME TO BERKELEY COLLEGE!

Dear Berkeley Student:

Welcome to Berkeley College. Berkeley College has historically, for more than 80 years, been committed to helping students to achieve and succeed in their educational goals. As you are now a member of the Berkeley community, we are committed to making your student experience rewarding and productive.

On several occasions, Dr. Dario A. Cortes, President, Berkeley College has said to students,

“Your success is our success, and we are here to help you.”

Without a doubt, that is why Berkeley College is not only your choice, but the choice of all Berkeley faculty and professional staff.

As with any community, the college has established standards of conduct for its members. These expectations are held equally by students, faculty, and all associates of the Berkeley College community. You should review this Student Handbook and the College Catalog so that you are familiar with our policies, educational programs, and all the support offices that are here to assist you.

We encourage you to participate in our student clubs and activities that are sponsored by the Student Development and Campus Life Department, as well as other programs that are offered by various offices around campus including the Academic Support Center, Career Services, Office of Military and Veterans Affairs, and the International Student Office. Becoming involved both in the classroom and outside the classroom will only enhance your personal growth and knowledge as a college student.

Our goal is to provide an exciting and rewarding learning community for every Berkeley College student, and you are the most important part of that community. We are thrilled to have you join us. On behalf of everyone here at Berkeley College, I welcome you and wish you the best in your studies.

Dallas Reed
Vice President, Student Development and Campus Life

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Mission, Values, and Institutional Goals

Mission

Berkeley College empowers students to achieve professional and personal success in dynamic careers and in a diverse global society by providing a comprehensive and supportive educational experience, fostering academic integrity, and encouraging lifelong learning.

Values

In achieving our Mission, Berkeley College is guided by core values.

Teaching and Learning

- We recognize and respond to student needs through one-on-one attention, small classes, and services focusing on our students as individuals.
- We begin our students' education at their level of preparedness, by providing quality learning experiences that lead to success.
- We focus our efforts on career preparation and emphasize the practical applications of learning in order to build a bridge to employers.
- We promote the liberal arts as an integral part of a collegiate curriculum.

The College Environment

- We believe that every associate at Berkeley is an educator.
- We are committed to attracting a diverse student population and to promoting the academic and career success of each student.
- We create a sense of community for our students to enhance their educational experience.
- We develop students' interpersonal skills critical to personal and workplace success, such as self-management, leadership, integrity, and social communication.

The Larger Berkeley Community

- We embrace diversity and inclusiveness as critical to the educational environment and continuously work to enhance it.
- We engage and collaborate with employers to provide educated, ethical, and responsible leaders for a global society.
- We are responsible and constructive members of the global community, and we encourage students and associates to do the same.

Institutional Goals

- Develop, support, and deliver curricula, programs, and services designed to prepare our students for professional and personal success.
- Attract, develop, and retain a diverse student population and promote its success.
- Attract, develop, and retain highly qualified, diverse faculty and staff who are committed to our mission.
- Ensure our programs and services are continually relevant to the markets we serve.

- Ensure facilities and operations support our College's current needs and anticipated growth.
- Proactively position our College to communicate its value and benefits and build this identity and image among our many constituencies.
- Ensure a sound fiscal environment for our College and our students.

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Locations

New York Locations

MIDTOWN MANHATTAN

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

BROOKLYN

255 Duffield Street
Brooklyn, NY 11201
718-637-8600

WHITE PLAINS

99 Church Street
White Plains, NY 10601
914-694-1122

New Jersey Locations

CLIFTON

600 Getty Avenue
Clifton, NJ 07011
973-546-0123

DOVER

1 West Blackwell Street
Dover, NJ 07801
973-366-6700

NEWARK

536 Broad Street
Newark, NJ 07102
973-642-3888

PARAMUS

64 East Midland Avenue
Paramus, NJ 07652
201-967-9667

WOODBRIIDGE

430 Rahway Avenue
Woodbridge, NJ 07095
732-750-1800

WOODLAND PARK

44 Rifle Camp Road
Woodland Park, NJ 07424
973-278-5400

Online

BERKELEY COLLEGE ONLINE™
BerkeleyCollege.edu/Online
973-405-2111

* The opening of locations in Clifton and Dover is planned for 2013, subject to regulatory approval.

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Academic Programs

DEGREES OFFERED

Berkeley College offers undergraduate programs of study on a year-round quarter system that may save students time as they pursue a Certificate program or one of the following degrees:

- Associate in Applied Science (A.A.S.)
- Associate in Science (A.S.)
- Bachelor of Business Administration (B.B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of Science (B.S.)

The majority of the College's academic programs are available in day, evening, and weekend sessions through Berkeley's various locations and online. It is important to note, however, that not all programs are offered at every location and not all courses are offered every term or at every location. Furthermore, scheduled course offerings may be canceled at the discretion of the College. Students enrolled in certain programs may therefore need to complete their studies at an alternative Berkeley location or online. For current information about course schedules, please go to [BerkeleyCollege.edu/Academics/CourseSchedules.htm](http://www.berkeleycollege.edu/academics/CourseSchedules.htm) (<http://www.berkeleycollege.edu/academics/CourseSchedules.htm>).

PROGRAMS OF STUDY

Accounting*

A.A.S., Business Administration - Accounting
 B.B.A., Accounting
 B.S., Accounting

Business Administration

B.S., Business Administration

Fashion Marketing and Management

A.A.S., Fashion Marketing and Management
 B.B.A., Fashion Marketing and Management
 B.B.A., Fashion Marketing and Management with a Minor in International Business
 B.S., Fashion Marketing and Management
 B.S., Fashion Marketing and Management with a Minor in International Business

Financial Services

A.A.S., Financial Services
 B.B.A., Financial Services
 B.S., Financial Services

General Business

B.B.A., General Business

Graphic Design

B.F.A., Graphic Design

Health Sciences+

A.A.S., Health Sciences
Multi-Level Patient Care Technician Certificate
Surgical Processing Technician Certificate

Health Services

A.A.S., Health Services Administration
A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding
B.B.A., Health Services Management
B.S., Health Services Management

Information Technology Management

A.A.S., Information Technology Management
B.S., Information Technology Management

Interior Design+

A.A.S., Interior Design
B.F.A., Interior Design
B.S., Interior Design Management

International Business

A.A.S., International Business
A.S., International Business
B.B.A., International Business
B.S., International Business

Justice Studies - Criminal Justice

A.A.S., Justice Studies - Criminal Justice
B.S., Justice Studies - Criminal Justice
B.S., Justice Studies - Criminal Justice with a Minor in Information Technology Management
B.S., Justice Studies - Criminal Justice with a Minor in Management

Legal Studies**

A.A.S., Legal Studies
B.S., Legal Studies

Management

A.A.S., Business Administration - Management
B.B.A., Business Administration - Management
B.S., Management

Marketing Communications

A.A.S., Marketing Communications
B.B.A., Marketing Communications
B.S., Marketing Communications

Medical Assistant*+**

A.A.S., Medical Assistant
Medical Assistant Certificate

Practical Nurse*+**

Practical Nurse Certificate

Surgical Technology*+**

A.A.S., Surgical Technology

The following programs are not offered to new students and are only available to continuing students currently enrolled in them:

Information Systems Management

A.A.S., Business Administration - Information Systems Management

B.B.A., Business Administration - Information Systems Management

Management

B.S., Management - Environmental Management

B.S., Management - Nonprofit Management

Marketing

A.A.S., Business Administration - Marketing

B.B.A., Business Administration - Marketing

B.S., Marketing

Paralegal Studies+**

A.A.S., Paralegal Studies

Dover Business College Teach-Out

Students participating in the teach-out of a Dover Business College academic program are subject to all Berkeley College policies, except as specifically stated in the Handbook for Teach-Out Students. That Handbook also provides descriptions of programs subject to the teach-out and other important information.

*Accounting majors must achieve a minimum of a C average in Financial Accounting I, Managerial Accounting, and Financial Accounting II in order to enroll in Intermediate Accounting I.

**Students must achieve a grade of C or better in Expository Writing and Writing Through Literature to remain in the program.

***Students enrolled in the **Surgical Technology** (/student_handbook/student_handbook_2013_st_index.htm), **Practical Nurse** (/student_handbook/student_handbook_2013_pn_index.htm), **Multi-Level Patient Care Technician** (/student_handbook/student_handbook_2013_mpct_index.htm), and **Surgical Processing Technician** (/student_handbook/student_handbook_2013_spt_index.htm) programs should refer to their respective Student Handbook Supplements for program-specific grade requirements.

+Program not offered online.

Not all programs and courses are offered at all locations.

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 handbook may be reflected here or elsewhere on the **BerkeleyCollege.edu** (<http://www.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** (<http://berkeleycollege.edu/disclosures>).

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Academic Policies and Procedures

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- **General Academic Policies** (/student_handbook/student_handbook_2013_5874.htm)
- **Transfer Credit Policy** (/student_handbook/student_handbook_2013_5873.htm)
- **Credit for Prior Learning** (/student_handbook/student_handbook_2013_7828.htm)
- **Evaluation and Grading** (/student_handbook/student_handbook_2013_5872.htm)
- **Academic Records** (/student_handbook/student_handbook_2013_5871.htm)
- **Graduation** (/student_handbook/student_handbook_2013_5870.htm)
- **Satisfactory Academic Progress** (/student_handbook/student_handbook_2013_5869.htm)
- **Academic Calendar** (/student_handbook/student_handbook_2013_5868.htm)

Academic Year

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

An academic year is comprised of three terms totaling 36 weeks, and a full-time student is expected to complete a minimum of 36 quarter credit hours in that time.

Academic years that span the summer quarter are comprised of 35 weeks. The campuses are closed on some legal holidays. The current academic calendar at the end of this Handbook specifies the exact dates.

The Quarter System: Courses are evaluated in terms of quarter hours of credit, except for certain courses in the School of Health Studies that are measured in clock-hours.

Class Hours: Generally, instructional hours are from 8 a.m. through 11 p.m. on weekdays and from 9 a.m. through 5 p.m. on weekends.

Students enrolled in the **Surgical Technology, Practical Nurse, Multi-Level Patient Care Technician, and Surgical Processing Technician** programs should refer to their respective Student Handbook Supplements for program-specific class and clinical rotation hours.



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General Academic Policies

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

Developmental Education Courses: All new, matriculated, degree-seeking students, including transfer students and those entering Berkeley College as first-time freshmen, are assessed to determine competency levels in reading, writing, and mathematics. When this assessment indicates a need, students are scheduled for one or more of the following skills courses designed to promote their successful transition to college life: Foundations of Critical Reading, Foundations of Critical Writing, and Transitional Math.

Associate's degree programs are designed to be completed in six academic quarters over two calendar years. Bachelor's degree programs are designed to be completed in 12 academic quarters over four calendar years. While all students may attempt to complete accelerated programs (three calendar years for Bachelor's degrees, 18 calendar months for Associate's degrees), the College encourages students who need one or more basic skills courses to consider extending their programs to ensure that they have the basic skills essential to academic success. These courses may be waived for students who have passed basic skills courses with a grade of C or better at other colleges.

All Developmental Education courses must be successfully completed by the end of a student's third quarter. Until that time, students enrolled in these courses should carry no more than 14 credit hours per quarter. Students enrolled in Developmental Education courses must receive a grade of C or better in the course in order to complete their programs and graduate from the College.

Developmental Education courses are not counted toward graduation requirements. These courses are included in the determination of the full- or part-time enrollment status for a term, and financial aid disbursements are made based on this status. Under certain circumstances the need to take Developmental Education courses may result in increased costs to a student.

Attendance: If illness, accident, or similar circumstances require absence for three or more consecutive days, it is the student's responsibility to notify the Advisement Department and contact faculty to make up assignments and/or tests.

Students not participating in a particular course are subject to withdrawal from that course; students not participating in all of their courses during a given quarter are subject to withdrawal from the College.

Returning on-site students who have not attended class and online students who have not actively participated in academic activities by the first class day of the second week of the quarter will be withdrawn for the quarter.

Students enrolled in the **Surgical Technology** (/student_handbook/student_handbook_2013_st_index.htm), **Practical Nurse** (/student_handbook/student_handbook_2013_pn_index.htm), **Multi-Level Patient Care Technician** (/student_handbook/student_handbook_2013_mpct_index.htm), and **Surgical Processing Technician** (/student_handbook/student_handbook_2013_spt_index.htm) programs should refer to their respective Student Handbook Supplements for program-specific attendance policies.

College Closing: The College seldom closes due to inclement weather. In cases of

extreme weather or emergencies, however, the closing of each College location will be made available over the Internet at **closings.BerkeleyCollege.edu** (<http://closings.BerkeleyCollege.edu>) and by phone as an option on the automated phone menu at each location.

Schedules for delayed openings due to inclement weather are posted on Blackboard and at **closings.BerkeleyCollege.edu** (<http://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 quarter. Clinical courses cannot be added after the start of the quarter.

Courses dropped during the first two weeks of classes do not appear on the student's transcript. Students who drop a course or courses (including Developmental Education courses) and reduce their quarter credit hours to fewer than 12 (or the equivalent) prior to the enrollment status determination should notify the Financial Aid Department. This action may adversely affect eligibility for financial aid.

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

Leaves of Absence: A one-quarter academic leave of absence (LOA) may be granted at the discretion of the Advisement Department for students who are financially cleared. Subject to the terms of the **Tuition Freeze policy** (/files_bc/Tuition_Freeze_Policy.pdf), students who take a leave of absence will be charged the prevailing rate of tuition and residence charges at the time of their return. A leave of absence may be requested only at the end of a term for the subsequent quarter.

Student enrolled in clinical programs are subject to medical and background clearance prior to returning from their Leave of Absence. Students are responsible for any fees incurred in obtaining these medical and background clearances.

Additional Credits per Quarter: A per credit tuition rate is charged for each credit in excess of 16 credits. Students who wish to enroll in more than this maximum number of credits must have permission from an academic advisor. Consideration will be offered to students who have demonstrated academic success. Students may not enroll in more than 20 credits in any one quarter.

Online/Blended Courses: An introductory online course to familiarize the student with online learning is a prerequisite to enrolling for online and blended courses. Additional information is available in the Advisement Department.

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Transfer Credit Policy

Students must complete the last 25 percent of the credits required for their degree at Berkeley College. Acceptance of transfer credits is solely within the discretion of the Registrar. All decisions shall be final, with the exception of decisions that are appealable in accordance with the New Jersey Comprehensive Statewide Transfer Agreement.

Transfer Credit: Berkeley College will accept transfer credits from regionally or nationally accredited post-secondary institutions for courses in which the student earned a minimum grade of C and that are applicable to the student's program at Berkeley and not more than ten (10) years old. Students may receive 90 quarter credit hours if they have an Associate's degree that articulates with a Berkeley College Bachelor's degree.

Nursing, surgical technology, and some science courses require a minimum grade of C+ to be considered for transfer and will be evaluated on a course by course basis.

Foreign Transcripts: Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Berkeley College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Transfer credits appear as CR on the student's Berkeley College transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Berkeley College transcript upon receipt of an official transcript from the previous institution.

New Jersey Comprehensive Statewide Transfer Agreement: Berkeley College has implemented the New Jersey Comprehensive Statewide Transfer Agreement, which provides for a seamless transition from Associate to Baccalaureate degree programs and supports the successful acquisition of Baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community college will be fully transferable as 90 credits to be counted towards the degree requirements of a New Jersey Baccalaureate degree, with the 90 credits to be granted as either course-by-course equivalencies between courses in the student's A.A. or A.S. degree and those at Berkeley College or as general elective credits.

To the extent that Berkeley College's different Baccalaureate degrees have varying requirements concerning elective credits, students are advised to consult with the Advisement Department at their intended location to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

Berkeley College has established an **appeal process** (http://berkeleycollege.edu/admissions_bc/3312.htm) through which transfer students can appeal a decision that they believe is not consistent with this Agreement. Questions regarding the appeals process can be forwarded to the Registrar Department.

Credit by Advanced Placement Examination: Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board and received a score of 4 or higher, will receive credit for those courses if they are applicable to their program at Berkeley College. Credit for such courses will appear as CR on the student's Berkeley College transcript and will not be included in the GPA calculation.

Credit from Articulation Agreements: Through a series of articulation agreements, Berkeley College has agreed to accept credits from certain other institutions of higher education. A current list of such institutions may be found at

(http://berkeleycollege.edu/berkeley_bc/2038.htm). This list is updated periodically. Each individual agreement covers specific courses and credits. Credit for such courses will appear as CR on the student's Berkeley College transcript and will not be included in the GPA calculation.

Credit by Standardized Testing and Published Guides: Berkeley College grants credit as recommended by standard assessment guides, including National CCRS (College Credit Recommendation Service), ACE (The American Council on Education), and DANTES (Defense Activity for Non-Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations, including CLEP (College-Level Examination Program), ACT-PEP (American College Testing-Proficiency Examination Program), and for professional certification exams in the ACE exam guide.

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Credit for Prior Learning

What is prior learning?

Learning does not only take place in the halls of academia. Adult learners bring to the classroom many years of learning through diverse experiences in life and in the workplace. Some of these experiences may be counted towards college-level work through prior learning credits.

Prior learning is defined as documented college-level learning acquired through previous study or through non-classroom experiences. These experiences may include travel; volunteer work; independent acquisition of knowledge; participation in formal courses sponsored by associations, business, government, industry, the military, and unions; and participation in certification programs and professional development courses. Only documented, college-level learning assessed by faculty will be awarded college credit. Credit is granted for learning from experience, not for experience alone; however, students must complete a minimum of 25 percent of the credits required for their degree in residence at Berkeley College.

How can I earn prior learning credits?

- Challenge examinations
- National standardized tests, such as AP, CLEP, DANTES, Regents College Exams (formerly ACT)
- Military training
- Portfolio evaluation
- Published guides, such as the American Council on Education CREDIT program and the National College Credit Recommendation Service (National CCRS)

For more information please [click here for the Credit for Prior Learning Guide \(/files_bc/Credit_for_Prior_Learning_Guide.pdf\)](/files_bc/Credit_for_Prior_Learning_Guide.pdf).

The first step is to complete the **Initial Prior Learning Assessment eForm** (http://berkeleycollege.edu/admissions_bc/initial_prior_learning_assessment.htm), available online. Students will receive a Credit for Prior Learning Plan via email and will be contacted to meet with an academic advisor, who will review the possibilities for credit recognition and provide advice on the best method for assessment as well as the procedures to be followed.

Students enrolled in the Practical Nurse program are not eligible to receive credit for prior learning for Practical Nurse (NUR) courses due to the clinical and laboratory components required in the nursing courses. Multi-Level Patient Care Technician students who possess active, current healthcare certifications issued by the State of New Jersey may be eligible to receive credit for prior learning for some PCT courses. Multi-Level Patient Care Technician students requesting credit for prior learning must provide evidence of their active, current New Jersey certification(s) to the Department Chair for review.

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Evaluation and Grading

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

Computation of Grade Point Average (GPA): To compute the GPA for the quarter, each letter grade is converted to the grade point equivalent listed below. Then, that grade point is multiplied by the number of credits designated for the course. This procedure is followed for each course.

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 quarter. The result is the quarter GPA.

Incomplete Grade: Documented inability to complete course work due to circumstances beyond the student’s control (such as severe illness) may, at the discretion of the instructor, result in a grade of I. All work must be completed by the end of the first week of the following quarter. If all work is not completed by that time, the I grade becomes an F. It is the responsibility of the student to contact the instructor to make the necessary arrangements for makeup work.

Course Withdrawal: Students who wish to drop a course must do so in writing and must have the approval of the Advisement Department. Courses dropped during the first two weeks of classes do not appear on the student’s transcript. Withdrawal from a course between weeks three and nine results in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time it was dropped. Students enrolled in the Practical Nurse program are permitted to withdraw from one NUR course during the length of their Practical Nurse program. A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially drop a course will receive a letter grade that reflects their achievement. Students enrolled in an accelerated course(s) who wish to withdraw, must do so by the fourth week of the course.

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 D or better, either at Berkeley College or in transfer from another college.

Change of Major: All courses remain on the transcript and continue to be included in the cumulative GPA when students change their major.

Course Syllabus: Students receive a syllabus for each course during the first week of the quarter. 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, and a list of major assignments.

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation

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A	4.00	90-100%	Excellent
B+	3.50	85-89%	Very Good
B	3.00	80-84%	Good
C+	2.50	75-79%	Above Average
C	2.00	70-74%	Average
D	1.00	60-69%	Lowest passing grade
F	0	-	Failing
P	None	-	Passing
I	None	-	Incomplete
W	None	-	Withdrawal/Nonparticipation
WP	None	-	Withdrawal/Passing
WF	None	-	Withdrawal/Failing

Students enrolled in the **Surgical Technology** (/student_handbook/student_handbook_2013_st_index.htm), **Practical Nurse** (/student_handbook/student_handbook_2013_pn_index.htm), **Multi-Level Patient Care Technician** (/student_handbook/student_handbook_2013_mpct_index.htm), and **Surgical Processing Technician** (/student_handbook/student_handbook_2013_spt_index.htm) programs should refer to their respective Student Handbook Supplements for program-specific grading policies.

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

President's List: Matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List.

Dean's List: Matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List.

Transcript Requests: Official or unofficial transcripts may be requested online at berkeleycollege.edu/student_experience.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 with 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: Monday-Friday 9 a.m. to 3 p.m. Eastern Standard Time. All rush requests received after 3 p.m. will be processed the next business day (excluding holidays).

Please note that there is a fee for transcripts.

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Requirements: To qualify for graduation, students must complete the prescribed course of study with a minimum average of 2.00 (C), discharge all financial obligations to the College, and meet the credit-hour requirements for their major.

Requirements for the **Surgical Technology, Practical Nurse, Multi-Level Patient Care Technician,** and **Surgical Processing Technician** programs may differ. Students should refer to their respective Student Handbook Supplements for program-specific graduation policies.

A commencement ceremony is conducted annually in the spring. Students must be within 9 credits of completing all requirements by the end of the winter quarter to be eligible to participate in the spring commencement exercises.

Honors: Students in degree programs who achieve an overall 3.50 average will be graduated *Cum Laude*; students who achieve an overall 3.70 average will be graduated *Magna Cum Laude*; and students who achieve an overall 4.00 average will be graduated *Summa Cum Laude*.

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



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Satisfactory Academic Progress

INTRODUCTION

Qualitative Assessments: In addition to meeting any program-specific grade requirements, every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this *qualitative* requirement is measured quarterly. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student.

Quantitative Assessments: Students are *also* required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quarterly *quantitative* progress assessments are subject to those same warning, probation, and academic plan procedures.

QUALITATIVE STANDARDS

In order to remain in good academic standing, students enrolled in Certificate programs must maintain the GPA specified below:

Certificate Programs

Credits Attempted*	Required GPA
0-24	1.50
25-36	1.75
37+	2.00

In order to remain in good academic standing, students enrolled in Associate degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

In order to remain in good academic standing for academic and financial aid purposes, students enrolled in Baccalaureate degree programs (B.B.A., B.F.A., and B.S.) must maintain the GPA specified below. Students in these programs must have a GPA of at least 2.0 at the end of their second academic year:

B.B.A., B.F.A., and B.S.

Credits Attempted*	Required GPA
0-30	1.60
31-60	1.75
61-75	1.80
76-89	1.90
90 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, Developmental and Transfer credits).

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet *quantitative* standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs after attempting no more than 150 percent of the credits required to graduate. The "150 percent rule" requires students to complete degree requirements by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours. For a Bachelor's degree requiring the completion of 180 credit hours, this would require completion of degree requirements by the time the student had attempted 270 credit hours. 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 or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

The College includes developmental and test credits in the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from Advisement.

Quarterly Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each quarter, based on attempted vs. earned benchmarks. Students in Associate and Bachelor's Degrees must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours. Students in Certificate programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 37 or more credit hours.

Attempted vs. Earned Certificate Programs

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-24	50%
25-36	60%
37+	67%

Attempted vs. Earned A.A.S. and A.S. B.B.A., B.F.A., and B.S.

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-16	25%
17-32	37%
33-48	50%
49-64	56%
65-80	65%
80+	67%

*For this purpose, attempted credits include developmental courses, test credits, as well as all credits accepted in transfer. In addition, all credits for which a letter grade, including "F", was received as well as WP and WF (withdrawn after tuition assessment) are counted as attempted credits. Credits earned include all course work that was successfully completed (letter grade other than an "F"). In some Certificate programs the grade of C is treated as a failing grade.

WARNINGS and APPEALS

Warning of Failure to Meet SAP Requirements

Students who, for the first time, fail to meet standards will automatically be placed on "Warning" status for the following quarter. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) quarter will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning quarter may appeal to be placed on "Probation" status for the subsequent quarter. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary quarter will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation quarter

may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks in quarterly progress assessments may appeal those dismissals by timely submission of online eforms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Progress (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent quarter or following their prescribed academic plans. Students whose appeals are granted will receive instructions from Advisement on how to proceed. Approved appeals will be honored for two quarters, the quarter for which they are appealing and the subsequent quarter.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the quarter. Provisional appeals by students who go on to meet SAP standards in that quarter will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of three quarters. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be in the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

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 2.0 GPA in their first

quarter (and all subsequent quarters) at Berkeley 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

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as "F" grades until such incompletes are replaced with passing letter grades. After the first week of the following quarter, 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 either 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.

SAP and Developmental Course Work

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate then all course work will be included in SAP calculations.

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WINTER QUARTER 2013

Wednesday, January 2 – Classes Begin
 Monday, January 21 - Martin Luther King, Jr. Day – No Classes
 Monday, February 18 - Presidents’ Day – No Classes
 Sunday, March 24 - Classes End
 Monday, March 25 through Sunday, March 31- Spring Vacation

SPRING QUARTER 2013

Monday, April 1 – Classes Begin
 Monday, May 27 - Memorial Day – No Classes
 Sunday, June 23 - Classes End
 Monday, June 24 through Sunday, July 7 - Summer Vacation

SUMMER QUARTER 2013

Monday, July 8 – Classes Begin
 Monday, September 2 - Labor Day – No Classes
 Sunday, September 22 - Classes End
 Monday, September 23 through Sunday, September 29 - Fall Vacation

FALL QUARTER 2013

Monday, September 30 – Classes Begin
 Monday, October 14 - Columbus Day – No Classes
 Thursday, November 28 through Sunday, December 1 - Thanksgiving Recess
 Sunday, December 22 - Classes End
 Monday, December 23 through Sunday, January 5, 2014 - Winter Vacation

WINTER QUARTER 2014

Monday, January 6 - Classes Begin
 Monday, January 20 - Martin Luther King, Jr. Day – No Classes
 Monday, February 17 - Presidents’ Day – No Classes
 Sunday, March 30 - Classes End
 Monday, March 31 through Sunday, April 6 - Spring Vacation

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Orientation

Learning your way around

Orientation introduces new 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 and staff, and helps them become comfortable with their surroundings and take full advantage of the many available resources. Day students attend on-site orientations at each location and also have online access to important orientation information prior to their first day of classes. Evening/Weekend students and Berkeley College Online students participate in respective online orientations that are available prior to the first day of classes.

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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 ethnic and multicultural events to promote this understanding and to help students form relationships that can last far beyond the college years.

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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.

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Community Service

Learn how good it feels to give back

Community service has always been a priority at Berkeley, where students, staff, and faculty support numerous causes on a regular basis. It is a great way of getting involved and meeting new people, while helping those in need. Students have had the opportunity to get involved with 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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Athletics and Recreation

Fun, fitness, and fierce competition



Athletics and recreation play an important part in college life. In addition to being a great way of meeting new people and getting some exercise, participation in athletics and recreation helps students develop leadership, sportsmanship, and interpersonal skills that will be valuable throughout their careers. At Berkeley College, students may get involved on a number of different levels—including intercollegiate play, club teams, and intramural events. Berkeley College is a member of the United States Collegiate Athletic Association (USCAA) as well as the Hudson Valley Men's and Women's Athletic Conferences, and Atlantic States Athletic Conference.

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Student Activities

Getting involved will help you get ahead



A Berkeley College education involves learning that takes place both in and out of the classroom. In fact, exceptional opportunities for educational excursions exist within just a few miles of each of the Berkeley locations. In addition to visiting the United Nations, New York Stock Exchange, and Broadway, past events have included trips to museums, theaters, merchandising centers, concert halls, malls, amusement parks, beaches, sports and recreation facilities, and more. Guest speakers and social and cultural events throughout the area also contribute to the experience.

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Students of Berkeley College Online™ enjoy many of the extracurricular opportunities as students who study at Berkeley's on-site locations. Online students have the option of participating in all on-site activities, programs, events, and clubs as well as joining online organizations such as the Online Book Club, the Fashion Club, the Online Movie Club, and the Parents' Club. Online students can participate in discussion boards, contests, and community outreach programs through Blackboard and can volunteer to become a peer mentor for new online students, assisting them with their transition into the online community.



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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 a liaison between students and administration. The Association also serves in an advisory capacity in planning campus activities and events. Residence Hall Associations (RHA) serve the interests and concerns of resident students.

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Honors Program

Honors scholars rise to the challenge

The Berkeley College Honors Program is a selective, interdisciplinary program that gives a learning community of students a rigorous opportunity to study a theme-based topic related to all majors of the College in greater depth than is possible in the regular undergraduate program. Honors students also have the opportunity to participate in guest lectures, field trips, and special College events.

Berkeley College continuing students seeking Bachelor's degrees with a cumulative 3.5 GPA or higher, and a minimum of 48, but no more than 120 credits by the next Fall quarter start, are eligible to apply for admission into the next honors continuing/transfer cohort.

Transfer students with an incoming cumulative 3.5 GPA and a minimum of 48 credits or with special approval from the Honors Program Director are eligible to apply for admission into the next honors continuing/transfer cohort.

Incoming freshmen students who are seeking Bachelor's degrees with a high school GPA of 3.0 or higher, or have special approval from the Honors Program Director, are eligible to apply for the honors freshmen cohort.

Eligible students for both the freshmen and continuing/transfer cohorts are invited to submit an e-portfolio application via the Honors Program link within the Berkeley College website by July 1st. The Honors Admissions Committee will review each e-portfolio application and select the next cohort of honors students for the Fall quarter. Students admitted into the program will receive a written response from the director by the end of week four of the Summer quarter prior to the Fall start.

Students in the Honors Program must sign an Honors Contract with the understanding that they must maintain a cumulative 3.5 Berkeley College GPA to remain in the program. Credits earned in the Honors Program will contribute toward the fulfillment of the liberal arts requirement.

Students successfully completing all of the program requirements will earn an "Honors Scholar" designation on their diploma, an Honors Program cord at a pre-graduation ceremony honoring their achievement, and an Honors designation on their transcripts.

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Honor Societies

Recognizing your achievements

Students who attain high academic achievement at Berkeley College may join a variety of honor societies in recognition of their accomplishment:

Sigma Beta Delta is for students enrolled in business, management, and administration Baccalaureate programs.

Alpha Sigma Lambda is for adult students enrolled in Baccalaureate programs.

Lambda Epsilon Chi acknowledges students who have attained excellence in Paralegal Studies.

Phi Theta Kappa is for students enrolled in Associate's degree programs.

The Financial Management Association (FMA) National Honor Society recognizes the achievement of finance majors.

Mu Kappa Tau is dedicated to academic excellence in individuals committed to an exceptional standard of ethics and achievement within the marketing discipline.

Students who choose to join these societies participate in a formal induction ceremony and receive ceremonial cords that are worn during commencement.

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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.

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Berkeley College's commitment to students continues well beyond graduation. The Berkeley College Alumni Association serves more than 30,000 alumni from across the U.S. and around the world, and offers free, lifetime career assistance for graduates; alumni networking and employment opportunities; access to discounted insurance; invitations to social, networking, and educational events; and much more. Alumni may use the Berkeley College libraries. Alumni return to Berkeley for speaking engagements, as alumni panelists, and for community service causes and events.

The Alumni Association also 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 a custom profile showing only the information they want to share. The Office of Alumni Affairs oversees and organizes all activities and is available to respond to questions and suggestions.



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Voter Registration

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Students are encouraged to exercise their right to vote. Voter registration information is distributed electronically by the Student Development and Campus Life Department.

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Student Support

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- **Office of Military and Veterans Affairs**
(/student_handbook/student_handbook_2013_6213.htm)

Registration

During registration students have an opportunity to consult with an academic advisor to discuss their academic programs. Students must receive financial aid clearance from both the Financial Aid and Student Accounts Departments each term. Once classes begin, academic advisors monitor students' progress to ensure the achievement of their educational goals.

All students enrolled in an online degree program who have not selected their course schedule by Friday of week 6 for the subsequent term will be assessed a \$100 late scheduling fee. For example: course selections for the Winter 2013 term must be submitted by February 8, 2013 to avoid the late fee.

Students in their first three quarters and last two quarters are required to select courses with an advisor. Students enrolled in the Surgical Technology, Practical Nurse, Multi-Level Patient Care Technician, and Surgical Processing Technician programs have their schedules created for them and must print them directly from Blackboard.

Berkeley Card

Students receive a Berkeley Card during their first quarter at Berkeley College. The Berkeley Card acts as an identification card. Students are required to carry the card at all times while on campus and to display it if requested to do so by a member of the college faculty or staff. In addition to being used for security purposes, the Berkeley Card has financial and administrative uses. It can be used instead of other payment options in the dining room and bookstore. Students may add funds to their cards either on campus at the Student Accounts Department or through Blackboard in the Online Card Office. Students may monitor the transaction activity on their card any time they are logged into the Blackboard website. The cost of replacing lost cards is \$10.

Berkeley BLUE Card

The Berkeley BLUE Card, also called the "HigherOne Card," is the official refund card for Berkeley College students. Upon enrollment, all students with a valid United States address are mailed a BLUE Card with a 16-digit reference number that must be used to 'activate' their card and select their preferred refund method. Students are given two refund preferences, one of which being a deposit made onto the BLUE Card itself. There is no charge to students for any of the two preferences. Questions about the Berkeley BLUE Card may be directed to the Student Accounts Department or at **berkeleybluecard.higheroneaccount.com** (<http://berkeleybluecard.higheroneaccount.com>).

Blackboard

Blackboard is Berkeley's student portal. Through Blackboard, students have access to their courses, email, Student Self-Service, campus announcements, key policies and reports, and Berkeley Card account information. In addition, students can access the

online library and information from different departments of the College.

Student Self-Service allows students to register online, access their class schedule, change a class section, or view Berkeley's schedule of classes and course catalog, grades, and unofficial transcript. Students can update personal information, make a payment, apply for financial aid, and view their financial aid awards.

Blackboard can be accessed at **my.BerkeleyCollege.edu** (<http://my.BerkeleyCollege.edu>).

Pharos Uniprint/Print Conservation Program

Students may print in classrooms, libraries, and other laboratory areas. The Berkeley Card entitles students to a print quota each quarter. Once the quota has been used, students may replenish their account. Remaining print quotas cannot be carried over to the following quarter. Further information is available at the Student Accounts Department and in Blackboard.

Academic Advisement

Berkeley College recognizes academic advising to be an integral component of the educational experience of its undergraduate students. Advising is a collaborative relationship for which advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals.

In keeping with Berkeley College's mission, the Advisement Department is committed to providing students with a comprehensive and supportive educational experience. To help students achieve their academic goals, it is strongly suggested that students meet with an advisor on a regular basis, minimally once a quarter, and use the advisement department to connect students to services that will enhance their learning experience.

Students experiencing academic difficulties should contact the Advisement Department as soon as possible.

In an effort to facilitate academic success, Berkeley College has implemented an early warning, mid-quarter progress report, and late warning monitoring system designed to identify students experiencing academic difficulties. Those students then are referred to the Advisement Department for appropriate intervention, which may include counseling, tutoring, and other referrals.

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.

College Transfer Advisement

The Advisement Department provides transfer students with academic counseling that includes a review of the courses that have been accepted and degree requirements that are outstanding. Students are also provided with an overview of services offered by the Advisement Department to help make sure the transfer experience is smooth and seamless.

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Berkeley Libraries: On-Campus and Online

All locations maintain professionally staffed libraries that support the academic programs of the College and provide for the general, intellectual, and cultural enrichment of the Berkeley community.

The College systemwide collection of 190,000 volumes is shared among locations by way of a web-based library management system. The Library website links users to services, collections, and resources that include 60 subscription research databases, the online catalog, a growing collection of nearly 82,000 electronic books, and 17,000 streaming media programs. All locations offer wireless Internet access.

The libraries are open days, evenings, and weekends when classes are in session. Academic librarians are available to assist in navigating the electronic resources and in locating materials within the Berkeley College Collections and beyond through resource sharing. These professionals assist students in developing a deeper understanding of how to find, interpret, and use many types of information, a valuable skill in today's workforce.

The Berkeley College Online™ Library meets the needs of students locally and globally with a full array of web based resources including electronic journals, e-books, reference tools, assignment support, and Live Chat assistance. Academic librarians are frequent participants in the online class environment and help support the development of the skills needed for academic and professional success. The online library is an anywhere/anytime source of reliable information.



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Academic Support Center (ASC)

To help students improve their academic performance and achieve their educational goals, Berkeley College offers Academic Support Centers at each of its locations. Students needing help will find an array of services, such as study skills training and support for their writing assignments and projects through the ASC Writing Center. Online and on-site individualized tutoring is also available in all academic areas from professional and peer tutors.

In addition, the Academic Support Center provides supplemental instruction in some classes by providing weekly collaborative learning groups to support student needs. Faculty members may also opt to include additional training, such as workshops on writing research papers and effective note taking offered by Academic Support Center staff members, in their regular classes.

The Academic Support Centers are open during the day, in the evenings, and on weekends. Online tutoring services are also available to all students. Those students seeking assistance in writing and math are able to contact ASC staff members through the online WriteAid and MathEd programs.

Career Services

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Berkeley College provides a variety of career development and placement assistance services through the Career Services Department. The Career Services Department includes more than 20 career professionals who assist students in identifying and pursuing job opportunities in the New York/New Jersey area.

During the first quarter, a career counselor introduces students to the services offered by the department. This begins the partnership between students and career specialists and provides students with a forum to explore career opportunities.

Individual assistance with resume preparation and job interviewing strategies is another integral part of the educational program. Career Fairs and on-campus employer presentations are organized regularly. All students complete the Career Management Seminar, a course that focuses on exploring career opportunities, the job search process, and interview preparation.

Internship Opportunities

Career specialists work with individual students to identify internships that are best suited to students' majors, interests, and abilities. Interviews are scheduled in a variety of fields.

Employment Opportunities

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



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Office of Military and Veterans Affairs

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Berkeley College is committed to supporting students who serve in the US Armed Forces while attending college. Students who are taken away from class due to military obligations such as annual training or state or federal activations should contact the Office of Military and Veterans Affairs immediately for assistance. The Office of Military and Veterans Affairs is available for support, which may include counseling the student with regard to readmissions procedures, how the activity will affect VA benefits and other tuition assistance, and other administrative questions.



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Student Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how many student academic, disciplinary, and immunization records, among others ("Education Records") and information derived from them are managed. Generally, FERPA prohibits educational institutions from disclosing private student information (such as grades and social security numbers) without prior consent from the student. It also gives students the right to review many 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, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees 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" e-form, which is available at <https://eforms.berkeleycollege.edu:8443/imagenowforms/fs?form=FOOBC> (<https://eforms.berkeleycollege.edu:8443/imagenowforms/fs?form=FOOBC>).

Students may authorize the disclosure of student records by submitting a FERPA Waiver e-form, which is available at <https://eforms.berkeleycollege.edu:8443/imagenowforms/fs?form=FWFBC> (<https://eforms.berkeleycollege.edu:8443/imagenowforms/fs?form=FWFBC>).

For more detailed policy information, please go to [BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf](http://www.BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf) (http://www.BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf).

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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 e-form available at <https://eforms.berkeleycollege.edu:8443/imagenowforms/fs?rdtoken=1355765695595>.



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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 location. The report contains statistical information about various types of crimes in or near the College and (where applicable) residence hall fire incidents reported during the previous three years; describes many security, public emergency, and fire safety measures employed by the College; explains how to report sexual assaults and other crimes; and discusses information and counseling resources available to help prevent crimes and aid victims.

Campus Crime Reports are posted on the Berkeley College website at **BerkeleyCollege.edu/Compliance**; on the U.S. Department of Education website at **ope.ed.gov/security**; and on **Blackboard**. Written copies of crime reports may be obtained by contacting the Public Safety Advisory Committee, c/o the Public Safety Department.

The College has various policies relating to public safety, including a Missing Student Policy, Emergency Management Plans, and Evacuation Procedures. Resident students should designate an individual to be contacted if the student is believed to be missing. All students are urged to familiarize themselves with emergency procedures and evacuation routes for locations at which they spend significant time. These policies and procedures are posted on the Berkeley College website at **BerkeleyCollege.edu/Compliance** and on **Blackboard**. Paper copies are available upon request from the Student Development and Campus Life Department, the Admissions Department, and the Public Safety Department.



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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 does not tolerate (a) discrimination or harassment on the basis of gender/sex or sexual orientation, race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, or civil union, marital, or veteran status; (b) sexual assault (which is an extreme form of sexual/gender harassment); (c) bullying of students by other students, including but not limited to cyber-bullying; or (d) retaliation for complaints, reports, or testimony in connection with the Equal Opportunity Policy. Violations of the Policy may result in disciplinary action, including but not limited to termination of employment (for associates) or dismissal from the College (for students).

To see the Equal Opportunity Policy in its entirety, including, but not limited to, definitions of prohibited conduct, and reasonable accommodation of disabilities, please go to:

BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf
(http://BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf).

For information regarding:

1. how to make a complaint alleging sexual discrimination and sexual harassment, including sexual assault, or retaliation in connection with reporting same (Title IX related complaints), and for contact information of Berkeley's Title IX Coordinators and Title IX Officer;
2. how to make other equal opportunity complaints and contact information for Berkeley's Equal Opportunity Officers; and
3. how to request a reasonable accommodation of a disability and contact information for Berkeley's ADA Coordinators,

please go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located at:

http://berkeleycollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf
(http://berkeleycollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf).

Other Grievances

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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 Department Chair and finally, the Dean of the School relevant to the student's major. In all academic matters, including grade appeals, the decision of the Dean of the School relevant to the student's major is final.

Appeal procedures for academic and financial aid probation and dismissal due to unsatisfactory academic progress are described under 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 Campus Operating Officer within ten (10) business days. The Campus Operating Officer shall review the circumstances and action taken and may modify such action only where, in the judgment of the Campus Operating Officer, a failure to do so would result in a manifest injustice. In such matters, the decision of the Campus Operating officer 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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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.



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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 to report violations of these standards. All students, both online and on site, are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Plagiarism is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspension, or dismissal.



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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 Department Chair or the ADA Coordinator. Violation of the policy may result in disciplinary action, which could include the suspension or dismissal of the student from the College. The Department Chair 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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Copyright Policy

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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. Students are 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 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.

As summarized by the United States Department of Education, 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 www.copyright.gov especially their FAQ section.

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



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Student Electronic Information Policy

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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 locations 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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Alcohol and Drug Policy Statement

Berkeley is an educational institution committed to maintaining an environment that allows students 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 shall coerce, even subtly, another Berkeley student to use drugs or alcohol. Any student 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 & Drug Policy for Students in its entirety, please go to **BerkeleyCollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf** (/files_bc/Alcohol_and_Drug_Policy_Students.pdf) or to Student Development and Campus Life on Blackboard.

Weapons

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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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Student Dress Code

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As part of its mission to prepare students for careers, Berkeley requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students enrolled in College Internships are required to follow the participating company's dress code.



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Immunization Requirement

New York and New Jersey State laws require that all students enrolled in degree programs who were born on or after January 1, 1957 (except those who have been determined to be exempt from such requirements for appropriately documented medical or religious reasons) be immunized against measles, mumps, and rubella. New Jersey laws also require any new student who enrolls at Berkeley for the first time on or after January 1, 2008 for a degree program consisting of twelve (12) or more credits (and who is not otherwise exempt) to show appropriate proof of immunization or actual immunity from Hepatitis B.

Every student enrolled in a degree program must submit a certificate of immunization signed by a physician or healthcare provider to the Registrar's Department prior to registering for classes. The certificate must document the student's receipt of two (2) live doses of measles vaccine and one (1) live dose each of mumps and rubella vaccine. In addition, students attending Berkeley's New Jersey locations must document their receipt of three (3) doses of Hepatitis B vaccine administered within prescribed time frames. At least two (2) doses must be received prior to registration for classes. In the discretion of the Registrar, serological proof of immunity 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.

Berkeley College also complies with regulations of the States of New Jersey and New York regarding the distribution of information about meningitis and vaccination. All Berkeley students enrolled in degree programs who do not submit other proof of immunization against meningitis must acknowledge in writing that they have received the required information and either have been immunized or have elected to forego immunization. Students seeking to reside in student housing facilities must submit proof of actual immunization against meningitis before keys will be issued.

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes. For more information concerning immunization requirements, please contact the Registrar's Department.

Students enrolled in the **Practical Nurse** (/student_handbook/student_handbook_2013_pn_index.htm), **Multi-Level Patient Care Technician** (/student_handbook/student_handbook_2013_mpct_index.htm), and **Surgical Processing Technician** (/student_handbook/student_handbook_2013_spt_index.htm) certificate programs should refer to their respective Student Handbook Supplements for program-specific immunization requirement policies.

In addition to meeting the immunization requirements of Berkeley College, students enrolled in the **Surgical Technology A.A.S. program** (/student_handbook/student_handbook_2013_st_index.htm) should refer to their respective Student Handbook Supplement for additional program-specific immunization requirement policies.

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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.

Social Media Policy

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“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®, My Space, 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 and 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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Smoking

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Berkeley College strictly prohibits the use of tobacco products anywhere on College (or affiliated) property. For more detailed policy information, please go to

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http://www.berkeleycollege.edu/files_bc/Smoke_Free_Campus_Policy.pdf.

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Messages will be delivered only in case of emergency. The use of cell phones and PDAs is prohibited in class and while participating in clinical practicums.

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Students interested in applying for Financial aid must submit a Free Application for Federal Student Aid (FAFSA). As a result, students eligible for financial aid will be offered a financial aid package detailing eligibility for federal, state, and institutional grants, scholarships, and loans. Federal and state aid will be awarded to eligible students based on need and enrollment level as determined by federal and state formulas. Berkeley College need-based aid may be awarded to students who have borrowed their annual maximum Stafford loan and have unmet need after federal and state aid has been awarded. All students have the opportunity, and are encouraged, to meet with a financial aid administrator.

Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind. Generally, eligibility for grants and scholarships will be considered before Federal Direct Student Loans are included. Financial Aid packages are calculated to reflect charges that are payable directly to the College, including tuition and fees and the cost of student housing obtained through the College.

Federal law permits students to borrow additional funds to cover other expenses. Applicants should be aware, however, that the College may reduce institutional aid (grants and scholarships), dollar for dollar, for students who elect to borrow such additional amounts. The College may choose not to reduce additional aid for a student who provides written evidence of a hardship that, in the sole discretion of the College, justifies such an exception. Any such exception will apply only for the term (quarter) in which it is granted and may be revoked anytime thereafter.

- **Degree Program Tuition Policies**
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Degree Program Tuition Policies

TUITION PAYMENTS

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

Billing for tuition and fees is done on a quarterly basis, although the student may make one payment in full for the entire academic year.

Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service six weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term 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 REFUND POLICY*

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

Notification date during	
• First and second weeks	90%
• Third week	50%
• Fourth through sixth weeks	25%
• After the sixth week	0%

Students who cease attendance but do not officially withdraw may be liable for 100 percent of charges for the quarter. Sample tuition refund calculations are available on Blackboard. To officially withdraw, students must contact the Advisement Department.

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 enrollment status. Individual course drops after week two do not entitle the student to a refund for that course.

Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal, will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded.

Residence charges are fully incurred at the start of each quarter; once the quarter has started, there will be no refunds.

Students who withdraw from the College prior to the end of the term will have their financial aid adjusted based on the date that the student officially or unofficially (based on one of three census dates) withdrew from the College. Eligibility for disbursement of federal and state funds will be recalculated in accordance with federal and state regulations. Refunds will be made in accordance with the federal refund allocation schedule.

Institutional aid will not be refunded to the student. Berkeley institutional financial aid awards are earned ratably each quarter during the tuition refund period.

Students who withdraw or are dismissed after the 60 percent point (week seven) of the quarter will retain 100 percent of their federal awards.

*Refund information for online students residing in Maryland is different and may be found [here](#).

TUITION FREEZE

Educational costs are an important consideration for students selecting a college. For that reason, Berkeley College protects eligible students from increases in full-time tuition rates through the Tuition Freeze Program. To be eligible, students must be enrolled full-time in degree programs for three consecutive quarters, beginning with their first quarter at the College. Eligible students' full-time tuition rates stay the same as long as the students remain continuously enrolled in degree programs with no more than one quarter of absence. For the complete Tuition Freeze Policy, [click here](#).

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Certificate Program Tuition Policies

TUITION PAYMENTS

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check, MasterCard, Visa, or American Express. Billing for tuition and fees is done on a quarterly basis, although the student may make one payment in full for the program. Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service six weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to do so are charged a late registration fee. Failed courses will lead to a repeat charge assessed on a per-credit basis.

TUITION REFUND POLICY

If a student officially withdraws or is dismissed from the College before the completion of the program, credit will be issued as follows:

Student Tuition Responsibility	Time of Withdrawal Full-time Student	Time of Withdrawal Part-Time Student
0% tuition	Within three business days of signing the contract	Within three business days of signing the contract

10% tuition	During the first week	Within the first 25 hours of instruction
20% tuition	Weeks two and three	More than 25, but within 75 hours of instruction
45% tuition	After three weeks and prior to 25%	After three weeks and prior to 25%
70% tuition	After 25% of the program and before 50%	After 25% of the program and before 50%
100% tuition	After 50% of the program is completed	After 50% of the program is completed

To officially withdraw, students must contact the Advisement Department either in writing or verbally during business hours. The last documented date of attendance will be used as the withdrawal date.

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 enrollment status.

General Financial Aid Policies

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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/Compliance or in the Financial Aid Office at each location.

Enrollment Status Determination: 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 enrollment status. Individual course drops after week two do not entitle the student to a refund for that course.

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. Other than as prescribed in the Tuition Freeze Policy, a student returning from a leave of absence will be charged the prevailing rate of tuition.

Withdrawals from the College: Students who wish to withdraw officially from the College must notify the Advisement Department. The date the student notifies the Advisement Department will be used for tuition refund calculations. Students are strongly encouraged to contact the Financial Aid and Student Accounts Departments prior to withdrawing for an explanation of the tuition and financial aid adjustments that may occur. Berkeley College Institutional financial aid awards are earned ratably each quarter during the tuition refund period. Students who officially withdraw or are dismissed during or after week seven of the quarter will retain 100 percent of their awards. Students who cease attendance without providing official notification of withdrawal may be responsible for 100 percent of the quarterly charges. Mid-quarter withdrawals will be subject to the tuition refund policy.



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New York State Standards of Progress

Pursuit of Program

Students must have and maintain a full-time enrollment status to receive a TAP award. "Full-time" is defined as 12 quarter credit hours per term (quarter).

A student may register for up to 18 credit hours in a term (or up to 21 with special approval by the Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award that is greater than the per-term award maximum for 12 quarter credit hours.

New York State regulations allow a "medical/health waiver" if a student is unable to engage in full-time study due to health or medical reasons. Granting of this waiver is extremely rare, is not routine, and its use is not encouraged.

Full-time students pursuing an Associate's degree must complete these required credit hours, exclusive of College Skills courses, according to the following schedule to maintain "program pursuit:"

Term/Payment	Must Receive a Grade For:
1st Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
2nd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
3rd Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
4th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]

5th Quarter or more

12 Qtr. Credit Hrs. [100% of FT]

Full-time students pursuing a Bachelor's degree must complete these required credit hours, exclusive of College Skills courses, according to the following schedule to maintain "program pursuit":

Term/Payment	Must Receive a Grade For:
1st Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
2nd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
3rd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
4th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
5th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
6th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
7th Quarter or more	12 Qtr. Credit Hrs. [100% of FT]

Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures that are different from the "Program Pursuit" and "Satisfactory Academic Progress" policy according to New York State regulations.

For New York State TAP requirements for satisfactory academic progress, see charts below.

TAP Academic Standing

If a student is unable to meet the "program pursuit" or "satisfactory progress" standards during any term in which a TAP grant was received, the student loses eligibility for a TAP award in the subsequent term.

When a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term.

If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon re-enrollment at some later date is unaffected.

If a student is subject to dismissal under either the federal or state progress policy, and an appeal under the federal policy is granted by the College, the student remains ineligible for a TAP award during the subsequent term.

Reinstatement of Good Academic Standing: A student who loses good academic standing for TAP may have this standing restored in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

One-Time Waiver of Good Academic Standing Requirement: A one-time waiver of the good academic standing requirement may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a

physician; or d) other unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State has two sets of standards

Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student, whose first award year is in 2010-11 and thereafter, must meet new standards of satisfactory academic progress (SAP). Non-remedial students whose first year is 2007-08 through 2009-10 must meet the SAP requirements enacted in 2006. Those meeting the definition of "remedial student" are not subject to the new SAP standards, but will use the requirements established in 2006. The law enacted in 2006 mandated minimum standards of satisfactory academic progress for students receiving their first State award in academic year 2006-07.

A "remedial student", at Berkeley College and as accepted by SED, is defined as a student:

- (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least three quarters, as certified by the college and approved by the State Education Department (SED); or
- (b) who was enrolled in at least six quarter hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award.

TAP Accelerated Study

At Berkeley College any student attending four consecutive quarters is considered, by New York State, to be an accelerated student. To be eligible for an accelerated TAP payment (which is the fourth consecutive quarter receiving TAP) a student must have earned 36 credits in the prior three quarters. For this purpose, six credits of completed remedial work, over the three quarters, may be applied to the earned credits calculation. Students who do not meet the requirement lose their TAP eligibility for the "evaluated quarter" but regain it, with the counter set to zero, during the next attended quarter.

Schedules for first time TAP recipients prior to the 2010-11 award year and remedial students

Full-Time Academic Requirements: Associate's Degree Programs (6 Quarters, 90 Qtr. Credit Hours)

Before being certified for this payment	1	2	3	4	5	6	7	8	9
Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78
With at least this grade point average	0	1.2	1.3	1.4	1.5	1.6	2.0	2.0	2.0

Full-Time Academic Requirements: Baccalaureate Degree Programs (12 Quarters, 180 Qtr. Credit Hours)

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105

With at least
this grade point 0 1.2 1.3 1.4 1.5 1.6 2.0 2.0 2.0 2.0 2.0 2.0
average

**Schedules for first time TAP recipients award year 2010-11
or later and not classified a remedial student**

**Full-Time Academic Requirements:
Associate's Degree Programs
(6 Quarters, 90 Qtr. Credit Hours)**

Before being certified for this payment	1	2	3	4	5	6	7	8	9
Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78
With at least this grade point average	0	1.2	1.3	1.5	1.5	1.8	2.0	2.0	2.0

**Full-Time Academic Requirements:
Baccalaureate Degree Programs
(12 Quarters, 180 Qtr. Credit Hours)**

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105
With at least this grade point average	0	1.2	1.5	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0

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Satisfactory Academic Progress

INTRODUCTION

Qualitative Assessments: In addition to meeting any program-specific grade requirements, every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this *qualitative* requirement is measured quarterly. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student.

Quantitative Assessments: Students are *also* required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quarterly *quantitative* progress assessments are subject to those same warning, probation, and academic plan procedures.

QUALITATIVE STANDARDS

In order to remain in good academic standing, students enrolled in Certificate programs must maintain the GPA specified below:

Certificate Programs

Credits Attempted*	Required GPA
0-24	1.50
25-36	1.75
37+	2.00

In order to remain in good academic standing, students enrolled in Associate degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

In order to remain in good academic standing for academic and financial aid purposes, students enrolled in Baccalaureate degree programs (B.B.A., B.F.A., and B.S.) must maintain the GPA specified below. Students in these programs must have a GPA of at least 2.0 at the end of their second academic year:

B.B.A., B.F.A., and B.S.

Credits Attempted*	Required GPA
0-30	1.60
31-60	1.75
61-75	1.80
76-89	1.90
90 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, Developmental and Transfer credits).

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet *quantitative* standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs after attempting no more than 150 percent of the credits required to graduate. The "150 percent rule" requires students to complete degree requirements by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours. For a Bachelor's degree requiring the completion of 180 credit hours, this would require completion of degree requirements by the time the student had attempted 270 credit hours. 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 or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

The College includes developmental and test credits in the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from Advisement.

Quarterly Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each quarter, based on attempted vs. earned benchmarks. Students in Associate and Bachelor's Degrees must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours. Students in Certificate programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 37 or more credit hours.

Attempted vs. Earned Certificate Programs

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-24	50%
25-36	60%
37+	67%

Attempted vs. Earned A.A.S. and A.S. B.B.A., B.F.A., and B.S.

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-16	25%
17-32	37%
33-48	50%
49-64	56%
65-80	65%
80+	67%

*For this purpose, attempted credits include developmental courses, test credits, as well as all credits accepted in transfer. In addition, all credits for which a letter grade, including "F", was received as well as WP and WF (withdrawn after tuition assessment) are counted as attempted credits. Credits earned include all course work that was successfully completed (letter grade other than an "F"). In some Certificate programs the grade of C is treated as a failing grade.

WARNINGS and APPEALS

Warning of Failure to Meet SAP Requirements

Students who, for the first time, fail to meet standards will automatically be placed on "Warning" status for the following quarter. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) quarter will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning quarter may appeal to be placed on "Probation" status for the subsequent quarter. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary quarter will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation quarter

may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks in quarterly progress assessments may appeal those dismissals by timely submission of online eforms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Progress (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent quarter or following their prescribed academic plans. Students whose appeals are granted will receive instructions from Advisement on how to proceed. Approved appeals will be honored for two quarters, the quarter for which they are appealing and the subsequent quarter.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the quarter. Provisional appeals by students who go on to meet SAP standards in that quarter will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of three quarters. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be in the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

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 2.0 GPA in their first

quarter (and all subsequent quarters) at Berkeley 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

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as "F" grades until such incompletes are replaced with passing letter grades. After the first week of the following quarter, 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 either 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.

SAP and Developmental Course Work

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate then all course work will be included in SAP calculations.

Study Abroad

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Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding consortium agreements should be directed to the Center for Global 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" for operator

Parking

On-campus parking is available for students at the Woodland Park, Paramus, Woodbridge, and Clifton locations. Parking permits are required for all locations except Clifton and may be obtained at registration or at the Student Development and Campus Life Department and must be displayed in the vehicle. General parking is prohibited in the areas that are reserved for the handicapped or for visitors, faculty, or staff.

Students attending the Dover location may purchase a permit to park in the College parking lot. Parking permits are sold each quarter on a first-come, first-serve basis; and applications are available through the Advisement Department.

Any student who parks either in a restricted area or without displaying a permit decal will be subject to a fine or the vehicle may be towed. Although permits are not required at the Clifton location, students must only park in designated marked spaces or risk being towed or fined.

The College cannot assume responsibility for automobiles or their contents while parked on its property. It is suggested that anything of special value, such as radios, CD players, etc., be removed or locked in car trunks while parked on campus.

In Newark and White Plains, numerous parking garages and public/metered-street parking are available for students throughout downtown.

Numerous parking garages are available throughout midtown and lower Manhattan. Parking garages and metered parking are available in downtown Brooklyn.

The White Plains location is located diagonally across the street from the Hamilton Main Municipal Parking Garage. A limited number of monthly parking passes for the Municipal Garage may be purchased through the White Plains Campus Operating Officer. There is also metered parking on the streets surrounding the campus; and the transit center is only three blocks from the campus.

The College strongly encourages all students to investigate the option of public transportation.

Food Service

Woodland Park has a cafe located on the lower level of building #1. A variety of hot and cold foods, snacks, and beverages are available throughout the day. All other locations offer vending machines and microwave ovens in their Student Centers and have restaurants nearby.

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 and residence halls.

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.

Residence Halls

Student Housing is available on-campus at the White Plains location and off-campus at Newark's University Centre. Rules governing the operation of those facilities are set forth in Residence Life Handbook Violations of such rules may result in disciplinary action.

BerkAlert

Prior to, or during an emergency situation, the College may utilize BerkAlert to notify students via text messaging, e-mails, cell phones, and home and business phones of any pending emergency. 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 in Blackboard to update their contact information.

College Bookstore

Textbooks, supplies, and college merchandise are available for sale at each campus bookstore as well as online. The information about textbooks, including prices, course requirements, International Standard Book Numbers (ISBN), and the availability of used textbooks and e-books is available from the online bookstore. Textbooks are generally available by week eight of each quarter for the subsequent term. Bookstore hours vary by location and are posted in Blackboard.

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 in Blackboard.

The online bookstore may be accessed at **BerkeleyCollege.edu/Bookstore** or in **Blackboard**.

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Dario A. Cortes

President

B.A., City University of New York, Queens College

M.A., University of Virginia

Ph.D., University of Illinois

Marianne Vakalis

Provost

B.S., University of Hull

M.Ed., University of Bath

Ed.D., Western Michigan University

Donald Devine II

Senior Vice President, Finance and Administration

Chief Financial Officer

B.A., Cornell University

M.B.A., Harvard University

Diane Recinos

Senior Vice President, Enrollment Management

B.S., Davis & Elkins College

M.B.A., Wagner College

Linda Luciano

Vice President, Planning and Chief of Staff to the President

B.S., Caldwell College

M.B.A., Seton Hall University

Ed.D., University of Pennsylvania

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General Administration

Carol Allen-Covino

Associate Vice President, Enrollment

Keith Babich

Associate Vice President, Financial Aid

Liz Barrett

Assistant Vice President, Advisement

David Bertone

Associate Vice President, Enrollment

Ursula Bisconti

Senior Associate Vice President, Financial Aid Administrative Computing

William Brandt Jr.

Vice President, Chief Compliance Officer

Marlene Doty

Vice President, Library Services

Teri Duda

Senior Vice President, Government Relations - NJ

Sheila Dynan

Dean, School of Health Studies

Ilene Greenfield

Director, Media Relations

Byron Hargrove

Director, Honors Program

Wolfgang Hinck

Interim Dean, Larry L. Luing School of Business

Ron Hurley

Director, Public Safety

Jennifer Iacino

Assistant Vice President, Student Development and Campus Life

Gerald Iacullo

Dean, Academic Support and Pre-college Programming

Don Kieffer

Dean, School of Liberal Arts

Judith Kornberg

Dean, School of Professional Studies

Howard Leslie

Vice President, Financial Aid

Eileen Loftus-Berlin

Vice President, Student Accounts

Brian Maher

Vice President, Career Services
Director, Athletics

Kerry Maikranz

Associate Vice President, Student Accounts

Lori Merante

Associate Vice President, Enrollment

Ross Miller

Assistant Vice President, Assessment and Institutional Effectiveness

Gail Okun

Associate Provost, Registrar

Gretchen Orsini-DeLellis

Associate Vice President, High School and Community Outreach

Catherine Palmer

Vice President, Enrollment

Dallas Reed

Vice President, Student Development and Campus Life

Richard Robitaille

Assistant Vice President, Military and Veterans Affairs

Kristin Rowe

Assistant Provost, Advisement

Cynthia Rubino

Vice President, Government Relations - NY

Michael Russo

Associate Vice President, Enrollment

Carol Smith

Assistant Provost, Online

Barbara Sylvester

Associate Vice President, NJ Financial Aid Operations

Mark Wagener

Vice President, Operations

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- **Brooklyn** (/student_handbook/student_handbook_2013_5992.htm)
- **White Plains** (/student_handbook/student_handbook_2013_5991.htm)
- **Clifton** (/student_handbook/student_handbook_2013_7838.htm)
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Midtown Manhattan

President - Dario A. Cortes

Provost - Marianne Vakalis

Campus Operating Officer - Will Moya

Assistant Campus Operating Officer - Andrea Nemeth

Dean, Advisement - Mirela Burca

Academic Advisor - Joseph Anderson

Academic Advisor - Patricia Antonino

Academic Advisor - Delle-Ann Barrow

Academic Advisor - Eva Benoit

Academic Advisor - Tracy Gamble

Academic Advisor - Dari Malloy

Academic Advisor - Emmeline Robles

Academic Advisor - Xiomara Rozon

Academic Advisor - Maria Shirling

Assistant Dean, Student Development and Campus Life - Sharod Tomlinson

Director, Student Development and Campus Life - Victoria Pryor

Director, Counseling - Adam Rosen

Personal Counselor - Alycia Scott

Personal Counselor - Elaine Zukerman

Director, Multicultural and Community Affairs - Melissa Vidam

Director, Academic Support Center - Lauren Linkowski

Director, Math Center, Academic Support Center - Teshwar Gopaul

Director, Writing Center, Academic Support Center - Patianne Stabile

Writing Consultant, Academic Support Center - Tangula Chambers

Onsite and Remote Accounting Tutor, Academic Support Center - Arjune Sharma

Director, Library - William McNelis

Library Assistant - Evelyn Morris

Associate Director, Library - Paul Galfano

Circulation Supervisor, Library - Viorela Bryant

Reference/Instruction Librarian - Winson Lau
Reference/Instruction Librarian - Bernadette Mirro
Reference/Instruction Librarian - Matthew Regan
Associate Director, Business Development, Career Services - Mark Thompson
Business Developer, Career Services - Ike Iregbulem
Senior Director, Alumni Career Services and Counselor Development - Amy Soricelli
Senior Director, Career Services - Iessa Sutton
Counselor, Career Services - Jasmine Briggs
Counselor, Career Services - Kenneth Emeghebo
Counselor, Career Services - Carol Fine
Counselor, Career Services - Jim MacWhorter
Director, Financial Aid - Theresa Bryant
Assistant Director, Financial Aid - Chenae Dennis
Assistant Director, Financial Aid - Oscar Vasquez
Financial Aid Administrator - Mahogany Bartley
Financial Aid Administrator - Christopher DaCruz
Financial Aid Administrator - Ishani Gunasekara
Financial Aid Administrator - Aleksandra Isakina
Financial Aid Administrator - Shakirra McKinley
Financial Aid Administrator - Jeffrey Moisset
Financial Aid Administrator - Anuvita Parbhu
Financial Aid Administrator - Susan Rincon
Financial Aid Administrator - Nakiya Rodriguez
Financial Aid Administrator - Jessica Tobar
Director, Student Accounts - Zoila Antonio
Student Accounts Administrator - Norma Chicaiza
Student Accounts Administrator - Ruth Morrill
Student Accounts Administrator - Lissette Penaloza
Student Accounts Administrator - Aurora Ramirez
Student Accounts Administrator - Laura Richard
Student Accounts Administrator - Tara Solan
Director, Enrollment - Stephen Weinstein
Senior Director, Adult Admissions - Joel Martinez
Director, High School Admissions - Michelle Gomez
Associate Director, Adult Admissions - Charles Cheesman

Associate Director, High School Admissions - Tamara Vaughan
Assistant Director, Adult Admissions - Carla Merente
Assistant Director, Adult Admissions - Silvia Ortiz
Admissions Associate - Natalie Adorno
Admissions Associate - Paul Chakmakjian
Admissions Associate - Michelle Figueroa
Admissions Associate - Randy Gomez
Admissions Associate - Alfred Guaman
Admissions Associate - Cheryl Lin
Admissions Associate - Baudilio Rivera
Admissions Associate - Mariel Rosario
Admissions Associate - Joseph Siriano
Admissions Associate - Jevon Taylor
Admissions Associate - Joseph Wong
Admissions Associate - Luan Ximines
Manager, Bookstore - Nicole Giordano
Manager, Desktop Services - Jesse Mercado
Lead Technician, NY - Stephen Perrot
Computer Support Technician - Ian Jacobs
Computer Support Technician - Ayanna Sheppard
Computer Support Technician - Mark Williams
Director, Buildings and Grounds - Pete Blankman
Maintenance Supervisor, Buildings and Grounds - Mikhail Binder
Administrative Coordinator, School of Liberal Arts - Jennifer Bocanegra
Administrative Coordinator, School of Professional Studies - Marilyn Estevez
Administrative Coordinator, Larry L. Luig School of Business - Maureen Mullins
Administrative Assistant, Admissions - Milagros Cornejo
Administrative Assistant, Admissions - Belkys Diaz
Administrative Assistant, Admissions - Guerdie Lucien
Administrative Assistant, Admissions - Christina Rodriguez
Administrative Assistant, Advisement - Joanna Giraud
Administrative Assistant, Advisement - Kenia Urena
Administrative Assistant, Campus Operations - Ashley Allard
Administrative Assistant, Campus Operations - Cheryl Epps
Administrative Assistant, Campus Operations - Diana Perez

Administrative Assistant, Financial Aid - Simone Higgs

Administrative Assistant, Financial Aid - Krystal Roberts

Administrative Assistant, Government Relations - Mameni Gbarbea

Receptionist - Ana Ledesma

Receptionist - Zhanna Raymond

Receptionist - Elizabeth Viloría

Receptionist - Yomaria Viloría

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Brooklyn

President - Dario A. Cortes

Provost - Marianne Vakalis

Campus Operating Officer - Conrad Walker

Dean, Advisement - Carol Alleyne

Academic Advisor - Bradley Hawk Keie

Personal Counselor - Nedjyne Levy

Assistant Dean, Student Development and Campus Life – Sherrille Shabazz

Director, Academic Support Center - Eva Daniels

Acting Director, Library - Marlene Doty

Counselor, Career Services - Mahshid Khavari

Director, Financial Aid - Shaundia Comrie

Financial Aid Administrator - Gichard Dormevil

Director, Student Accounts - Adriana Chicaiza

Student Accounts Administrator - John Costello

Director, Admissions - Anthony Williams

Admissions Associate - Alia Alinur

Admissions Associate - Rene Drakes

Admissions Associate - Kimberly Malone

Admissions Associate - Juan Matos

Bookstore Associate - Rahinet Koti

Computer Support Technician - Mark Williams

Director, Buildings and Grounds - Henry Tam

Administrative Assistant, Admissions - Lorena Byrd

Administrative Assistant, Advisement - Isha Shea

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White Plains

President - Dario A. Cortes

Provost - Marianne Vakalis

Assistant Campus Operating Officer - Andrea Nemeth

Dean, Advisement - Lisa Coppola

Assistant Dean, Student Development and Campus Life - Alicia Martinez

Personal Counselor - Alyssa Marulli

Director, Residence Life - Michael Gilbert

Director, Academic Support Center - Natalie Keiser

Director, Library - James Leftwich

Reference/Instruction Librarian - Georgette Coffey

Counselor, Career Services - Charles Stott

Counselor, Career Services - Ana Yee

Director, Financial Aid - Amanda Manuel

Financial Aid Administrator - Jose Caldera

Financial Aid Administrator - Mika Woody

Director, Student Accounts - Matthew El Sabry

Student Accounts Administrator - Ninamarie Cacciante

Director, Adult Admissions - John Wool

Director, High School Admissions - Lynn Ovimeleh

Assistant Director, Adult Admissions - Douglas Colon

Assistant Director, High School Admissions - Priscilla Gonzalez

Admissions Associate - Jimarzarette Estevez

Admissions Associate - Deanna Mancini

Admissions Associate - Diane Mekuli

Bookstore Associate - Jayson Vargas

Director, Buildings and Grounds - Eric Chulan

Administrative Assistant, Admissions - Joanne Mazzullo

Administrative Assistant, Admissions - Janice Ramsey

Administrative Assistant, Advisement - Ann Marie Owen

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Clifton

President - Dario A. Cortes

Provost - Marianne Vakalis

Campus Operating Officer - Tia DeLouise

Dean, Advisement - Steve Bruenjes

Academic Advisor - Serena Scalice

Student Success Coordinator - Cristina Fanelli

Director, Student Development and Campus Life - Ashante Barnes

Personal Counselor - Nancy Stecker

Director, Academic Support Center - Margaret Haley

Director, Library - Sandra Mongak

Librarian - Elaine Goldman

Director, Career Services - Art Pann

Assistant Director, Career Services - Sal Girgenti

Counselor, Career Services - Mykole Tate

Business Developer, Career Services - Jim D'Arrecca

Business Developer, Career Services - Sandra Lerner

Associate Vice President, Financial Aid Operations - Keith Babich

Director, Financial Aid - Kevin Neretich

Financial Aid Administrator - Jessica Bure

Financial Aid Administrator - Meisy Gomera

Financial Aid Administrator - Jailynn Johnson

Student Financial Literacy Advocate - Bernard Antonovich

Director, Student Accounts - Nancy Ferante

Student Accounts Administrator - Eliana Diaz

Director, Admissions - Brian Peiffer

Assistant Director, Admissions - Sherrica Matchett

Admissions Associate - Susan Cate

Admissions Associate - Natalie Connell

Admissions Associate - Janet Glass

Admissions Associate - Karen McCormack

Admissions Associate - Katina Payano

Admissions Associate - Melissa Peralta

Admissions Associate - Sharon Woods

Campus Technician - Jose Quinones

Director, Operations - Carmelo Torres

Accreditation Coordinator, School of Health Studies - Lisa Azzarone

Administrative Coordinator, School of Health Studies - Diana Ingui

Administrative Assistant, Admissions - Sandra Lakhouili

Administrative Assistant, Admissions - Crismarys Javier

Administrative Assistant, Advisement - Ingrid Noesi-Jackson

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Dover

President - Dario A Cortes

Provost - Marianne Vakalis

Campus Operating Officer - Maureen DiFonzo

Dean, Advisement - Robert Case

Advisement Assistant - Bryan Hoppe

Student Success Coordinator - Laura Macri

Director, Student Development and Campus Life - Ashante Barnes Awe

Personal Counselor - Nancy Stecker

Director, Academic Support Center - Margaret Haley

Director, Library - Sandra Mongak

Librarian - Vicki Sciuk

Director, Career Services - Arthur Pann

Counselor, Career Services - Dylan Dell

Director, Financial Aid - Roxanne Martinez

Financial Aid Administrator - Linethe Letelier

Student Financial Literacy Advocate - Bernard Antonovich

Director, Student Accounts - John Conradi

Student Accounts Administrator - Ann Puppo

Associate Director, Admissions - John Delgado

Associate Director, Admissions - MaryAnn Santora

Admissions Associate - Charlene Garretson

Admissions Associate - Laura Ziegert

Admissions Associate - Philip Nicastro

Admissions Associate - Michael Toth

Campus Technician - Luis Carvalho

Director, Operations - Carmelo Torres

Accreditation Coordinator, School of Health Studies - Lisa Azzarone

Administrative Assistant, Administration - Adrian Clark

Administrative Assistant, Admissions - Diana Angel

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Newark

President - Dario A. Cortes

Provost - Marianne Vakalis

Campus Operating Officer - Stan Holland

Dean, Advisement - Sophia Smith

Director, Center for Excellence in Learning and Teaching - Shelly Nice

Director, Student Development and Campus Life - Sandra Garcia

Personal Counselor - Amanda Frey

Residence Counselor - Chad Jones

Director, Academic Support Center - Edward Silkworth

Writing Consultant, Academic Support Center - Rachel Dues

Director, Library - Susan Van Alstyne

Reference/Instruction Librarian - Anne Hutchinson

Business Developer, Career Services - Anthony Clark

Director, Financial Aid - Diana Coleman

Financial Aid Administrator - Yomary Castro

Financial Aid Administrator - Patricia Okorodudu

Director, Student Accounts - LaMont Covington

Student Accounts Administrator - Loriea Kannatt

Director, Adult Admissions - Sandra Tavares

Director, High School Admissions - Leigh LeBlanc

Assistant Director, Adult Admissions - Joel Ramirez

Admissions Associate - Jennifer Cole

Admissions Associate - Luis Garcia

Admissions Associate - Anita Jones

Admissions Associate - Jennifer Kurylo

Admissions Associate - Erica Robinson

Manager, Bookstore - Tony Denis

Computer Support Technician - Curtis Long

Director, Buildings and Grounds - Mohammed Mohosin

Administrative Assistant, Admissions - Frandia Payero

Administrative Assistant, Admissions - Jomaira Rincon

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Paramus

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Provost - Marianne Vakalis

Campus Operating Officer - Linda Pinsky

Dean, Advisement - Suzanne Casadevall

Academic Advisor - Alice Hayes

Assistant Dean, Student Development and Campus Life - Heather Eaton-Dwyer

Personal Counselor - Nicole Palagano

Director, Academic Support Center - Melissa Lemus

Writing Consultant - Rose Arszulowicz

Director, Library - Maria Deptula

Counselor, Career Services - Lynn Page

Director, Financial Aid - Daniel Larkin

Director, Student Accounts - Steven Figueiredo

Student Accounts Administrator - Sophia Baptiste

Director, Admissions - Elaine Coleman

Admissions Associate - Christopher Brundage

Admissions Associate - Regina Hubbard-Johnson

Admissions Associate - Denise Prieto

Computer Support Technician - Stanley Kukulka

Supervisor, Buildings and Grounds - Henry Fernandez

Administrative Assistant, Admissions - Vicky Torunidis

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Woodbridge

President - Dario A. Cortes

Provost - Marianne Vakalis

Campus Operating Officer - Stan Holland

Dean, Advisement - Linda Lanzi

Academic Advisor - Tara Matusik

Director, Student Development and Campus Life - Kevin Frey

Personal Counselor - Greg Ieraci

Dean, Academic Support Center - Gerald Iacullo

Writing Consultant, Academic Support Center - Rachel Dues

Director, Library - Bonnie Lafazan

Reference/Instruction Librarian - Katie Maricic

Counselor, Career Services - William Bolognese

Counselor, Career Services - Rovena Passero

Director, Financial Aid - Tino Lula

Financial Aid Administrator - Susan Barschow

Director, Student Accounts - Andrzej Oldakowski

Student Accounts Administrator - Linda Lopez

Student Accounts Administrator - Luz Valencia

Director, Adult Admissions - Jennifer DeJesus

Director, High School Admissions - Sara Mamrak

Assistant Director, High School Admissions - Carlos Gomez

Admissions Associate - Jennifer Blumberg

Admissions Associate - Greg Carter

Admissions Associate - Melissa Rapolla

Admissions Associate - Adrianna Ruggieri

Manager, Bookstore - Nicole Giordano

Computer Support Technician - Luis Bertrand-Otero

Supervisor, Buildings and Grounds - Jesse Warnick

Administrative Assistant, Admissions - Elizabeth Bueno

Administrative Assistant, Admissions - Cheryl Packan

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Woodland Park

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Provost - Marianne Vakalis

Campus Operating Officer - Linda Pinsky

Dean, Advisement - Julie Wood

Academic Advisor - Doreen Pino

Academic Advisor - Candice Bottani

Director, Student Development and Campus Life - Nicole Turnbull

Senior Director, Personal Counseling - Sandra Coppolla

Director, Academic Support Center - Melissa Lemus

Writing Consultant, Academic Support Center - Rose Arszulowicz

Director, Library - Laurie McFadden

Reference/Instruction Librarian - Amanda Piekart

Library Assistant - Yevgeniy Sokolovskiy

Director, Alumni Relations - Jennifer Porter

Business Developer, Career Services - Earl Brown

Counselor, Career Services - Maria Ortega-Cubas

Director, Financial Aid - Steven Perez

Financial Aid Administrator - Jixely Pena

Director, Student Accounts - Steven Figueiredo

Student Accounts Administrator - Paula Cannizzaro

Student Accounts Administrator - Cameron Jones

Student Accounts Administrator - Ann Mulligan

Director, Adult Admissions - Michael Lincoln

Director, High School Admissions - Christine D'Elia

Admissions Associate - Paul Caramucci

Admissions Associate - Bruno Ferriera

Admissions Associate - Nadesa Tejada

Admissions Associate - Madeline Torres

Bookstore Associate - Jeny Mariano

Manager, Desktop Services - Wayne Davison

Campus Technician - Kevin Gaylord

Campus Technician - Jeff Hernandez

Interim Director, Buildings and Grounds - Michael Hyjeck

Assistant to the Provost and Manager, Faculty Affairs - Jill Upritchard

Administrative Assistant, Admissions - Patricia D'Allegro

Administrative Assistant, Admissions - Kelli Williams

Administrative Assistant, Advisement - Christine Ranucci

Administrative Assistant, Campus Operations - Suzanne Dinse

Administrative Assistant, Campus Operations - Janice Sanchez

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Online

President - Dario A. Cortes

Provost - Marianne Vakalis

Campus Operating Officer - Sharon Goldstein

Dean, Advisement - Jane Ryan

Assistant Dean - Alison Mann

Academic Advisor - Angela Mason

Academic Advisor - Jessica Dodge

Academic Advisor - Kathleen Vancheri

Assistant Dean, Student Development and Campus Life - Jennifer Litvak

Coordinator, Student Development and Campus Life - Matthew Hudak

Personal Counselor - Santa Rock

Personal Counselor - Katherine Wu

Director, Academic Support Center and ASC Anywhere - Janice Samuels

Acting Director, Library - Marlene Doty

Director, Career Services - Michael Iris

Counselor, Career Services - Monica Brinson

Counselor, Career Services - Rosa Santana

Associate Director, Financial Aid - Paul Crowley

Associate Director, Financial Aid - Carmela Incorvaia

Financial Aid Administrator - Damion Barnett

Financial Aid Administrator - Arlene Marte

Director, Student Accounts - Ashley Maikranz

Assistant Director, Student Accounts - Lauren Zeller

Student Accounts Administrator - Donna Daidone

Student Accounts Administrator - Erick Otero

Director, Admissions - Susan Mandra

Assistant Director, Admissions - Fabiola Campbell

Assistant Director, Admissions - Rosanna Leto

Assistant Director, Admissions - Pam Nickelston

Admissions Associate - Greg Baptichon
Admissions Associate - Anne Doherty
Admissions Associate - Kimberly Machado
Admissions Associate - Patricia Meeney
Admissions Associate - Jenny Vera
Bookstore Associate - Matthew Iglesias
Computer Support Technician - Jose Quinones
Census Coordinator - Rosemary Mineros
Administrative Assistant, Admissions - Rosanne D'Aloisio
Administrative Assistant, Admissions - Dayna Latella
Administrative Assistant, Admissions - Michelle Ranieri
Administrative Assistant, Admissions - Inga VanSiclen
Administrative Assistant, Advisement - Shirley Mora

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Faculty

- **Larry L. Luing School of Business Faculty**
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- **School of Health Studies Faculty**
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- **School of Liberal Arts Faculty**
(/student_handbook/student_handbook_2013_6005.htm)
- **School of Professional Studies Faculty**
(/student_handbook/student_handbook_2013_6004.htm)
- **Developmental Education Faculty**
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Larry L. Luing School of Business Faculty

Wolfgang Hinck

Interim Dean

B.B.A., Fachhochschule Nordostniedersachsen

M.B.A., Ph.D., The University of Texas-Pan American

Anthony Avallone

Online Chair, Business

B.A., Montclair State University

M.B.A., Seton Hall University

D.I.B.A., Nova Southeastern University

Samuel Lloyd

Online Associate Chair, Business

B.S., Florida A&M University

M.A., Florida Atlantic University

D.P.S., Pace University

- **Accounting and Finance Faculty**

(/student_handbook/student_handbook_2013_6011.htm)

- **Fashion Faculty** (/student_handbook/student_handbook_2013_6010.htm)

- **Management Faculty** (/student_handbook/student_handbook_2013_6009.htm)

- **Marketing Faculty** (/student_handbook/student_handbook_2013_6008.htm)

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Accounting and Finance Faculty

Claudia Tyska, CPA

Chair, Accounting and Finance
B.A., M.B.A., Ph.D., Rutgers, The State University of New Jersey

Dori Lombard, CPA

Associate Chair, Accounting and Finance
B.S., University of San Francisco
M.S., Long Island University
D.P.S., Pace University

Thomas Apperson*

B.S., North Carolina State University
M.B.A., Fordham University

Stephen Apolito, CPA*

B.A., Washington and Lee University
M.S., Long Island University

Sarah Beauchea, CPA

B.S., M.B.A., Monmouth University
Ed.D., Seton Hall University

Ronald Boswell

B.S., M.B.A., Fairleigh Dickinson University

Paul Czarnecki, CPA

B.S., M.B.A., Saint Peter's College

Glen DeSalvo

B.A., State University of New York, New Paltz
M.B.A., Adelphi University
M.S., Long Island University

Nashwa George, CMA

B.S., M.S., Cairo University
M.B.A., M.Phil., Ph.D., City University of New York, Baruch College

Dennis Gladstone*

B.S., B.A., State University of New York, Albany
M.S.Ed., Ph.D., City University of New York, The College of Staten Island
M.B.A., Ph.D., Fordham University

Harry Goberdhan*

B.S., City University of New York, Lehman College
J.D., St. John's University

Gene Goldstein, CPA

B.B.A., City University of New York, Baruch College
M.S., City University of New York, City College
Ph.D., New York University

Geoffrey Goldstein, CPA*

B.S., Syracuse University
M.S., State University of New York, Old Westbury

James Grady, CPA*

B.S., Seton Hall University
M.B.A., Saint Peter's College

Fern Hendelman, CPA

B.S., City University of New York, Brooklyn College
M.S., Seton Hall University

Lawrence Isaac, CPA

B.S., Boston University
M.B.A., Bentley College

Jacqueline Jonnard

B.A., M.B.A., Fairleigh Dickinson University
D.B.A., Nova Southeastern University

Miriam Keller-Perkins

A.B., Boston College
M.S., University of Wisconsin

Anthony Kozberg

B.S., University of Pennsylvania
Ph.D., New York University

Philip Levine, CPA

B.S., Brooklyn College
M.B.A., City University of New York, Baruch College
J.D., Rutgers, The State University of New Jersey

Ashford Maharaj

B.A., Concordia University
M.S.Ed., City University of New York, Baruch College
Ph.D., Walden University

Michael Mahoney, CPA*

B.S., University of Dayton
M.B.A., Fairleigh Dickinson University

Rosemarie McLaughlin, CPA*

B.S., Fairfield University
M.B.A., New York University

Maureen Mullins, CPA*

B.B.A., City University of New York, Baruch College
M.S., Pace University
L.L.M., Quinnipiac University

Gina Okun*

B.E., M.E., Stevens Institute of Technology
M.B.A., William Paterson University

Joanne Snider

B.A., University of Michigan
M.B.A., Long Island University

Robert Sollfrey, CPA

B.S., University of Maryland
B.A., New York University
M.S., St. Peter's College

Lloyd Soobrian

B.A., University of York
M.B.A., Pace University
Ph.D., Fordham University

Ira Weissman, CPA

B.B.A., City University of New York, Baruch College
M.S., Long Island University

Keith Weissman, CPA, CFA

B.S., University of Pennsylvania
M.B.A., Columbia University

Neil Wilson, CPA

B.S., State University of New York, New Paltz
M.B.A., Hofstra University
J.D., New York Law School
L.L.M., University of Denver

Mark Zuckerman, CMA*

B.A., City University of New York, Lehman College
M.A., Columbia University
M.B.A., Manhattan College

*Part Time

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Fashion Faculty

Guy Adamo

Associate Chair, Fashion
A.S., Nassau Community College
B.B.A., M.B.A., Hofstra University
Ph.D., New York University

Alyssa Adomaitis

B.S., State University of New York, Oneonta
M.B.A., Long Island University
Ph.D., University of Minnesota

Myra Butensky

B.S., State University of New York, Albany
M.A.S., Fairleigh Dickinson University

Allegra Ceci*

B.A., Bard College
M.A., State University of New York, The Fashion Institute of Technology

William Filerino

B.S., Villanova University
M.A., New York University
Ph.D., Capella University

Mark Friedberg

B.A., New York University
M.B.A., Long Island University

Chelsea Harriman*

A.S., B.A., University of Vermont
M.A., Rutgers, The State University of New Jersey

Athena Lazarides*

B.A., City University of New York, Queens College
M.A., Columbia University

Diane Maglio

A.A.S., State University of New York, The Fashion Institute of Technology
B.A., Rutgers, The State University of New Jersey
M.A., State University of New York, The Fashion Institute of Technology

Cassandra McCright-Smith*

B.S., Fisk University
M.B.A., Keller Graduate School of Management

Kathy Mills

B.A., M.A.Ed., Seton Hall University
M.B.A., Georgian Court University

Stella Nicolaou

A.A.S., LaGuardia Community College
B.F.A., Cooper Union Art School
M.F.A., School of the Art Institute of Chicago

Susan Watters

B.S., Syracuse University
M.A., New York University

Robert Woods

B.A., Kentucky State University
M.F.A., University of Iowa

*Part Time

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Management Faculty

Anthony Avallone

Online Chair, Business
 B.A., Montclair State University
 M.B.A., Seton Hall University
 D.I.B.A., Nova Southeastern University

Joseph Scuralli

Chair, Management
 B.S., M.B.A., Fairleigh Dickinson University
 D.P.S., Pace University

Rahul Bedi

Associate Chair, Management
 B.S., Aligarh University
 M.S., J&K University
 M.B.A., New York University
 Ph.D., Touro University International

Howard Christiansen

Assistant Chair, Management
 B.S., M.B.A., Saint John's University

Barbara Adamczyk*

A.S., County College of Morris
 B.S., M.S., Montclair State University

Kwaku Ampadu-Nyarkoh

B.S., M.B.A., Ph.D., Rutgers, The State University of New Jersey

Micheline Attieh

A.A.S., B.S., Berkeley College
 M.S.M., Colorado Technical University

Dena Bateh

B.A., M.B.A., Jacksonville University
 Ph.D., Columbia University

Donna Bonofiglio

A.A.S., Westchester Community College
 B.B.A., Pace University
 M.S., Long Island University

Pat Buonaguro

A.A.S., State University of New York, Farmingdale
 B.S., State University of New York, Albany
 M.A., New York University

Shannon Burton*

A.A.S., B.B.A., Berkeley College
 M.A., Drury University
 M.S.Ed., City University of New York, Lehman College
 M.B.A., Ph.D., Capella University

Robert Carothers, MCAS

B.S., Hartwick College
M.B.A., Columbia University

Stephanie Cato*

A.S., Holy Childhood Commercial College
B.S., Monroe College
M.B.A., M.S., Keller Graduate School of Management

Manuel Correa

B.E., Manhattan College
M.B.A., Iona College

Kathy Ann Culla*

B.A., Manhattanville College
M.B.A., Iona College

Tanisha Day*

B.A., M.B.A., Rider University

Ali Daneshmandnia

B.S., Adelphi University
M.B.A., New York Institute of Technology

Anthony Dell Cioppia*

B.A., M.B.A., Fairleigh Dickinson University

Darshan Desai

B.B.A., M.B.A., Gujarat University
Ph.D., Nirma University

Thayer Draper

B.S., Wagner College
M.B.A., Saint John's University
D.B.A., Nova Southeastern University

Judy Durish*

B.S., M.A., Montclair State University

Christian Ehiobuche

B.S., School of Liberal Studies
M.S., Sussex College of Technology
M.B.A., Universidad del Valle de Mexico
Ph.D., Instituto Politecnico Nacional de Mexico

Catherine Einerson

Director, Center for Global Studies
B.A., Dominican College
M.S., College of New Rochelle
Ph.D., Fordham University

Ossama Elhadary

B.A., Cairo University
M.S., Ph.D., Maastricht School of Management

Stephanie Fells

B.S., Pace University
M.S., City University of New York, Baruch College
Ph.D., Capella University

Linval Frazer

B.A., Berkeley College
M.S., Keller Graduate School of Management
Ph.D., Walden University

Lawrence Froelich

B.S., Northern Michigan University
M.I.B.S., University of South Carolina

Anthony Girardo, MCAS

B.A., Felician College
M.B.A., Fairleigh Dickinson University

George Gonzalez*

B.S., New Jersey City University
M.S., Thomas Edison State College

Alfred Greulich*

B.S., Montclair State University
M.S., M.B.A., Fairleigh Dickinson University

Stanley Herman*

B.S., Purdue University
M.B.A., Columbia University

Andrew Hrechak

B.S., M.S., New Jersey Institute of Technology
M.B.A., Ph.D., Rutgers, The State University of New Jersey

Marianna Ilyasova*

B.B.A., Berkeley College
M.B.A., Keller Graduate School of Management

Vinita Ittoop

A.B., Talladega College
M.S., New York University
M.Phil., Ph.D., Columbia University

Bernard Jacobs

B.B.A., University of Miami
M.A., University of Phoenix

Peter Jaskierny*

A.B., Assumption College
M.I.B., University of South Carolina

Kevin Judge*

B.A., George Washington University
M.B.A., Fairleigh Dickinson University

Steven Kastens*

B.S., State University of New York, Brockport
M.S., Iona College

Pamela Kerlan*

B.A., Vanderbilt University
M.B.A., Columbia University

Thomas Kernodle*

B.S., New Jersey City University
M.B.A., Regis University
Ph.D., Touro University International

Mohand Khoukhi*

B.S., Algiers University
M.B.A., Keller Graduate School of Management
M.S., Ph.D., Advanced School of Social Sciences

Frank Houry

B.S., New Jersey City University
M.B.A., Saint Peter's College
Ph.D., Academy of Economic Studies

Catherine Ko*

B.S., Cornell University
M.B.A., Harvard University

Jim Lee

B.A., Beijing Second Foreign Language Institute
M.A., Canberra College
M.S., Ph.D., State University of New York, Albany

Rosalie LeVoci

A.B., City University of New York, Lehman College
M.A., New York University

Richard Lovas*

B.A., M.B.A., Fairleigh Dickinson University

Wendy MacAuley

B.A., William Paterson University
B.A., M.A., Montclair State University

Michael Maneri

B.A., State University of New York, Albany
M.B.A., New York Institute of Technology
Ed.D., Dowling College

Marilu Marcillo-Gomez*

B.A., Alfred University
M.B.A., Centenary College

Michael McAteer

B.S., M.B.A., Fordham University
D.B.A., University of Phoenix

Jim McCarty

B.S., Indiana University
M.Div., Asbury Theological Seminary
M.Ed., The Pennsylvania State University
M.B.A., Eastern University
Ph.D., Capella University

Raul Mendez

A.S., Essex County College
B.S., Mercy College
M.S., Long Island University
Ed.S., Seton Hall University

Albert Muzikar*

B.A., St. Peter's University
M.B.A., Fordham University

Solomon Nyaanga

B.A., New Jersey City University
M.A., M.B.A., Long Island University
Ph.D., Stevens Institute of Technology

Brien O'Neill

A.B., Princeton University
M.B.A., Harvard University

William Orbe*

B.A., University of Florida
M.A., Montclair State University

Tomasz Pazdrowski

B.S., M.S., Warsaw University
Ph.D., University of Phoenix

Paul Pensabene

B.A., Kansas Wesleyan University
M.B.A., University of Baltimore
Ph.D., University of Essex

Anita Persaud*

A.A.S., Berkeley College
B.S., M.S., Pace University

Annette Picora*

B.B.A., M.S., City University of New York, Baruch College

Louis Piermatteo, MCAS

B.S., Kutztown University
M.T.M., Stevens Institute of Technology

Mary Pita*

B.A., Seton Hall University
M.S., New Jersey Institute of Technology

Jennifer Plotts*

B.A., M.B.A., Rutgers, The State University of New Jersey

James Polizzi

B.B.A., City University of New York, Baruch College
M.B.A., Wagner College
Ph.D., Touro University

Andrew Raleigh

B.S., M.B.A., Fairleigh Dickinson University
Ph.D., Stevens Institute of Technology

John Rapanos

A.B., City University of New York, Hunter College
M.B.A., City University of New York, Baruch College
D.P.S., Pace University

Maya Reddi

B.A., Bangalore University
M.A., Osmania University
M.A., Tate Institute of Social Sciences
Ph.D., The Pennsylvania State University

Joel Reichart

A.A., Cerritos Community College
B.S., University of Southern California
M.B.A., University of Oregon
Ph.D., University of Virginia

Dean Reonieri*

B.A., M.S., Thomas Edison State College

Sharon Ritt

B.A., City University of New York, Lehman College
M.A., New York University

Shelly Rosen

B.S., Long Island University
M.Ed., Saint Peter's College

William Sager*

B.A., Mount Union College
M.B.A., Montclair State University

Melinda Salzer*

B.A., City University of New York, Brooklyn College
M.B.A., Saint John's University

Janak Shah, MCSA, MCDST, MCT, CEH, CCNA, Security+, A+, Net+, Linux+, MCAS, ACA, CBCS

B.S., M.S., Gujarat University

Deodat Sharma*

B.S., Punjab University
M.B.A., New York Institute of Technology
M.S., Pace University

Syleecia Thompson

B.S., Southern Illinois University
M.B.A., Florida Metropolitan University
D.B.A., Argosy University

Huseyin Unver*

B.A., M.B.A., City University of New York, Baruch College

Fernando Villegas*

B.A., Berkeley College
M.S., Temple University

William Watko*

B.S., Seton Hall University
M.S., M.B.A., Fairleigh Dickinson University
D.P.S., Pace University

Beverly Wilson

B.A., M.A., City University of New York, City College

Lawrence Yodice*

B.B.A., Pace University
M.B.A., Fordham University

*Part Time

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Marketing Faculty

Mary Wagner

Interim Chair, Marketing
 B.A., University of Michigan
 M.B.A., Indiana University
 Ph.D., University of Michigan

Bruce Belowich*

B.S., Boston University
 M.B.A., Seton Hall University

Margaret Biner

B.A., Assumption College
 M.B.A., Clark University

Curtiss Cale*

B.S., M.B.A., University of Central Missouri

Lance Erickson

B.S., Georgetown University
 M.B.A., Ph.D., New York University

Keith Fabes

B.A., George Washington University
 Ph.D., Oklahoma State University

David Glazer

B.A., State University of New York, Oneonta
 M.S., The American College
 M.B.A., Ph.D., George Washington University

Calvin Hodock

B.B.A., University of Cincinnati
 M.S., University of Illinois

Dorothy Minkus-McKenna

B.S.Ed., Framingham State University
 M.B.A., New York University
 D.P.S., Pace University

Shelly Nice

Director, Center for Excellence in Learning and Teaching
 B.A., Drew University
 M.A., Fairleigh Dickinson University
 M.B.A., Centenary College

Martin Shapiro

B.A., Southern Illinois University
 M.A., Ph.D., New York University

Earl Spencer

B.S., Drexel University
 M.B.A., University of Pennsylvania
 D.P.S., Pace University

*Part Time

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School of Health Studies Faculty

Sheila Dynan

Dean, School of Health Studies

B.S., Boston State College

M.A., Montclair State University

M.S.W., New York University

D.M.H., Drew University

- **Health Studies Faculty** (/student_handbook/student_handbook_2013_7907.htm)
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- **Nursing and Patient Care Technician Faculty**
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Health Studies Faculty

Michael McDonough

Chair, Health Services Administration
 B.A., Montclair State University
 M.A., Fairleigh Dickinson University
 M.B.A., Wagner College

Barbara Cohen

B.S.N., City University of New York, City College
 M.S., Touro College
 M.S.Ed., Columbia University
 J.D., New York Law School
 Ph.D., City University of New York, The Graduate Center

Christine Connolly

B.S., University of Vermont
 M.A., Ball State University
 Ph.D., Capella University

Yarissa Rodriguez-Williams

B.S., William Paterson University
 D.C., New York Chiropractic College

Marjorie Silverman

B.A., Duke University
 M.B.A., University of Pennsylvania

Latoya Trowers-Bell

B.S., Colorado Technical University
 M.B.A., New York Institute of Technology

John Zanetich

A.B., Rutgers, The State University of New Jersey
 M.A., Miami University
 M.G.A., University of Pennsylvania
 Ph.D., State University of New York, Albany

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Medical Assistant Faculty

Jose Montalvo, RMA, CCMA, CBCS

Chair, Medical Assistant
B.A., Rutgers, The State University of New Jersey
M.D., Universidad Central del Este

Randolph Pama, CCMA

Associate Chair, Medical Assistant
B.S., Far Eastern University
M.D., Our Lady of Fatima University

Francisco Abinader

M.D., Pontificia Universidad Catholica Madre y Maestra

Shkelzen Badivuku, RMA

M.S., University of Zagreb
M.D., University of Kosovo

Kelly Berge, CPC

B.S., Oakland University
M.S., New England College

Samia Cheema

M.D., Universidad Iberomericana

Jan Corwin

B.S., The College of New Jersey
D.C., National University of Health Sciences

Bonnie Dubnoff

A.A.S., B.F.A., State University of New York, The Fashion Institute of Technology

Konrad Gut

B.A., Lebanon Valley College
M.D., Jagiellonian University

Alejandro Henao

M.D., Universidad San Martin

Suzan Melik

M.D., Zagazig University

Jane Mongelli, CMT

B.S., Kean University

Jonathan Pereira

B.S., Saint Peter's University
M.D., St. Matthew's University

Azam Rahman, RMA, CBCS

M.D., University of Karachi

Ali Saleh, RMA, CBCS

B.S., M.S., Montclair State University
M.D., Universidad Iberoamericana

George Sidrak, RMA, CCMA, CBCS
M.D., Alexandria University

Eva Skuka, RMA, CPC, CBCS
M.D., University of Tirana

Meta Wongkar-Gut
M.D., Maranatha Christian University

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Nursing and Patient Care Technician Faculty

Elizabeth Fitzgerald, RN, CCRN

Chair, Practical Nurse and Patient Care Technician
A.A.S., County College of Morris
B.S.N., College of Saint Elizabeth
M.S.N., Ramapo College

Joan Zarra, RN

Associate Chair, Practical Nurse and Patient Care Technician
B.S.N., Seton Hall University
M.S.N., Walden University

Margaret Babcock, RN

A.A.S., County College of Morris
B.S.N., William Paterson University
M.S.N., Walden University

Apollo Bernardo, RN

B.S.N., Trinity University of Asia
M.S.N., College of St. Elizabeth

Denise Couch-Gawley, RN

A.A.S., County College of Morris
B.A., Montclair State University
M.S.N., Loyola University

Joanne Davis, RN

B.S.N., B.A., Seton Hall University

Angelica Delacruz, RN

B.S.N., William Paterson University

Patricia Gallagher, RN

B.S.N., University of Massachusetts

Mary Jane Genuino, RN

B.S.N., Chinese General Hospital College of Nursing
M.S.N., Regis University

Susan Goias, RN

B.S.N., Fairleigh Dickinson University
M.S.N., Walden University

Irene Kroeper, RN

A.A.S., Bergen Community College
B.S.N., College of Saint Elizabeth

Patricia Lombreglia, RN

A.S., B.S.N., Curry College

Teresita Medina, RN

B.S.N., St. Jude College
M.A.S., Fairleigh Dickinson University

Tamar Natroshvili, RN

A.D., Tbilisi Medical Uchilischche
B.S.N., College of Saint Elizabeth

Donna O'Hern, RN

A.A.S., Ocean County College
B.S.N., Monmouth University
M.S.N., Walden University
M.Div., Biblical Theological Seminary

Joanne Paronett, RN

B.A., Fairleigh Dickinson University
B.S.N., Ramapo College of New Jersey
M.S.N., Walden University
M.A.T., Fairleigh Dickinson University

Linda Schultz-Whitlock, RN

B.S.N., Adelphi University
M.Ed., Teachers College, Columbia University

Patricia Sciarretta, RN

A.A.S, Middlesex County College
B.S.N., New Jersey City University

Karen Thomason, RN

B.S.N., William Paterson University

Cynthia Vogler, RN

A.A.S., Bergen Community College
B.S.N., Seton Hall University
M.S.N., University of Medicine and Dentistry of New Jersey

Lois Wilczewski, RN

B.A., New Jersey City University

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Surgical Technology and Surgical Processing Technician Faculty

Joseph Charleman, CST, CRCST, LPN

Chair, Surgical Technology and Surgical Processing Technician
B.S., Nyack College
M.S., New England College

Amanda Hintzen Carrasco, CST

Clinical Coordinator, Surgical Technology and Surgical Processing Technician
A.A.S., B.S., Berkeley College
M.S., New England College

Stephanie Williams, CST

Laboratory Coordinator, Surgical Technology
A.S., Bryman School of Phoenix
B.B.A., Berkeley College
M.S., New England College

Diana Amos, CST, CMA

A.S., Bergen Community College

Anbalagan George, CST

M.D., Kuvempu University

Wacking Horace, CRCST

M.D., Universite d'Etat d'Haiti

Kofi Poku, CST, CRCST

B.S., State University of New York, Empire State College
M.S., University of Medicine and Dentistry of New Jersey

Rosa Sellitto, LPN

B.A., Caldwell College

Nicole Willis, CST

A.A.S., Berkeley College

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School of Liberal Arts Faculty

Donald Kieffer

Dean, School of Liberal Arts
B.A., Clark University
Ph.D., University of South Dakota

Marilyn Frasier Kulik

Online Chair, Liberal Arts
B.A., Richard Stockton College of New Jersey
M.A., Ph.D., Rutgers, The State University of New Jersey

Roseann Torsiello

Online Associate Chair, Liberal Arts
B.A., M.A., Fairleigh Dickinson University
Ed.D., Nova Southeastern University

- **English Faculty** (/student_handbook/student_handbook_2013_6019.htm)
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English Faculty

Richard Schultz

Chair, English
A.B., Albright College
Ph.D., State University of New York, Stony Brook

Michael Jacobs

Associate Chair, English
B.A., M.A., State University of New York, Buffalo
D.A., St. John's University

Andrea Bates*

B.A., University of Massachusetts
M.A., Manhattanville College

Celia Bonadies*

B.A., Manhattanville College
M.A., Rutgers, The State University of New Jersey

Joy Browne

B.A., Todd Mildon University
M.A., University of Chicago
Ph.D., Emory University

Edith Churchman*

B.S., Heidelberg University
M.S., Emerson College
Ph.D., Bowling Green State University

Mary Jane Clerkin

B.A., M.A., M.A.T., Manhattanville College
D.A., Saint John's University

Celeste Conway*

A.A., Fashion Institute of Technology
B.S., City University of New York, Hunter College
M.F.A., Columbia University

Janet Costa*

B.A., M.A., Fairleigh Dickinson University

Pattie Cowan

B.A., M.A., William Paterson University

Diane Emmolo*

B.A., M.A., Fairleigh Dickinson University

Nicole DeFelice*

B.A., M.A., William Paterson University

Salena Fehnel

B.A., East Stroudsburg University
M.A., Wilkes University

Denise Feldman

A.B., Rutgers, The State University of New Jersey
M.A., William Paterson University
D.A., Saint John's University

Luisa Ferreira

B.A., M.A., Iona College
Ph.D., Fordham University

Joyce Frei-McNeill

B.S., Fairleigh Dickinson University
M.A., M.Ed., William Paterson University
D.Lit., Drew University

Michael Frew

B.A., University of California, Santa Cruz
M.A., San Francisco State University

Deborah D. Grison*

B.S., Jackson State University
M.S., Spertus Institute
M.F.A., Sarah Lawrence College
Ph.D., Jackson State University

Patrick Hill*

B.A., Avila University
M.F.A., Sarah Lawrence College

Stanley Hoffman*

B.A., City University of New York, Brooklyn College
M.A., University of Rochester

Sandra Hurtes*

B.A., College of New Rochelle
M.F.A., City University of New York, Hunter College

Lisa Karakas

B.A., State University of New York, Stony Brook
M.S., State University of New York, Albany

Robert Keiber

B.S., East Carolina College
M.Ed., University of North Carolina

Heather Klomhaus

B.A., Illinois Wesleyan University
Ph.D., University of North Carolina, Chapel Hill

Filippa Modesto

B.A., Brooklyn College
M.Phil., Ph.D., City University of New York, The Graduate Center

Barbara Monaghan

B.A., City University of New York, Brooklyn College
M.A., New York University

Michael Montlack

B.A., Hofstra University
M.A., San Francisco State University
M.F.A., New School University

Marilyn Papayanis

B.A., State University of New York, Binghamton
M.A., Ph.D., Rutgers, The State University of New Jersey

Esteban Rodrigues*

B.S., M.A., New York University

Eugene Ruffini*

B.A., M.A., New York University

Ilse Schrynemakers

B.A., Manhattan College

M.A., Saint John's University

Ph.D., Fordham University

Erica Smith*

B.A., Wagner College

M.A., Boston College

Steven Streeter

B.A., Columbia University

M.F.A., Brown University

Edina Szalai

B.A., M.A., Lajos Kossuth University

Ph.D., University of Debrecen

Ellen Thomas

B.A., Boston College

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

Eileen F. Toplansky*

B.A., M.A., Lehman College

Hugo Walter

B.A., Princeton University

M.A., Old Dominion University

M.Phil., Ph.D., Drew University

M.A., M.Phil., Ph.D., Yale University

Doris White*

A.B., Rutgers, The State University of New Jersey

M.A., William Paterson University

Stephen Wolf

A.B., A.M., Ph.D., University of Illinois

Gail Wood-Miller

B.A., William Paterson University

M.A., Ph.D., New York University

*Part Time

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Humanities and Social Sciences Faculty

Ralph Peters

Chair, Humanities and Social Sciences
B.A., Bethany College
M.Phil., Ph.D., Drew University

Gregory Hotchkiss

Associate Chair, Humanities and Social Sciences
B.A., Thomas Edison State College
M.Div., Theological Seminary of the Reformed Episcopal Church
Th.M., Princeton Theological Seminary
Th.D., The General Theological Seminary of the Episcopal Church

Emily Archer*

A.A., Broward Community College
B.A., M.A., Florida Atlantic University

Gary Belkin

B.A., M.S., Long Island University
Ed.D., Columbia University

Frank Benna*

B.A., M.B.A., Rutgers, The State University of New Jersey

Caroline Beretta*

B.A., Bloomfield College
M.A., Fairleigh Dickinson University

Sangeeta Bishop*

B.A., Delhi University
M.A., M.Phil., Delhi School of Economics
Ph.D., Northwestern University

Arthur Blumenthal

A.B., University of Redlands
M.S., Ph.D., University of Washington

John Borba*

B.F.A., University of California, Davis
M.F.A., University of California, San Diego

Yesudas Choondassery

M.A., Fordham University
M.Phil., Ph.D., Drew University

David Colchimiro*

B.A., Hunter College
M.A., William Paterson University

Lucian Delescu

B.A., M.A., Babes-Bolyai University
M.A., University of Paris
M.A., Advanced School of Social Sciences
Ph.D., University of Strasbourg

Albert Duncan*

B.S., Alabama A&M University
M.A., Ph.D., New School University

Kim Felsenthal

B.A., State University of New York, Buffalo
M.U.P., City University of New York, Hunter College
Ph.D., City University of New York, The Graduate Center

Cezar Giosan

B.S., M.S., University of Bucharest
M.A., New School University
Ph.D., New School for Social Research

Byron Hargrove

B.A., University of North Carolina, Chapel Hill
M.A., Ph.D., University of Maryland

Bradley Jenkins

B.A., Nyack College
M.A., Long Island University

Daria LaShannon*

B.A., Yale University
M.A., Occidental College

John LaValle

B.A., Hofstra University
M.S.W., Ph.D., New York University

Monica Levine-Sauberman*

B.A., New York University
M.S., Columbia University

Robert Lucy

B.A., Rutgers, The State University of New Jersey
Ph.D., City University of New York, The Graduate Center

Lyzbeth Makely*

A.B., Colby College
M.A., University of Colorado

Kimberly Marsden

B.A., College of the Holy Cross
M.S., Ph.D., Ohio University

Joseph Miller

B.A., Baylor University
M.A., Vanderbilt University
M.A., Ph.D., New School University

Thomas Miller

B.A., Wesleyan University
M.A., M.Phil., Ph.D., Columbia University

Emmanuel Mulumba

B.A., University of Kinshasa
M.A., D.A., Illinois State University

William Blake Murray*

A.B., Boston College
M.B.A., New York University

Afshin Razani

B.S., Pahlavi University
M.S., Ph.D., Southern Illinois University, Carbondale

Jeffrey Rosenbaum*

B.A., City University of New York, City College
J.D., Saint John's University

Alexandra Rush

B.A., Rutgers, The State University of New Jersey
M.A., Long Island University

Marga Ryersbach*

A.A., B.A., University of West Florida
M.A., New School University
Ed.D., University of West Florida

John Saimbert*

B.A., M.A., Rutgers, The State University of New Jersey

Judith Sedaitis

B.A., University of Chicago
M.Phil., Ph.D., Columbia University

Mitchell Serels

B.A., M.S., Yeshiva University
M.A., City University of New York, Hunter College
Ph.D., New York University

Deirdre Sharp-Profaca*

B.A., New Jersey City University
M.S.W., Yeshiva University

Mary Slavin

B.A., Bloomfield College
M.Phil., Ph.D., Drew University

Catherine St. John

B.A., M.A., William Paterson University
D.A., New York University

Mary Ellen Stiehl

B.S., M.A., Seton Hall University
Ph.D., International University for Graduate Studies

Bianca Thompson-Owen*

B.A., Law and Society
M.A., Counseling

Hu-wen Tu

B.S., Tamkang College
M.Ed., Ed.D., The Pennsylvania State University

Jonathan Weidenbaum

B.A., State University of New York, Albany
Ph.D., State University of New York, Buffalo

Steven Wilson*

B.A., Kean University
M.Div., Drew University

Glen Zeitzer

B.A., University of Cincinnati
M.A., New York University
Ph.D., Bryn Mawr College

Mulugeta Zewdie*

B.A., Addis Ababa University

M.A., Free University of Berlin

M.A., New School University

*Part Time

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Math and Sciences Faculty

Bahir Masadeh

Chair, Math and Sciences
B.A., M.A., New Jersey City University
M.Phil., Ph.D., Columbia University

Marc Shur

Associate Chair, Math and Sciences
B.S., Texas A&M University
M.A., California State University, Fullerton
Ph.D., Rutgers, The State University of New Jersey

Walid Abushahba

B.S., Rutgers, The State University of New Jersey
Ph.D., University of Medicine and Dentistry of New Jersey

Doris Alvarado

B.S., University of Puerto Rico
M.D., Universidad Central del Caribe

Nihad Atlic

M.D., University of Tuzla

Melissa Baralt

B.S., M.S., Montclair State University
Ph.D., University of Medicine and Dentistry of New Jersey

Carisa Davis

B.S., Ph.D., University of South Florida
M.S., University of North Carolina

Brian Egan

A.S., Nassau Community College
B.A., M.A., Hofstra University

Todd Eglow

B.S., Fairleigh Dickinson University
D.C., New York Chiropractic College

Gaby Fahmy*

M.B., B.Ch., M.Hist., M.D., Ain Shams University

Alexander Feinstein

M.S., Odessa State University
Ph.D., Latvian Institute of Physics

Manuel Ferreira*

A.B., Rutgers, The State University of New Jersey
M.A., Montclair State University
Ed.D., Rutgers, The State University of New Jersey

Barbara Harper*

B.S., Bloomfield College
D.C., New York Chiropractic College

Laura Harste

B.A., State University of New York, Stony Brook
Ph.D., University of Liverpool

William Grover Henry*

B.A., San Francisco State College
M.A., Chico State College
D.C., Southern California University of Health and Sciences

Richard Jackson

B.S.E., Westfield State College
M.S., Ph.D., University of Massachusetts

Roy Levi

B.S., City University of New York, City College
M.B.A., Pace University

Mary Ann Luongo

D.C., New York Chiropractic College

Abel Lushiku

B.S., National University of Zaire
M.S., State University of New York, Stony Brook

Vincent Maher*

B.S., College of Mount Saint Vincent
J.D., City University of New York, School of Law

Frances Massa*

B.A., M.A., William Paterson University
M.A., Montclair State University

Natalie Rapacki

B.A., Newark State College
M.A., Kean University

Anne Walsh

M.S., Lehman College
M.Ed., Ed.D., Teachers College, Columbia University

*Part Time

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School of Professional Studies Faculty

Judith Kornberg

Dean, School of Professional Studies
B.A., State University of New York, Binghamton
M.A., Northwestern University
Ph.D., University of Connecticut

Kimberly Collica

Online Chair, Professional Studies
B.A., M.A., John Jay College of Criminal Justice
M.Phil, Ph.D., City University of New York, The Graduate Center

- **Criminal Justice Faculty**

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- **Interior Design Faculty**

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- **Legal Studies** (/student_handbook/student_handbook_2013_6024.htm)

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Criminal Justice Faculty

Leon Geter

Chair, Criminal Justice
 B.A., Benedict College
 M.A., John Jay College of Criminal Justice
 D.M., University of Phoenix

Deborah Ranges

Associate Chair, Criminal Justice
 B.A., Rutgers, The State University of New Jersey
 J.D., University of Baltimore

Rosalyn Akalonu

B.A., M.A., John Jay College of Criminal Justice
 J.D., Howard University

Cristina Guarneri

B.A., M.A., Montclair State University
 Ed.D., Seton Hall University

Christopher Herrmann

B.S., M.A., John Jay College of Criminal Justice
 Ph.D., City University of New York, The Graduate Center

James Jones

B.S., M.S., University of Maryland
 Ph.D., Capella University

Edith Linn

B.A., State University of New York, Binghamton
 M.A., John Jay College of Criminal Justice
 M.Phil., Ph.D., City University of New York, The Graduate Center

Ross London

B.A., State University of New York, Binghamton
 J.D., Ph.D., Rutgers, The State University of New Jersey

Edward J. Lynskey

B.A., William Paterson University
 M.A., Ed.S., Ed.D., Seton Hall University

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Interior Design Faculty

Kevin Byrne

Chair, Interior Design
 B.A., John Carroll University
 M.B.A., DePaul University
 M.S., Pratt Institute
 J.D., John Marshall Law School

Ernesto Fong

B.Arch., City University of New York, City College
 M.A., State University of New York, The Fashion Institute of Technology

Alan Horwitz*

B.S., University of Detroit
 M.A., University of Wisconsin, Milwaukee

Kyong (Jason) Lee

B.A., Marymount University
 M.S., Pratt Institute

Alfonso Torino

B.Arch., New Jersey Institute of Technology
 Ph.D., University of Rome

Michael Valletta*

B.S., New York Institute of Technology
 M.B.A., Saint John's University

*Part Time

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Legal Studies

Marisol Abuin

Chair, Legal Studies
B.S., J.D., Fordham University

Nicole Alexander*

B.A., University of San Diego
J.D., Villanova University

Moya Bansile*

B.S., City University of New York, York College
J.D., Seton Hall University

Charlane Brown

B.A., John Jay College of Criminal Justice
J.D., New York Law School

Patricia Greer*

A.B., Colgate University
M.A., University of Rochester
J.D., Saint John's University

Kenneth Husserl

B.S., Cornell University
J.D., Hofstra University

Patrick Little*

B.A., Rutgers, The State University of New Jersey
J.D., Saint Mary's University

Kevin Moxley*

B.S., M.P.A., Kean University
J.D., Rutgers, The State University of New Jersey

Richard J. Olivieri

B.A., Fordham University
J.D., Creighton University

Donald Singer

A.S., Westchester Community College
B.S., Mercy College
J.D., Pace University

*Part Time

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Developmental Education Faculty

Ryan Courtien

B.A., State University of New York, Plattsburgh
M.S., City University of New York, Lehman College

Melissa Dubrowa

B.S., Temple University
M.Ed., Slippery Rock University
Ed.D., Indiana University of Pennsylvania

Rosalind Eisenberg

B.A., Brooklyn College

Kerri English

B.A., M.A., City University of New York, Hunter College

Antoinette Esteves

B.A., M.S., City University of New York, Hunter College

Isben Jeudy

B.A., Brooklyn College
M.S., St. John's University

Ilene Landsman, MCAS

B.A., City University of New York, Brooklyn College
M.S., Mercy College
M.S., Adelphi University

James Pacello

B.A., City University of New York, The College of Staten Island
M.A., City University of New York, Hunter College

Giammarie Pieri

B.A., M.A., Webster University
M.A., Teachers College, Columbia University