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Berkeley College 2014 Student Handbook

Welcome to Berkeley College!

We are thrilled that you have joined the Berkeley College Community. You are the most important part of that community, and your education and career preparation are our priority. We will do everything possible to help you achieve professional and personal success.

One of the goals of the Office of Student Development and Campus Life is to promote learning through diverse, enriching opportunities. Getting involved in student leadership, clubs, activities, and community engagement is a great way to enhance your educational experience at Berkeley. We also encourage you to take advantage of the numerous student support services and resources that are available to you. We are here to help you.

This is an exciting time in your life: a time of discovery; of new experiences and new people; of building the foundation of your future. The only limitations are the ones you set for yourself. According to a Chinese proverb, "Learning is a treasure that will follow its owner everywhere." Always remember that learning happens both in and out of the classroom.

On behalf of the Office of Student Development and Campus Life, we wish you the best in your studies at Berkeley College and in fulfilling your future aspirations.

Best wishes,



Dallas Reed
Vice President, Student Development and Campus Life

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Mission, Vision, and Values

Mission Statement:

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

Vision:

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

Values:

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

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

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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 (<http://BerkeleyCollege.edu/Online>)
973-405-2111

Berkeley College (<http://berkeleycollege.edu>) 1-800-446-5400 ext. W80

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Academic Programs

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 or online and not all courses are offered every term or at every location or online. 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 Merchandising and Management

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

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 Legal Studies
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

Patient Care Technician+

Patient Care Technician Certificate

Practical Nurse*+**

Practical Nurse Certificate

Surgical Processing Technician*+**

Surgical Processing Technician 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:

Health Sciences

Multi-Level Patient Care Technician Certificate***+

Information Systems Management

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

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

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 **School of Health Studies Teach-Out Catalog**

(http://berkeleycollege.edu/files_bc/School_of_Health_Studies_Teach-Out_Catalog.pdf)

. That Catalog 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 **Patient Care Technician**

(http://berkeleycollege.edu/student_handbook/2014_pct_supplement_index.htm)

, **Practical Nurse**

(http://berkeleycollege.edu/student_handbook/2014_pn_supplement_index.htm)

(http://berkeleycollege.edu/student_handbook/2014_pn_supplement_index.htm)

, **Surgical Processing Technician**

(http://berkeleycollege.edu/student_handbook/2014_spt_supplement_index.htm)

, and **Surgical Technology**

(http://berkeleycollege.edu/student_handbook/2014_st_supplement_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. You may be required to take some courses at another location or online.

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

- **Academic Year** (/student_handbook/student_handbook_2014_8109.htm)
- **General Academic Policies** (/student_handbook/student_handbook_2014_8108.htm)
- **Transfer Credit Policy** (/student_handbook/student_handbook_2014_8107.htm)
- **Credit for Prior Learning** (/student_handbook/student_handbook_2014_8102.htm)
- **Evaluation and Grading** (/student_handbook/student_handbook_2014_8099.htm)
- **Academic Records** (/student_handbook/student_handbook_2014_8096.htm)
- **Graduation** (/student_handbook/student_handbook_2014_8095.htm)
- **Satisfactory Academic Progress** (/student_handbook/student_handbook_2014_8094.htm)
- **Academic Calendar** (/student_handbook/student_handbook_2014_8075.htm)

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Academic Year

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 8:00 am through 11:00 pm on weekdays and from 9:00 am through 5:00 pm on weekends.

Students enrolled in the **Patient Care Technician** (/student_handbook/2014_pct_supplement_index.htm), **Practical Nurse** (/student_handbook/2014_pn_supplement_index.htm), **Surgical Processing Technician** (/student_handbook/2014_spt_supplement_index.htm), and **Surgical Technology** (/student_handbook/2014_st_supplement_index.htm) 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.

Transfer to Bachelor's Degree: Students in an Associate's degree program must graduate before moving to a Bachelor's degree program. After discussion with an academic advisor, dual enrollment may be approved for the last quarter of the Associate's program.

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: Students are expected to attend and participate in all of their courses throughout each quarter. Those who fail to do so may be administratively withdrawn from individual courses or the College. Attendance is tracked and recorded.

Students enrolled in the **Patient Care Technician**
(/student_handbook/2014_pct_supplement_index.htm)

, **Practical Nurse**
(/student_handbook/2014_pn_supplement_index.htm)
(/student_handbook/2014_pn_supplement_index.htm)

, **Surgical Processing Technician**
(/student_handbook/2014_spt_supplement_index.htm)

, and **Surgical Technology**
(/student_handbook/2014_st_supplement_index.htm)

programs should refer to their respective Student Handbook Supplements for program-specific grade requirements.

Faculty members will include their course-specific rules about absences, grading and make-up work in each course syllabus. Each instructor may excuse absences for good cause and determine to what extent absences will affect grading. Certain absences will be excused automatically as required by law (such as military students called to active duty).

If illness, accident, or similar circumstances require absence for three or more consecutive days, the student must notify the Academic Advisement Department and the faculty member to make up assignments and/or tests.

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

- Online Students who do not submit any discussion board activity after seven calendar days are at risk for withdrawal from the course(s) or College.
- Day Students who are reported absent for three or more consecutive classes are at risk for withdrawal from the course(s) or College.
- Evening/Weekend Students who are reported absent for two or more consecutive classes are at risk for withdrawal from the course(s) or College.

For more information about withdrawal and attendance appeals, please see the full policy **BerkeleyCollege.edu/files_bc/Student_Attendance_Policy.pdf** (http://berkeleycollege.edu/files_bc/Student_Attendance_Policy.pdf)

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 Academic Advisement Department for students in a degree program (Bachelor's and Associate's) who are in good financial standing. Subject to the terms of the **Tuition Freeze policy**

(http://berkeleycollege.edu/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.

Students 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 Academic 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 10 years old. Any credits that are more than 10 years old will be reviewed by the appropriate School Dean. The Dean will consider the academic requirements of the particular discipline and current industry standards when making a determination as to which credits will be accepted. 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 Academic 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

[BerkeleyCollege.edu/berkeley_bc/2038.htm](http://berkeleycollege.edu/berkeley_bc/2038.htm)

(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 **Patient Care Technician** (/student_handbook/2014_pct_supplement_index.htm), **Practical Nurse** (/student_handbook/2014_pn_supplement_index.htm), **Surgical Processing Technician** (/student_handbook/2014_spt_supplement_index.htm), and **Surgical Technology** (/student_handbook/2014_st_supplement_index.htm) programs should refer to their respective program-specific Student Handbook Supplements for additional information regarding credit for prior learning.

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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 Academic 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; students enrolled in the Surgical Technology program are permitted to withdraw from one SUR course during the length of their Surgical Technology 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

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Grade	Grade Point Equivalent	Percentage Equivalent	Explanation
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

For information on grade appeals and academic grievances, please see **Other Grievances**

(http://berkeleycollege.edu/student_handbook/student_handbook_2014_8147.htm)

Patient Care Technician

(http://berkeleycollege.edu/student_handbook/2014_pct_supplement_index.htm)

, **Practical Nurse**

(http://berkeleycollege.edu/student_handbook/2014_pn_supplement_index.htm)

, **Surgical Processing Technician**

(http://berkeleycollege.edu/student_handbook/2014_spt_supplement_index.htm)

, and **Surgical Technology**

(http://berkeleycollege.edu/student_handbook/2014_st_supplement_index.htm)

students should refer to their respective Student Handbook Supplements for program-specific academic progression and grading criteria.

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Academic Records

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](http://berkeleycollege.edu/student_experience.htm) (http://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 9:00 am to 3:00 pm Eastern Standard Time. All rush requests received after 3:00 pm will be processed the next business day (excluding holidays).

Please note that there is a fee for transcripts.

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Graduation

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 **Patient Care Technician** (/student_handbook/2014_pct_supplement_index.htm), **Practical Nurse** (/student_handbook/2014_pn_supplement_index.htm), **Surgical Processing Technician** (/student_handbook/2014_spt_supplement_index.htm), and **Surgical Technology** (/student_handbook/2014_st_supplement_index.htm) 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*.

Honors for Certificate Recipients: Students in certificate programs who achieve an overall average of 3.50 – 3.79 will be graduated with *Honors*; students who achieve an overall average of 3.80 – 4.00 will be graduated with *High Honors*.

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: 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. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. For students who have changed Certificate programs, only the attempted credits applicable to their current programs will be counted in the qualitative calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

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

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

ASSOCIATE'S DEGREE

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 2.00 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, and Developmental credits).

Please note that students in the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each quarter, academic progress will be measured with reference to both credits and clock hours.

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.

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150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs.

150 Percent Benchmarks: 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.

150 Percent Benchmarks: Certificate Programs

The Patient Care Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

The Practical Nurse certificate program requires the completion of 72 academic credit hours; this would require completion of diploma requirements by the time the student had attempted 108 credits.

The Medical Assistant certificate program requires the completion of 60 credit hours; this would require completion of diploma requirements by the time the student had attempted 90 credits.

The Medical Insurance, Billing, and Coding certificate program requires the completion of 59 credit hours; this would require completion of diploma requirements by the time the student had attempted 88 credits.

The Surgical Processing Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

Application of the 150 Percent Rule

The College includes developmental and test credits as “credits attempted” in applying 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 the Academic Advisement Department.

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.

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's and Bachelor’s degree programs 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, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some Certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details. In the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each quarter, academic progress will be measured with reference to both credits and clock hours.

WARNINGS and APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (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 Process (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 the Academic Advisement Department 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 at 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 2.00 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 Coursework

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 coursework will be included in SAP calculations.

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Academic Calendar

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

SPRING QUARTER 2014

Monday, April 7 - Classes Begin
 Monday, May 26 - Memorial Day - No Classes
 Sunday, June 29 - Classes End
 Monday, June 30 through Sunday, July 6 - Summer Vacation

SUMMER QUARTER 2014

Monday, July 7 - Classes Begin
 Monday, September 1 - Labor Day - No Classes
 Sunday, September 21 - Classes End
 Monday, September 22 through Sunday, September 28 - Fall Vacation

FALL QUARTER 2014

Monday, September 29 - Classes Begin
 Monday, October 13 - Columbus Day - No Classes
 Thursday, November 27 through Sunday, November 30 - Thanksgiving Recess
 Sunday, December 21 - Classes End
 Monday, December 22 through Sunday, January 4, 2015 - Winter Vacation

WINTER QUARTER 2015

Monday, January 5 - Classes Begin
 Monday, January 19 - Martin Luther King, Jr. Day - No Classes
 Monday, February 16 - Presidents' Day - No Classes
 Sunday, March 29 - Classes End
 Monday, March 30 through Sunday, April 5 - Spring Vacation

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- **Student Development and Campus Life**
(/student_handbook/student_handbook_2014_8114.htm)
- **Student Support** (/student_handbook/student_handbook_2014_8113.htm)
- **Student Rights and Responsibilities**
(/student_handbook/student_handbook_2014_8112.htm)

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Student Development and Campus Life

- **Orientation** (/student_handbook/student_handbook_2014_8128.htm)
- **Diversity and Multicultural Activities**
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- **Student Organizations** (/student_handbook/student_handbook_2014_8126.htm)
- **Community Service** (/student_handbook/student_handbook_2014_8125.htm)
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- **Honor Societies** (/student_handbook/student_handbook_2014_8119.htm)
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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 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. To find out more about student clubs and organizations, contact the Student Development and Campus Life Office at your location.

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

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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 can 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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Online Opportunities

Students of Berkeley College Online® enjoy many of the same 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 peer mentors 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 liaisons 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 3.50 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 3.50 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 3.00 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 1. 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 3.50 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 Alumni Association

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

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

- **Academic Support**

(http://berkeleycollege.edu/student_handbook/student_handbook_2014_8132.htm)

- **Career Services**

(http://berkeleycollege.edu/student_handbook/student_handbook_2014_8131.htm)

- **Office of Military and Veterans Affairs**

(http://berkeleycollege.edu/student_handbook/student_handbook_2014_8130.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 2014 term must be submitted by November 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 Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs have their schedules created for them and must print them directly from 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 Academic 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 Academic Advisement Department to connect students to services that will enhance their learning experience.

Students experiencing academic difficulties should contact the Academic 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 Academic 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 Academic Advisement Department to help make sure the transfer experience is smooth and seamless.

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 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.

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Academic Support

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 160,000 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 80 subscription research databases, the online catalog, a growing collection of more than 88,000 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.

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.

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Career Services

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

Berkeley College is committed to supporting students who serve in the U.S. 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 Rights and Responsibilities

Academic Integrity and Classroom Conduct

- **Academic Integrity and Plagiarism** (/student_handbook/student_handbook_2014_8145.htm)
- **Classroom Policy** (/student_handbook/student_handbook_2014_8412.htm)
- **Recording Classroom Lectures and Discussion Policy** (/student_handbook/student_handbook_2014_8144.htm)

Complaints and Grievances

- **Equal Opportunity Policy** (/student_handbook/student_handbook_2014_8148.htm)
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Conduct and Dress

- **Alcohol and Drug Policy Statement** (/student_handbook/student_handbook_2014_8141.htm)
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Information and Communications

- **Blackboard Photo Policy** (/student_handbook/student_handbook_2014_8312.htm)
- **Communications** (/student_handbook/student_handbook_2014_8134.htm)
- **Copyright Policy** (/student_handbook/student_handbook_2014_8143.htm)
- **Student Electronic Information Policy** (/student_handbook/student_handbook_2014_8142.htm)
- **Media Relations Consent** (/student_handbook/student_handbook_2014_8150.htm)
- **Student Records and Information** (/student_handbook/student_handbook_2014_8151.htm)
- **Social Media Policy** (/student_handbook/student_handbook_2014_8136.htm)
- **Use of Berkeley College Trademarks** (/student_handbook/student_handbook_2014_8137.htm)

Public Safety

- **Campus Security** (/student_handbook/student_handbook_2014_8149.htm)
- **Immunization Requirement** (/student_handbook/student_handbook_2014_8138.htm)

- **Missing Students** (/student_handbook/student_handbook_2014_8399.htm)
- **Weapons** (/student_handbook/student_handbook_2014_8140.htm)

Berkeley College (<http://berkeleycollege.edu>) 1-800-446-5400 ext. W80

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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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Classroom Policy

Only students listed on the class roster may attend a class. Children, other relatives, or friends of students may not be present in the classroom while class is in session.



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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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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, sexual orientation, gender identity or gender expression, race, color, creed, religious affiliation, national origin, age, genetic characteristics, ancestry, disability, or civil union, marital or veteran status; (b) sexual assault (including domestic violence, dating violence or stalking) involving members of the Berkeley community or on College property; (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. Institutional responses may include preventative or remedial action, such as changing class or housing assignments, restricting access to individuals or locations, or providing counseling options, information or other forms of victim assistance; and/or disciplinary action, including, but not limited to, termination of employment (for associates) or dismissal from the College (for students). The College is committed to providing prompt and fair resolution of equal opportunity complaints, including complaints of sexual violence, in accordance with its Equal Opportunity Complaint Procedures.

To see the Equal Opportunity Policy in its entirety, please go to:

[BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf](http://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, sexual harassment, sexual assault (including domestic violence, dating violence or stalking), or retaliation (Title IX related complaints), and for contact information of Berkeley's Title IX Coordinator and Title IX Officer;
2. how to make other equal opportunity complaints, including complaints of retaliation, in cases not involving Title IX issues, and contact information for Berkeley's Equal Opportunity Officer; 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

[BerkeleyCollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Student:](http://berkeleycollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf)
(http://berkeleycollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf)

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Other Grievances

Grade Appeals and Academic Grievances

Grade appeals and other grievances relating to academic matters other than academic and financial aid probation should be promptly presented to the appropriate faculty member, and then, if necessary, the 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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Alcohol and Drug Policy Statement

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

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

To see Berkeley's Alcohol and Drug Policy for students in its entirety, please go to **BerkeleyCollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf** (/files_bc/Alcohol_and_Drug_Policy_Students.pdf) or to Student Development and Campus Life on Blackboard. To see Berkeley's Alcohol and Drug Policy for associates in its entirety, please go to **BerkeleyCollege.edu/files_bc/ALCOHOL_DRUG_POLICY_AND_PROGRAM_FOR_Associates_2013_Revision.pdf** (/files_bc/ALCOHOL_DRUG_POLICY_AND_PROGRAM_FOR_Associates_-_2013_Revision.pdf).

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Conduct

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

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

Students enrolled in the **Patient Care Technician** (/student_handbook/2014_pct_supplement_index.htm) , **Practical Nurse** (/student_handbook/2014_pn_supplement_index.htm) (/student_handbook/2014_pn_supplement_index.htm) , **Surgical Processing Technician** (/student_handbook/2014_spt_supplement_index.htm) , and **Surgical Technology** (/student_handbook/2014_st_supplement_index.htm) programs should refer to their respective Student Handbook Supplements for specific conduct requirements applicable to Health Studies clinical settings.

The complete Conduct and Safety Policy is available at http://BerkeleyCollege.edu/files_bc/Conduct_and_Safety_Policy.pdf (http://berkeleycollege.edu/files_bc/Conduct_and_Safety_Policy.pdf)

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Berkeley College Identification Cards

While on College property, every Berkeley College student shall be required to carry a Berkeley College identification card and present it when requested to do so by Public Safety or College personnel.

Any student who is unable or refuses to show a Berkeley identification card upon request may be denied access to any Berkeley location and ordered to leave College property. Further, any student who violates this Policy may be subject to disciplinary action, up to and including dismissal from the College. Students must report lost or stolen Berkeley identification cards to their local Student Development and Campus Life Office or Public Safety.

To see the Berkeley College ID Presentation Policy in its entirety, please go to **BerkeleyCollege.edu/files_bc/ID_Policy.pdf** (/files_bc/ID_Policy.pdf).



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Smoking

Berkeley College strictly prohibits the use of tobacco products anywhere on College (or affiliated) property. For more detailed policy information, please go to **[BerkeleyCollege.edu/files_bc/Smoke_Free_Campus_Policy.pdf](http://www.berkeleycollege.edu/files_bc/Smoke_Free_Campus_Policy.pdf)** (http://www.berkeleycollege.edu/files_bc/Smoke_Free_Campus_Policy.pdf).



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Student Dress Code

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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Blackboard Photo Policy

Students are encouraged to upload photos of themselves to Blackboard. Detailed instructions are available on Blackboard. Among other things, photos must be simple images of the student alone, and they must adhere to all College policies, including the Social Media, Equal Opportunity and Copyright policies. The Blackboard Photo Policy is available **here** (/files_bc/Blackboard_Photo_Policy.pdf).

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Communications

Unless permitted by a faculty member, the use of cell phones is prohibited in class and while participating in clinical practicums. In emergency situations only, the College will attempt to deliver messages to students.



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Copyright Policy

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

Berkeley students and associates are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences. 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 **copyright.gov** (<http://www.copyright.gov>) especially their FAQ section.

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

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Student Electronic Information Policy

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

Any attempts to circumvent PC/Network security, damage or tamper with any of Berkeley's electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action, including immediate dismissal. Internet access is provided in all Berkeley College 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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Media Relations Consent

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

Students who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Registrar Department by completing the FERPA OPT-OUT e-form available at

[BerkeleyCollege.edu/admissions_bc/ferpa_opt_out_form.htm](https://berkeleycollege.edu/admissions_bc/ferpa_opt_out_form.htm)
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Student Records and Information

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

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

Students wishing to prevent the disclosure of Directory Information should submit a "FERPA Opt-out" e-form, which is available at

[BerkeleyCollege.edu/admissions_bc/ferpa_opt_out_form.htm](https://berkeleycollege.edu/admissions_bc/ferpa_opt_out_form.htm)
(https://berkeleycollege.edu/admissions_bc/ferpa_opt_out_form.htm).

Students may authorize the disclosure of student records by submitting a FERPA Waiver e-form, which is available at

[BerkeleyCollege.edu/admissions_bc/ferpa_waiver_form.htm](https://berkeleycollege.edu/admissions_bc/ferpa_waiver_form.htm)
(https://berkeleycollege.edu/admissions_bc/ferpa_waiver_form.htm).

To see Student Rights under FERPA, please go to

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

For more detailed policy information, please go

to **BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf**
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Social Media Policy

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

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

It is important to recognize, however, that the use of social media is governed by the same laws, policies 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](http://www.berkeleycollege.edu/files_bc/Social_Media_Policy.pdf) (http://www.berkeleycollege.edu/files_bc/Social_Media_Policy.pdf).

Students enrolled in the **Patient Care Technician** (/student_handbook/2014_pct_supplement_index.htm), **Practical Nurse** (/student_handbook/2014_pn_supplement_index.htm), **Surgical Processing Technician** (/student_handbook/2014_spt_supplement_index.htm), and **Surgical Technology** (/student_handbook/2014_st_supplement_index.htm) programs should refer to their respective Student Handbook Supplements for specific social media requirements applicable to Health Studies clinical settings.

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Use of Berkeley College Trademarks

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

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Campus Security

The Public Safety Department is responsible for providing information with respect to safety and security issues. Each year, in accordance with federal regulations, the College distributes a Campus Crime Report for each 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 references counseling and other resources available to aid victims.

Campus Crime Reports are posted on the Berkeley College website at [**BerkeleyCollege.edu/Compliance \(/berkeley_bc/2038.htm\)**](http://BerkeleyCollege.edu/Compliance (/berkeley_bc/2038.htm)); on the U.S. Department of Education website at [**ope.ed.gov/security**](http://www.ope.ed.gov/security) (<http://www.ope.ed.gov/security>); and on **Blackboard** (<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>). Written copies of crime reports may be obtained by contacting the Public Safety Department.

The College has various policies relating to public safety, including, but not limited to, a Missing Students Policy, Emergency Management Plans and Evacuation Procedures, Drug and Alcohol Policies, an Equal Opportunity Policy, a Weapons Policy, and an ID Policy. All members of the Berkeley College community are urged to familiarize themselves with these policies and with emergency procedures and evacuation routes for locations at which they spend significant time.

Public Safety related policies and procedures are posted on the Berkeley College website at [**BerkeleyCollege.edu/Compliance \(/berkeley_bc/2038.htm\)**](http://BerkeleyCollege.edu/Compliance (/berkeley_bc/2038.htm)) and on **Blackboard** (<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>). Paper copies are available upon request from the Public Safety Department.

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Immunization Requirement

New Jersey Locations (Only)

MMR

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

Measles: Two (2) doses; the first dose must be administered after the age of twelve (12) months; the second dose must be administered after the age of fifteen (15) months and more than thirty (30) days after the first dose.

Mumps: One (1) dose, administered after the age of twelve (12) months.

Rubella: One (1) dose, administered after the age of twelve (12) months.

Note: The MMR combined vaccine counts as one (1) dose of the measles vaccine and satisfies the requirements for mumps and rubella. A second dose of measles vaccine must be administered at least thirty (30) days later.

Hepatitis B

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

Students to whom this requirement applies must document their receipt of three (3) doses of Hepatitis B vaccine administered within prescribed time frames. (Alternatively, the adolescent two (2) dose series is acceptable if administered between the ages of 11-15.)

Meningitis

Subject to certain exemptions listed below, all students enrolled at one of Berkeley's New Jersey locations (or the parent/guardian of a student who is less than eighteen (18) years old) must acknowledge in writing that they have received information from the College concerning meningitis and vaccination. In addition, students must furnish proof of immunization against meningitis received within the previous ten (10) years or acknowledge that they have elected to forego immunization.

Special Requirements for Certain Health Studies Programs

Certain programs in the School of Health Studies have their own specific immunization requirements. Students enrolled in the **Surgical Technology A.A.S. program** (/student_handbook/2014_st_supplement_index.htm) or in the **Patient Care Technician** (/student_handbook/2014_pct_supplement_index.htm), **Practical Nurse** (/student_handbook/2014_pn_supplement_index.htm) (/student_handbook/2014_pn_supplement_index.htm), or **Surgical Processing Technician** (/student_handbook/2014_spt_supplement_index.htm) certificate programs also should refer to their respective Student Handbook Supplements for program-specific immunization requirements.

Exemptions



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Students at New Jersey locations who demonstrate to the satisfaction of the College Registrar that they (a) are 31 years of age or older, (b) attended primary or secondary schools in New Jersey (which have the same immunization requirements), or (c) are entitled to an exemption from such requirements for appropriately documented medical or religious reasons are exempt from the requirements described above. Furthermore, the requirements do not apply to students who are enrolled in online classes only. **Please note that exemptions may not be available to Health Studies students who are subject to program-specific immunization requirements.**

New York Locations (Only)

MMR

Subject to certain exemptions listed below, all students enrolled at one of Berkeley's New York locations who were born on or after January 1, 1957 and are taking six (6) or more credits must provide proof of immunization or actual immunity against measles, mumps, and rubella.

Measles: Two (2) doses; the first dose must be administered after the age of twelve (12) months; the second dose must be administered after the age of fifteen (15) months and more than thirty (30) days after the first dose.

Mumps: One (1) dose, administered after the age of twelve (12) months.

Rubella: One (1) dose, administered after the age of twelve (12) months.

Note: The MMR combined vaccine counts as one (1) dose of the measles vaccine and satisfies the requirements for mumps and rubella. A second dose of measles vaccine must be administered at least thirty (30) days later.

Meningitis

Subject to certain exemptions listed below, all students enrolled at one of Berkeley's New York locations are taking six (6) or more credits (or the parent/guardian of a student who is less than eighteen (18) years old) must acknowledge in writing that they have received information from the College concerning meningitis and vaccination. In addition, students must furnish proof of immunization against meningitis received within the previous ten (10) years or acknowledge that they 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.

Exemptions

Students at New York locations who are taking less than six (6) credits or who demonstrate to the satisfaction of the College Registrar that they are entitled to an exemption from immunization requirements for appropriately documented medical or religious reasons are exempt from the requirements described above. Furthermore, the requirements do not apply to students who are enrolled in online classes only.

All Locations

Acceptable Proof of Immunization

Every student required to furnish proof of immunization must submit a certificate of immunization signed by a physician or healthcare provider to the Registrar's Department **prior to registering for classes.** In the discretion of the Registrar, serological proof of immunity (laboratory results) or other proof, such as a Student Health Record from a previously attended school or military records, properly documenting the required immunization history may be accepted as adequate proof of such immunization. (New York students relying on military records may be admitted upon demonstrating that they

have requested, in writing, the appropriate military records.)

Failure to Satisfy Requirements Prior to Registration

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

Emergency Action

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

The complete student Immunization Policy is available at [BerkeleyCollege.edu/files_bc/Immunization_Policy.pdf](http://berkeleycollege.edu/files_bc/Immunization_Policy.pdf) (/files_bc/Immunization_Policy.pdf).

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Missing Students

Berkeley College has a Missing Students Policy to enhance the safety of Resident Students. The Policy also contains procedures to follow if a Resident Student is suspected or reported to be “missing.”

Designated Contact Forms. Every Resident Student shall be given a designated contact form on move-in day. Resident Students are encouraged to designate a roommate, friend, significant other or any other person who is likely to know of the Resident Student’s whereabouts while he or she is living away from home. Designated contacts must be at least eighteen (18) years old and may be someone other than the person listed as the Resident Student’s “emergency contact.”

For more information regarding Berkeley’s Missing Students Policy and procedures, please go to **BerkeleyCollege.edu/files_bc/Missing_Persons_Policy.pdf** (/files_bc/Missing_Persons_Policy.pdf).

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Weapons

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

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

For more detailed policy information, please go to

[BerkeleyCollege.edu/files_bc/BERKELEY_COLLEGE_Weapons_Policy.pdf](http://www.berkeleycollege.edu/files_bc/BERKELEY_COLLEGE_Weapons_Policy.pdf)

(http://www.berkeleycollege.edu/files_bc/BERKELEY_COLLEGE_Weapons_Policy.pdf).

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Finances

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 needs 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.

- **Degree Program Tuition Policies**
(/student_handbook/student_handbook_2014_8157.htm)
- **Certificate Program Tuition Policies**
(/student_handbook/student_handbook_2014_8156.htm)
- **Other Financial Aid 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.

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TUITION REFUND POLICY*

If a student withdraws or is dismissed from the College during a quarter, credit for tuition and fees attributable to 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% |

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid, based on the student's enrollment status. (Individual course drops after week two do not entitle the student to a refund for that course.) Students wishing to withdraw after the start of a quarter should contact the Academic Advisement Department. In accordance with the Student Attendance Policy and the refund schedule above, withdrawn students will be responsible for charges incurred as of their last recorded date of attendance. 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. Please note, however, that Residence charges are fully incurred at the start of each quarter; once the quarter has started, Residence charges will not be refunded.

Financial aid will be adjusted based on the withdrawn student's last recorded date of attendance. Eligibility for disbursement of federal and state funds will be recalculated as of that date in accordance with federal and state regulations. Refunds will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after the 60 percent point (week seven) of the quarter will retain 100 percent of their federal awards.

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

*Refund information for online students residing in Maryland is different and may be found **here**
(http://berkeleycollege.edu/files_bc/Maryland_Online_Refund_Policy.pdf)

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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**

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

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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:



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Student Tuition Responsibility	Time of Withdrawal Full-Time Student	Time of Withdrawal Part-Time Student
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% of the program	After three weeks and prior to 25% of the program
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 Academic 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 enrolling in a certificate program is responsible for the total cost of the program subject to the schedule above. 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. Please note, however, that Residence charges are fully incurred at the start of each quarter; once the quarter has started, Residence charges will not be refunded.

Dover Business College Teach-Out Programs

Tuition, fees, and refund policies for students participating in the teach-out of Dover Business College programs are different, and are available [here](http://berkeleycollege.edu/files_bc/School_of_Health_Studies_Teach-Out_Catalog.pdf#page=25) (http://berkeleycollege.edu/files_bc/School_of_Health_Studies_Teach-Out_Catalog.pdf#page=25)

Berkeley College (<http://berkeleycollege.edu>) 1-800-446-5400 ext. W80

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Other Financial Aid Policies

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

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** (http://berkeleycollege.edu/files_bc/Tuition_Freeze_Policy.pdf), a student returning from a leave of absence will be charged the prevailing rate of tuition.

Withdrawals from the College: Financial aid will be adjusted based on the withdrawn student's last recorded date of attendance. Eligibility for disbursement of federal and state funds will be recalculated as of that date in accordance with federal and state regulations. Refunds will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after the 60 percent point (week seven) of the quarter will retain 100 percent of their federal awards.

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

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Financial Aid Progression

Progression determines when a student is eligible for her or his next disbursement of aid (assuming all other eligibility requirements are met). Students in degree and most certificate programs are eligible for a new disbursement each quarter. Clock hour program (Practical Nurse) students must successfully complete 50% of their award periods (hours and weeks) to qualify for their second disbursements. Make-up hours are not included toward that benchmark.



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Early Refund for Books and Supplies

In accordance with federal guidelines, students who meet certain criteria will receive a disbursement of financial aid funds to cover the cost of books and supplies not later than the seventh day of each quarter. The value of the early disbursement will be the lesser of \$500 and the anticipated Title IV (Federal) Credit.

Not all students will qualify for this early refund. To be eligible for this early disbursement, a student must meet all of the following criteria:

- The student must be eligible for a Federal Pell Grant;
- Institutional file verification/file review must have been approved no later than 10 days prior to the start of the quarter; and
- The student's Federal Aid (without consideration of any other assistance such as State and Institutional Grants and/or Scholarships) is greater than direct costs payable to the College (tuition and fees, plus housing costs for students who obtain housing through the College).

A student who qualifies for an early refund for books and supplies, but does not want the funds disbursed, may opt out of the disbursement by contacting the Student Accounts or Financial Aid Departments prior to the start of the quarter. If notification of the student's decision to opt out of the early refund is not received by the start of the quarter, the funds may be disbursed.

Please contact the Student Accounts or Financial Aid Departments if additional information is needed.

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Other Title IV Refunds

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

- Federal Parent Loans (FDPLUS)
- Federal Direct Stafford Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

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

Accordingly, most student Title IV credits, if any, will be created by Federal Grants, rather than loans.

When a disbursement of Title IV funds to the student's account at the school creates a Title IV credit balance, the College will pay the credit balance directly to the student or parent (when applicable) within 14 days after the credit is posted.

- If the student so authorizes in writing, the College will hold Title IV credit balances and apply them toward other regular charges incurred within the same year (as defined below). The student may revoke this authorization at any time. If a student's aid package includes a Direct Loan, then the "year" is the loan period. If the student's aid package does not include a Direct Loan, then the "year" is the award year (period of registration between July 1 and June 30).

The college will apply an FA credit balance to prior year charges with written authorization and under special circumstances; however, it will not exceed \$200.



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Other Financial Aid Refunds

Any aid, other than federal Title IV aid, that creates a credit balance on a student's account will be refunded to the student on a timely basis as required by regulations. Students are encouraged to advise Student Accounts, however, if and when refunds are needed earlier. The College will make an effort to accommodate such requests.

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New York State Financial Aid

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New York State Financial Aid Academic Requirements

Students may only receive these New York State Financial Aid funds provided they meet New York State's Good Academic Standing requirements.

A student is considered in "good standing," meeting program pursuit standards, and making satisfactory academic progress to receive New York State Tuition Assistance Program (TAP) grants if the minimum requirements established below are maintained.

Eligibility

Students must be enrolled full-time, attempting at least 12 credits applicable to their degree, 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 Academic Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award greater than the maximum per-term award available to students carrying 12 quarter credit hours.

An exception to the 12 program applicable credit hour rule is the use of remedial (developmental) courses. In the first year of study, up to six equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the second year of study, up to three equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the third year of study, non-credit remedial (developmental) courses may not be counted toward the 12 credit hours required for TAP eligibility.

Another exception to the 12 credit program applicable credit hour rule is when a student needs less than 12 credits to graduate. In this case a student may take additional credits, resulting in "full-time" and TAP eligibility, which are not applicable to the student's program of study. However, a student may have only one graduating term. This exception does not extend beyond the term of expected graduation.

In considering TAP eligibility, New York State defines a "year of study" as 12 "usage points," with each quarter worth four usage points. For purposes of TAP eligibility, students who have used no more than 11 points are considered to be in their "first year"; students who have used 12 to 23 points are considered to be in their "second year"; students who have used 24 to 35 points are considered to be in their "third year"; students who have used 36 or more points are considered to be in their "fourth year" and will not be eligible unless they are pursuing a Bachelor's degree. Please note that points used are not college specific, so TAP usage points will follow the student from one institution to another. For example, a transfer student starting at Berkeley already having already used 24 points would be treated as a third-year TAP recipient. See Beneficial Placement Section, below, for more information.

Pursuit of Program

Program pursuit must be determined independently from satisfactory academic progress. A measure of effort, it is based upon coursework completed, whether passed or failed, rather than achievement (credits earned).



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The program pursuit requirement is the same for all students, including those enrolled in remedial (developmental) college skills courses. Students are required to complete a certain percentage of the minimum full-time load. The minimum full-time load at Berkeley is 12 quarter credits applicable to the degree the student is pursuing. Therefore, the student at the 100 percent pursuit level (24 TAP points or more) must complete 12 quarter hours of credit-bearing courses. (See detailed charts below.)

Under certain circumstances New York State regulations allow a “medical/health waiver” for students unable to engage in full-time study due to health or medical reasons. Such waivers are rarely granted, however, and their use is not encouraged.

TAP recipients must complete/receive a grade (including a failure) for the following number (see chart below) of required credit hours in order to maintain “program pursuit”:

Term/Payment Must Receive a Grade For:

Quarter	Points Used to Date	Minimum Number of Quarter Credits That Must Be Completed and Graded	Maximum Number of Quarter Credits Completed That Are Allowed to Be Remedial
1st	0	6 (50% of Full Time)	6
2nd	4	6 (50% of Full Time)	6
3rd	8	6 (50% of Full Time)	6
4th	12	9 (75% of Full Time)	3
5th	16	9 (75% of Full Time)	3
6th	20	9 (75% of Full Time)	3
7th+	24+	12 (100% of Full Time)	0

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. New York State regulations specify different measures of “program pursuit” and “satisfactory academic progress.”

College skills courses (credits earned and GPA) are not included in the computation of TAP Standards of Progress. However, “remedial students” (students in developmental courses) are subject to a different set of standards than non-remedial students. (See charts, below, for details on TAP satisfactory academic progress requirements.)

TAP Academic Standing

If a student is unable to meet the “program pursuit” or “satisfactory progress” standards during any term (quarter) in which a TAP grant was received, the student is not eligible for a TAP award in the subsequent term. Similarly, 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 reenrollment at some later date is unaffected.

Note: If a student is subject to dismissal under either the federal or state progress policy, and the College grants an appeal under the federal Satisfactory Academic Progress (SAP) policy, the student remains ineligible for a TAP award during the subsequent term unless the College also grants a TAP appeal or waiver (see below).

Reinstatement of Good Academic Standing

A student who loses good academic standing for TAP may restore TAP eligibility 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) another 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 Education Department (SED) 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 or thereafter to meet new standards of SAP. Non-remedial students whose first year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in academic year 2006-07. Students meeting the definition of "remedial student" also are not subject to the new SAP standards, and will use the 2006 requirements.

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 SED; or (b) who was enrolled in at least six quarter hours of non-credit remedial (developmental) courses, as approved by SED, in the first term they received a TAP award.

TAP Accelerated Study

Any student attending Berkeley College for 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 (developmental) 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 (fourth consecutive) 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	1.20	1.30	1.40	1.50	1.60	2.00	2.00	2.00

**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	1.20	1.30	1.40	1.50	1.60	2.00	2.00	2.00	2.00	2.00	2.00

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	1.20	1.30	1.50	1.50	1.80	2.00	2.00	2.00

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

Before being	1	2	3	4	5	6	7	8	9	10	11	12
--------------	---	---	---	---	---	---	---	---	---	----	----	----

certified for this payment													
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	1.20	1.50	1.50	1.80	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

Students are entitled to a total of four years of TAP. A “year” of payments is measured in points and a year of payments equals 12 points for a lifetime total of 48 points. At Berkeley each quarter that a student receives TAP, 4 points are used.

TAP Beneficial Placement

Berkeley College applies New York State’s approved Beneficial Placement policy in measuring a student’s satisfactory academic progress to determine TAP eligibility. The policy allows a TAP recipient who has either transferred to Berkeley or changed from one Berkeley program to another to be repositioned on the SAP chart (above) based on either the number of credits the student has earned or the number of aid payments the student has already received, whichever measure is more beneficial to the student. For example, when a student has received four quarters of TAP payments (thus, has used 16 points) but has earned only six credits that are transferable to the student’s program of study at Berkeley, it would benefit the student to be evaluated for SAP based on credits transferred, rather than points used. It is important to note that, even with Beneficial Placement, a student who has used 24 or more points must maintain a minimum 2.00 GPA.

Beneficial Placement also affects the number of remedial credits a transfer student can apply toward the 12 credit (full time) prerequisite for TAP eligibility. Using the same example above, without Beneficial Placement the student (having used 16 points of TAP) would need to take at least nine academic credits to reach the 12 credit threshold. With Beneficial Placement the student is only required to take six academic credits towards a 12 credit full time load and the rest can be remedial.

The same Beneficial Placement policy would apply to a student who has changed programs while attending Berkeley, as long as the student is in good academic standing at the time of the program change. Please note, however, that a student who has failed to maintain good academic standing cannot regain eligibility by changing programs.

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Study Abroad

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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General Information

Public Safety Department

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

Students can help in several ways:

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

Parking

On-campus parking is available for students at the Woodland Park, Paramus, Woodbridge, and Clifton locations. Parking permits, which may be obtained at registration at the Student Development and Campus Life Department, are required for all locations and must be displayed in the vehicles. Please note that general parking is prohibited in areas reserved for the handicapped or for visitors, faculty, or staff. At the Clifton location, students should park in the parking spaces that are designated with "BC Reserved." Additional non-reserved spaces are also available in the Clifton parking lot.

A limited number of parking permits is also available each quarter on a first-come, first-serve basis for students attending the Dover location. Applications may be submitted through the Academic Advisement Department. It is recommended that students use public parking lots and metered on-street parking, which are available throughout the town.

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

Public parking garages and limited on-street parking are available near the Newark, White Plains, midtown New York, and Brooklyn locations. The White Plains location is diagonally across the street from the Hamilton Main Municipal Parking Garage, a limited number of monthly parking passes for which may be purchased through the White Plains Campus Operating Officer. In addition, the White Plains 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 in the Administration Building that will be moving to the Renaissance Hall during the summer quarter. 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. Rules governing the operation of this facility are set forth in Residence Life Handbook. Violations of such rules may result in disciplinary action.

Contact Information

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

BerkAlert

Prior to, or during, an emergency situation, the College may utilize BerkAlert to notify students via text messaging, emails, 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 most campus locations 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**
(<http://BerkeleyCollege.edu/Bookstore>)
or in **Blackboard**
(<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>)

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- **General Administration** (/student_handbook/student_handbook_2014_8262.htm)
- **Administrative Staff** (/student_handbook/student_handbook_2014_8261.htm)
- **Faculty** (/student_handbook/student_handbook_2014_8260.htm)



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Dario A. Cortes

President

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

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

Robert F. Herzog

Senior Vice President, Finance and Administration

B.S., Minnesota State University - Mankato

Diane Recinos

Senior Vice President, Enrollment Management

B.S., Davis & Elkins College

M.B.A., Wagner College

William A. Brandt Jr.

Vice President, General Counsel and Chief Compliance Officer

B.A., Yale University

J.D., University of Michigan Law School

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

Vice President, Academic Advisement

David Bertone

Associate Vice President, Enrollment

Ursula Bisconti

Senior Associate Vice President, Financial Aid Administrative Computing

Andy DeStephano

Director, Athletics

Marlene Doty

Vice President, Library Services

Teri Duda

Senior Vice President, Government Relations - NJ

Sheila Dynan

Dean, School of Health Studies

Rachél Fester

Associate Vice President, Institutional Effectiveness

Ilene Greenfield

Director, Media Relations

Angela Harrington

Assistant Vice President, Communications and External Relations

Wolfgang Hinck

Dean, Larry L. Luing School of Business

Gerald Iacullo

Dean, Academic Support and Pre-college Programming

Don Kieffer

Dean, School of Liberal Arts

Judith Kornberg

Associate Provost, Academic Affairs
Interim Dean, School of Professional Studies

Howard Leslie

Vice President, Financial Aid

Eileen Loftus-Berlin

Vice President, Student Accounts

Brian Maher

Vice President, Career Services

Kerry Maikranz-Procopio

Associate Vice President, Student Accounts

Alison Mann

Assistant Vice President, Academic Advisement

Gbubemi Okotieuro

Vice President, Government Relations - NY

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, Academic Affairs

Michael Russo

Associate Vice President, Enrollment

Carol Smith

Assistant Provost, Online

Amy Soricelli

Assistant Vice President, Career Services and Alumni Relations

Barbara Sylvester

Associate Vice President, NJ Financial Aid Operations

Judit Torok

Director, Teaching and Learning Commons

Mark Wagener

Vice President, Operations

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Administrative Staff

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Midtown Manhattan

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Campus Operating Officer - Will Moya

Dean, Academic Advisement - Mirela Burca

Assistant Dean, Advisement - Joseph Giuffre

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 - Paris Smith

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

Associate Director, Library - Paul Galfano

Information Literacy Coordinator - Matthew Regan

Reference/Instruction Librarian - Winson Lau

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Reference/Instruction Librarian - Bernadette Mirro
Director, Business Development - Jairo Borja
Assistant Director, Business Development - Marc Thompson
Business Developer, Career Services - Ike Iregbulem
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 - Jessica Hernandez
Financial Aid Administrator - Aleksandra Isakina
Financial Aid Administrator - Shakirra McKinley
Financial Aid Administrator - Jeffrey Moisset
Financial Aid Administrator - Anuvita Parbhu
Financial Aid Administrator - Steven Perry
Financial Aid Administrator - Susan Rincon
Financial Aid Administrator - Krystal Roberts
Financial Aid Administrator - Nikiya Rodriguez
Director, Student Accounts - Zoila Antonio
Student Accounts Administrator - Dave Boyce
Student Accounts Administrator - Norma Chicaiza
Student Accounts Administrator - Lamont Covington
Student Accounts Administrator - Ruth Morrill
Student Accounts Administrator - Lissette Penaloza
Student Accounts Administrator - Aurora Ramirez
Student Accounts Administrator - Tara Solan
Director, Enrollment - Stephen Weinstein
Senior Director, Adult Admissions - Joel Martinez
Director, Adult Admissions - Charles Cheesman
Associate Director, Adult Admissions - Silvia Ortiz

Director, High School Admissions - Michelle Gomez
Associate Director, High School Admissions - Tamara Vaughan
Admissions Associate - Natalie Adorno
Admissions Associate - Luis Bocanegra
Admissions Associate - Paul Chakmakjian
Admissions Associate - Douglas Colon
Admissions Associate - Soledad Estrella
Admissions Associate - Randy Gomez
Admissions Associate - Alfred Guaman
Admissions Associate - Cheryl Lin
Admissions Associate - Juan Matos
Admissions Associate - Robert Miller
Admissions Associate - Toni Musa
Admissions Associate - Emmanuel Okwan
Admissions Associate - Sean Osson
Admissions Associate - Baudilio Rivera
Admissions Associate - Mariel Rosario
Admissions Associate - Luan Ximines
Community Outreach Associate, Admissions - Mona Song
Manager, Bookstore - Nicole Giordano
Manager, Desktop Services - 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 McArdle
Administrative Assistant, Admissions - Milagros Cornejo
Administrative Assistant, Admissions - Belkys Diaz
Administrative Assistant, Admissions - Guerdie Lucien
Administrative Assistant, Admissions - Christina Rodriguez
Administrative Assistant, Academic Advisement - Joanna Giraud
Administrative Assistant, Academic 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 - Miguel Torres
Administrative Assistant, Government Relations - Mameni Gbarbea
Receptionist - Ana Ledesma
Receptionist - Zhanna Raymond
Receptionist - Elizabeth Viloría
Receptionist - Yomaria Viloría

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Provost - Marianne Vakalis

Campus Operating Officer - Conrad Walker

Assistant Dean, Academic Advisement - Joseph Giuffre

Academic Advisor - Paul Henkle

Academic Advisor - Kimberly Malone

Assistant Dean, Student Development and Campus Life – Sherrille Shabazz

Personal Counselor - Nedjyne Levy

Director, Academic Support Center - Robert Alexander

Director, Library - Jessica Ng

Counselor, Career Services - Mahshid Khavari

Director, Financial Aid - Shaundia Comrie

Financial Aid Administrator - Gichard Dormevil

Financial Literacy Advocate - Isha Shea

Director, Student Accounts - Adriana Chicaiza

Student Accounts Administrator - John Costello

Senior Director, Admissions - Joel Martinez

Admissions Associate - Al Alston

Admissions Associate - Shawana Hoy

Admissions Associate - Kimberly Malone

Admissions Associate - Joel Martinez

Admissions Associate - Danyelle Murray

Admissions Associate - Nicholas Preziosi

Bookstore Associate - Norman Alexander

Computer Support Technician - Mark Williams

Director, Buildings and Grounds - Henry Tam

Administrative Assistant, Admissions - Christina Rodriguez

Administrative Assistant, Academic Advisement - Leonilla George

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White Plains

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Campus Operating Officer - Ted Havelka

Dean, Academic Advisement - Lisa Coppola

Academic Advisor - Latoya Reed

Assistant Dean, Student Development and Campus Life - Sherrile Shabazz

Director, Student Development and Campus Life - Matthew Hudak

Personal Counselor - Alyssa Marulli

Director, Residence Life - Michael Gilbert

Resident Director- Suzeana Stewart

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 - Lauren Zeller

Student Accounts Administrator - Laura Richard

Director, High School Admissions - Lynn Ovimeleh

Assistant Director, High School Admissions - Priscilla Gonzalez

Admissions Associate - Jimarzarette Estevez

Admissions Associate - Deanna Mancini

Admissions Associate - Diane Mekuli

Admissions Associate - Julissa Nicasio-Urena

Bookstore Associate - Jayson Vargas

Director, Buildings and Grounds - Eric Chulan

Administrative Assistant, Admissions - Joanne Mazzullo

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Administrative Assistant, Admissions - Janice Ramsey

Administrative Assistant, Academic Advisement - Samantha George

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Clifton

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Campus Operating Officer - Andrea Nemeth

Dean, Academic Advisement - Steve Bruenjes

Academic Advisor - Wendy Cerrato-Alvarez

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

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 - Barbara Sylvester

Director, Financial Aid - Paul Crowley

Associate Director, Financial Aid - Juanita Dwyer

Financial Aid Administrator - Yomary Castro

Financial Aid Administrator - Jailynn Johnson

Student Financial Literacy Advocate - Bernard Antonovich

Director, Student Accounts - Ashley Maikranz

Student Accounts Administrator - Eliana Diaz

Student Accounts Administrator - Luz Valencia

Director, Admissions - Brian Peiffer

Assistant Director, Admissions - Sherrica Matchett

Admissions Associate - Susan Cate

Admissions Associate - Natalie Connell

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, Academic Advisement - Ingrid Noesi-Jackson

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President - Dario A Cortes

Provost - Marianne Vakalis

Campus Operating Officer - Maureen DiFonzo

Dean, Academic Advisement - Robert Case

Student Success Coordinator - Laura Macri

Director, Student Development and Campus Life - Sarada Jailal

Personal Counselor - Sheri Berkat

Director, Academic Support Center - Margaret Haley

Academic Support - Rebecca Ruballos

Director, Library - Sandra Mongak

Librarian - Vicki Sciuk

Director, Career Services - Arthur Pann

Counselor, Career Services - Dylan Dell

Counselor, Career Services - MaryAnn Titone

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 - MaryAnn Santora

Admissions Associate - Charlene Garretson

Admissions Associate - Joanne Morrone

Admissions Associate - Michael Toth

Admissions Associate - Laura Ziegert

Campus Technician - David Henao

Director, Operations - Carmelo Torres

Accreditation Coordinator, School of Health Studies - Lisa Azzarone

Administrative Assistant, Admissions - Cristina Mitchell

Administrative Assistant, Campus Operations - Diana Angel

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Administrative Assistant, Campus Operations - Adrian Clark

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Dean, Academic Advisement - Sophia Smith

Academic Advisor - Serena Scalice

Director, Student Development and Campus Life - Sandra Garcia

Personal Counselor - Amanda Frey

Residence Counselor - Ayannah Johnson

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

Counselor, Career Services - Madeline Brown

Director, Financial Aid - Diana Coleman

Financial Aid Administrator - Patricia Okorodudu

Director, Student Accounts - Loriea Kannatt

Student Accounts Administrator - Sophia Baptiste

Director, Adult Admissions - Sandra Tavares

Director, High School Admissions - Leigh LeBlanc

Assistant Director, Adult Admissions - Regina Hubbard

Admissions Associate - Jennifer Cole

Admissions Associate - Luis Garcia

Admissions Associate - Anita Jones

Admissions Associate - Jennifer Kurylo

Admissions Associate - Erica Robinson

Admissions Associate - Anthony Williams

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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Campus Operating Officer - Linda Pinsky

Dean, Academic Advisement - Juli Wood

Academic Advisor - Rachel D'Alessandro

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

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Director, Academic Support Center - Lori Payne

Writing Consultant - Rose Arszulowicz

Director, Library - Maria Deptula

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Director, Financial Aid - Daniel Larkin

Director, Student Accounts - Steven Figueiredo

Student Accounts Administrator - Erick Otero

Director, Admissions - Elaine Coleman

Assistant Director, Admissions - Christopher Brundage

Assistant Director, Admissions - Joel Ramirez

Admissions Associate - Denise Prieto

Admissions Associate - Joey Anne Tuason

Computer Support Technician - Stanley Kukulka

Supervisor, Buildings and Grounds - Henry Fernandez

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Reference/Instruction Librarian - Kelly Bennett

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Counselor, Career Services - Rovenia Passero

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Director, Student Accounts - Andrzej Oldakowski

Student Accounts Administrator - Linda Lopez

Director, Adult Admissions - Jennifer DeJesus

Director, High School Admissions - Sara Mamrak

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Admissions Associate - Allison Best

Admissions Associate - Jennifer Blumberg

Admissions Associate - Lauren Demetroulakos

Admissions Associate - Melissa Rapolla

Manager, Bookstore - Josie Meade

Computer Support Technician - Luis Bertrand-Otero

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- **School of Health Studies Faculty**
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- **School of Liberal Arts Faculty**
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- **School of Professional Studies Faculty**
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- **Accounting and Finance Faculty**
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- **Fashion Faculty** (/student_handbook/student_handbook_2014_8286.htm)
- **Management Faculty** (/student_handbook/student_handbook_2014_8285.htm)
- **Marketing Faculty** (/student_handbook/student_handbook_2014_8284.htm)

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- **Liberal Arts for Clinical Programs Faculty**

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- **Medical Assistant Faculty**

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- **Nursing and Patient Care Technician Faculty**

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- **Surgical Technology and Surgical Processing Technician Faculty**

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- **Humanities and Social Sciences Faculty**
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- **Math and Sciences Faculty**
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- **Graphic Design Faculty**

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- **Interior Design Faculty**

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- **Legal Studies Faculty** (/student_handbook/student_handbook_2014_8267.htm)

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