

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Berkeley College 2015 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.

Please note that students enrolled in the **Medical Assistant** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_ma_index.htm) , **Patient Care Technician** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pct_index.htm) , **Practical Nurse** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pn_index.htm) , **Surgical Processing Technician** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_spt_index.htm) , and **Surgical Technology** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_st_index.htm) programs should refer to their respective Student Handbook Supplements for additional information.

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

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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Get a PDF of the complete Student Handbook.

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

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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

WOODBIDGE

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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Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Academic Policies and Procedures

- **Academic Calendar**
(/student_handbook/student_handbook_2015_5868.htm)
- **Academic Records**
(/student_handbook/student_handbook_2015_5871.htm)
- **Academic Year**
(/student_handbook/student_handbook_2015_5875.htm)
- **College-wide Learning Goals**
(/student_handbook/student_handbook_2015_12372.htm)
- **Credit for Prior Learning**
(/student_handbook/student_handbook_2015_7828.htm)
- **Evaluation and Grading**
(/student_handbook/student_handbook_2015_5872.htm)
- **General Academic Policies**
(/student_handbook/student_handbook_2015_5874.htm)
- **Graduation**
(/student_handbook/student_handbook_2015_5870.htm)
- **Satisfactory Academic Progress**
(/student_handbook/student_handbook_2015_5869.htm)
- **Transfer Credit Policy**
(/student_handbook/student_handbook_2015_5873.htm)

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Academic Calendar

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

SPRING QUARTER 2015

Monday, April 6 - Classes Begin
 Monday, May 25 - Memorial Day - No Classes
 Sunday, June 28 - Classes End
 Monday, June 29 through Sunday, July 5 - Summer Vacation

SUMMER QUARTER 2015

Monday, July 6 - Classes Begin
 Monday, September 7 - Labor Day - No Classes
 Sunday, September 20 - Classes End
 Monday, September 21 through Sunday, September 27 - Fall Vacation

FALL QUARTER 2015

Monday, September 28 - Classes Begin
 Monday, October 12 - Columbus Day - No Classes
 Thursday, November 26 through Sunday, November 29 - Thanksgiving Recess
 Sunday, December 20 - Classes End
 Monday, December 21 through Sunday, January 3, 2016 - Winter Vacation

WINTER QUARTER 2016

Monday, January 4 - Classes Begin
 Monday, January 18 - Martin Luther King, Jr. Day - No Classes
 Monday, February 15 - Presidents' Day - No Classes
 Sunday, March 27 - Classes End
 Monday, March 28 through Sunday, April 3 - Spring Vacation

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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/academics_bc/registrar.htm (http://BerkeleyCollege.edu/academics_bc/registrar.htm)

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

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Academic Year

Information on the academic year is available in the 2015 Catalog. To view, please click on the link below.

- **Academic Year**
(/catalog_2015/catalog_2015_9668.htm)

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

College-wide Learning Goals

Berkeley's liberal arts curriculum and major programs are designed to foster skills in communication, reasoning and analysis, information literacy, understanding of multiple perspectives, and integration of learning, as well as knowledge across multiple disciplines and specialized areas related to the professional program. Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their success as humane, self-aware, and intellectually curious members of the global human community.

Developing these essential outcomes is a responsibility shared across departments and among faculty, requiring time and careful planning to achieve. Most goals will be developed initially in the 100-level General Education Core courses that are designed to be optimally supportive of the transition from high school to college. The goals are then further developed through general study within the humanities, sciences, and arts, and then transition to more specialized development within each major.

Learning at Berkeley College covers the general areas of knowledge, intellectual and practical skills, and personal and social responsibilities. In the following description of the college-wide learning goals, substantial knowledge that students gain through their courses and co-curricular experiences is necessary for the acquisition and meaningful expression of the outcomes. Student acquisition and use of knowledge, in turn, is very often made evident through actions associated with these outcomes.

Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.

Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.

Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision-making:

- Quantitative analysis and reasoning
- Analysis and reasoning in the humanities, sciences, social sciences, and arts
- Ethical analysis and reasoning
- Reasoning in career-related contexts

Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.

Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.

Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.

- [Home](#)
- [Mission, Vision, and Values](#)
- [Locations](#)
- [Academic Policies and Procedures](#)
- [Student Experience](#)
- [Finances](#)
- [General Information](#)



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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)

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 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.

For more information, please click here for the Credit for Prior Learning Guide (/files_bc/credit_for_prior_learning.pdf)

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To learn more about the prior learning credit process, begin by completing the

CAEL/LearningCounts Prior Learning Credit Predictor

(<http://www.learningcounts.org/predictor/>)

. Bring the Predictor results to your Admissions representative, who will forward them to an Academic Advisor.

[Home](#)

[Mission, Vision, and Values](#)

[Locations](#)

[Academic Policies and Procedures](#)

[Student Experience](#)

[Finances](#)

[General Information](#)



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Evaluation and Grading

Grading System: A single, final grade is recorded for each scheduled course at the end of each quarter. 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 coursework 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

| 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 |

Students enrolled in the **Medical Assistant** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_ma_index.htm) , **Patient Care Technician** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pct_index.htm) , **Practical Nurse** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pn_index.htm) , **Surgical Processing Technician** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_spt_index.htm) , and **Surgical Technology** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_st_index.htm) programs should refer to their respective Student Handbook Supplements for program-specific grading policies.

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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.

Justice Studies - Criminal Justice Requirements: New first-time students in the Justice Studies - Criminal Justice major are enrolled in the Associate in Applied Science (A.A.S.) degree program. Upon completion of the Associate's degree, students transition into the Bachelor of Science (B.S.) degree program. After discussion with an academic advisor, enrollment in both degrees may be approved for the last quarter of the Associate's program. Criminal Justice students in the Bachelor of Science degree program are required to complete a minor in Management, Information Technology Management, or Legal Studies. Students transferring into the B.S. degree program from other colleges are not required to complete a minor.

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 **Medical Assistant**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_ma_index.htm)
 , **Patient Care Technician**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pct_index.htm)
 , **Practical Nurse**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pn_index.htm)
 , **Surgical Processing Technician**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_spt_index.htm)
 , and **Surgical Technology**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_st_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)

Academic Time Commitment: Coursework performed outside of the classroom (such as reading, studying, writing papers, doing projects, or receiving tutoring) is critical to academic success. While the time requirements for individual students may vary somewhat, a general rule of thumb is that students should spend about two hours outside the classroom for every hour required in it. For more information, please see the full policy **BerkeleyCollege.edu/files_bc/Credit_Hour_Assignment_Policy.pdf**
 (http://berkeleycollege.edu/files_bc/Credit_Hour_Assignment_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). 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.

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

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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 **Medical Assistant**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_ma_index.htm)

, **Patient Care Technician**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_pct_index.htm)

, **Practical Nurse**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_pn_index.htm)

, **Surgical Processing Technician**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_spt_index.htm)

, and **Surgical Technology**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_st_index.htm)

programs may differ. Students should refer to their respective Student Handbook Supplements for program-specific graduation policies.

Each spring the College conducts both an in-person Commencement ceremony and a separate online Virtual Commencement ceremony. Online and International students are automatically invited to the Virtual Commencement; and on-site students may request to participate. Both ceremonies will include special addresses by the Berkeley College President and other noteworthy speakers. Students must be within nine credits of completing all requirements by the end of the winter quarter to be considered for participation in 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.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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's degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

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

In order to remain in good academic standing for academic and financial aid purposes, students enrolled in Baccalaureate degree programs (B.B.A., B.F.A., and B.S.) must maintain the GPA specified below. Students in these programs must have a GPA of at least 2.00 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.

()

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.

[Home](#)

[Mission, Vision, and Values](#)

[Locations](#)

[Academic Policies and Procedures](#)

[Student Experience](#)

[Finances](#)

[General Information](#)



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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 from a Previous Institution: Berkeley College will typically 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.

Incoming students must apply for any desired transfer credit, and will be informed of a determination, prior to enrollment. Acceptance of transfer credits is within the sole discretion of the College and should not be assumed.

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/files_bc/Articulation_Agreements.pdf (/files_bc/Articulation_Agreements.pdf)

. 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.

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.

Appeals: 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.

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.

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/files_bc/Articulation_Agreements.pdf](http://berkeleycollege.edu/files_bc/Articulation_Agreements.pdf)

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

. 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.

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information

Student Experience

- **Student Development and Campus Life**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5880.htm)
- **Student Rights and Responsibilities**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5878.htm)
- **Student Support**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5879.htm)



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Get a PDF of the complete Student Handbook.

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Student Development and Campus Life

- **Athletics**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5898.htm)
- **Berkeley College Alumni Association**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5890.htm)
- **Community Service**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5899.htm)
- **Diversity and Multicultural Activities**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5901.htm)
- **Honor Societies**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5893.htm)
- **Honors Program**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5894.htm)
- **Online Opportunities**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5896.htm)
- **Orientation**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5902.htm)
- **Personal Counseling**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5892.htm)
- **Student Activities**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5897.htm)
- **Student Government**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5895.htm)
- **Student Organizations**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5900.htm)
- **Voter Registration**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5889.htm)

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Athletics

Intercollegiate athletics plays an important part in college life. Participation in athletics helps students develop leadership, sportsmanship, and interpersonal skills that will be valuable throughout their careers. At Berkeley College, full-time students may get involved in intercollegiate competition on a regional and national level. Berkeley College is a member of the United States Collegiate Athletic Association (USCAA) and the Hudson Valley Intercollegiate Athletic Conference.



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[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

Berkeley College Alumni Association

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

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

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

Community Service

Learn how good it feels to give back

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

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

- Home**
 - Mission, Vision, and Values**
 - Locations**
 - Academic Policies and Procedures**
 - Student Experience**
 - Finances**
 - General Information**
-



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Diversity and Multicultural Activities

Making the most of Berkeley's unique opportunities

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

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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 Legal 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 and accounting 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.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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 grade point average (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 download an application via the Honors Program page on the Berkeley College website by July 1. The Honors Admissions Committee will review each 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.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Online Opportunities

Students of Berkeley College Online® enjoy many of the same co-curricular opportunities as students who study at Berkeley's on-site locations. Online students have the option of participating in all online organizations and activities, such as the Student Government Association, Online Book Club, the Fashion Club, the Parents' Club, and a wellness blog, as well as numerous discussion boards, contests, and community outreach programs on the Blackboard platform. Online students can also join all on-site activities, programs, events, and clubs. There are also opportunities to become peer mentors in the Knight Success Leader Program, a program that helps new online students adjust to and succeed in online classes.



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[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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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, faculty, and staff, and helps them become comfortable with their surroundings and take full advantage of the many available resources. Day and evening students attend on-site orientations at each location and also have online access to important orientation information prior to their first day of classes. Berkeley College Online® students participate in an online orientation that is available prior to the first day of classes.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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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[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)**Get a PDF of this page.****Get a PDF of the complete Student Handbook.**

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. Student clubs and campus activities span a wide range of interests. There is something for practically everyone. Membership in a club offers a place to meet new people, as well as an opportunity to develop important communication, organizational, and leadership skills. In addition to visiting the United Nations, New York Stock Exchange, and Broadway, past events have included trips to museums, theaters, and more. Embracing the diverse and multicultural activities at Berkeley College contributes toward the social, personal, emotional, and cultural development of students.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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.



Get a PDF of this page.



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[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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.



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Home

Mission, Vision, and Values

Locations

**Academic Policies and
Procedures**

Student Experience

Finances

General Information

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.



Get a PDF of this page.



**Get a PDF of the complete
Student Handbook.**

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Student Rights and Responsibilities

- **Academic Integrity and Plagiarism**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5922.htm)
- **Accommodating a Disability**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_10147.htm)
- **Alcohol and Drug Policy Statement**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5918.htm)
- **Campus Security**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5926.htm)
- **Communications**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5909.htm)
- **Conduct**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5923.htm)
- **Copyright Policy**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5920.htm)
- **Equal Opportunity Policy**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5925.htm)
- **Immunization Requirement**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5914.htm)
- **Media Relations Consent**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5927.htm)
- **Other Grievances**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5924.htm)
- **Recording Classroom Lectures and Discussion Policy**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5921.htm)
- **Smoking**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5910.htm)
- **Social Media Policy**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5911.htm)
- **Student Dress Code**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5915.htm)
- **Student Electronic Information Policy**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5919.htm)
- **Student Records and Information**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5928.htm)
- **Use of Berkeley College Trademarks**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5912.htm)
- **Weapons**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5916.htm)

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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.



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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.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Accommodating a Disability

In accordance with its Equal Opportunity Policy, the College strives to reasonably accommodate the needs of students with disabilities. For information regarding how to request a reasonable accommodation of a disability and for contact information for College Personal Counselors, please go to **[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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[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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** (http://berkeleycollege.edu/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** (http://berkeleycollege.edu/files_bc/ALCOHOL_DRUG_POLICY_AND_PROGRAM_FOR_Associates_2013_Revision.pdf)

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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.



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Campus Crime Reports are posted on the Berkeley College website at **BerkeleyCollege.edu/Compliance** (http://berkeleycollege.edu/berkeley_bc/2038.htm) ; on the U.S. Department of Education website at **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** (http://berkeleycollege.edu/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.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Classroom Management

Only individuals who are listed on the class roster are allowed to be in the classroom during the instruction of the class. No children of students, or any relatives or friends of students, can attend a class. In addition, unless permitted by a faculty member, the use of cell phones is prohibited in class. In emergency situations only, the College will attempt to deliver messages to students.



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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 **Medical Assistant** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_ma_index.htm) , **Patient Care Technician** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pct_index.htm) , **Practical Nurse** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pn_index.htm) , **Surgical Processing Technician** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_spt_index.htm) , and **Surgical Technology** (http://berkeleycollege.edu/student_handbook/2015_student_handbook_st_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 **BerkeleyCollege.edu/files_bc/Conduct_and_Safety_Policy.pdf** (http://berkeleycollege.edu/files_bc/Conduct_and_Safety_Policy.pdf)

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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** (http://berkeleycollege.edu/files_bc/Copyright_Policy.pdf)

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

Equal Opportunity Policy

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

For information regarding how to make a complaint alleging sexual discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking (Title IX/VAWA related complaints), or retaliation in connection with any of these allegations, and for contact information of Berkeley's Title IX Coordinator for Students and Title IX Officer; and how to make *other* equal opportunity complaints, in cases *not* involving Title IX or VAWA, including complaints of related retaliation, and contact information for Berkeley's Equal Opportunity Coordinator for Students, please go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located at **[BerkeleyCollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_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)

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

Immunization Requirement

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

Every student enrolled in a degree program must submit a certificate of immunization signed by a physician or healthcare provider to the Registrar prior to registering for classes. The certificate must document the student's receipt of two live doses of measles vaccine and one live dose each of mumps and rubella vaccine. In addition, students attending Berkeley's New Jersey locations must document their receipt of three doses of Hepatitis B vaccine administered within prescribed time frames. At least two doses must be received prior to registration for classes. In the discretion of the Registrar, serological proof of immunity or other proof such as a Student Health Record from a previously attended school or military records properly documenting the required immunization history may be accepted as adequate proof of such immunization.

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

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

Students enrolled in the **Medical Assistant**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_ma_index.htm)

, **Patient Care Technician**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_pct_index.htm)

, **Practical Nurse**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_pn_index.htm)

, **Surgical Processing Technician**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_spt_index.htm)

, and **Surgical Technology**

(http://berkeleycollege.edu/student_handbook/2015_student_handbook_st_index.htm)

programs should refer to their respective Student Handbook Supplements for additional program-specific immunization requirement policies.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)**Get a PDF of this page.****Get a PDF of the complete Student Handbook.**

Media Relations Consent

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

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

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

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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. In all academic matters, including grade appeals, the decision of the Dean of the School 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 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.

- [Home](#)
- [Mission, Vision, and Values](#)
- [Locations](#)
- [Academic Policies and Procedures](#)
- [Student Experience](#)
- [Finances](#)
- [General Information](#)

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 Americans with Disabilities Act (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.



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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)



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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 **Medical Assistant**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_ma_index.htm)
 , **Patient Care Technician**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pct_index.htm)
 , **Practical Nurse**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_pn_index.htm)
 , **Surgical Processing Technician**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_spt_index.htm)
 , and **Surgical Technology**
 (http://berkeleycollege.edu/student_handbook/2015_student_handbook_st_index.htm)
 programs should refer to their respective Student Handbook Supplements for specific social media requirements applicable to Health Studies clinical settings.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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.



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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.

[Home](#)

[Mission, Vision, and Values](#)

[Locations](#)

[Academic Policies and Procedures](#)

[Student Experience](#)

[Finances](#)

[General Information](#)



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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" eForm, which is 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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Students may authorize the disclosure of student records by submitting a FERPA Waiver eForm, which is available at

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

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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)

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For more detailed policy information, please go to

BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf
(http://BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf)

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[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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.



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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)

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information

Student Support

- **Academic Support**

(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5905.htm)

- **Career Services**

(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5904.htm)

- **Office of Military and Veterans Affairs**

(http://berkeleycollege.edu/student_handbook/student_handbook_2015_6213.htm)



Get a PDF of this page.



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Registration

Students have an opportunity to consult with an academic advisor to discuss their academic programs during registration. Students must receive financial aid clearance each term from both the Financial Aid and Student Accounts Departments. 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 2015 term must be submitted by November 7, 2014 to avoid the late fee.

Students in their first three quarters and last two quarters are required to select courses with an academic 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. Academic advising is a collaborative relationship for which academic 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 Academic 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 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 to replace 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 or deposited into their own bank account. 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 **berkeleybluecard.higheroneaccount.com** (<http://berkeleybluecard.higheroneaccount.com>)

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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. eForms for all departments can be accessed from Blackboard as well.

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

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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 on Blackboard.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Academic Support

Libraries

College Libraries are available at all locations. They support the academic programs of the College and provide for the general, intellectual, and cultural enrichment of the Berkeley community.

The Berkeley library collection is a combination of physical and virtual resources that encompasses 114,000 print and media titles, 125,000 electronic book titles, 43,000 streaming video programs, and 78 research databases. Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system.

The library's website, **BerkeleyCollege.edu/library** (<http://BerkeleyCollege.edu/library>)

, is the gateway for on-site and remote access to resources, services, research, and help options. Print, electronic, on-demand video, and full text databases enhance coursework and support research within the majors, specializations, elective, and interdisciplinary topics of each program of study.

The libraries are open days, evenings, and weekends when classes are in session. Academic librarians are available in person, by telephone, email, or live chat service to assist with navigating the electronic resources and locating materials within the Berkeley College Collections or through a worldwide resource-sharing network.

The ability to find, interpret, and use many types of information is a valuable set of skills for academic and professional success. Throughout the academic experience there are many opportunities to develop a deeper understanding of the value of information literacy.

The Berkeley College Online® Library meets the needs of online students with a full array of web-based resources that includes electronic journals, e-books, reference tools, assignment support, and Live Chat assistance. Academic librarians are frequent participants in the online class environment. The online library is a source of reliable information that is always available*.

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

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.

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

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[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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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 30 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, on-campus employer presentations and interviews, seminars, and workshops 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 career services assistance for life. Berkeley College communicates regularly with a wide range of prospective employers to help identify potential opportunities for well-prepared candidates.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

Office of Military and Veterans Affairs

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

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

Getting started

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

Academic assistance

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

Social support

Berkeley College offers many programs, resources, and activities for veterans, including:

- On-site and online Veterans Resource Centers
- Veterans Affairs Work-Study Program
- CVET program (**cvet.com**)
(<http://cvet.com>)
- Veterans History Project in conjunction with the Library of Congress
- Support all Tuition Assistance Programs including GoArmyEd, the Navy College Program, and the Air Force Partnership
- Student-veteran-led clubs affiliated with the Student Veterans of America (SVA)
- Veterans Day and Memorial Day events

Awards and Acknowledgments

- Berkeley College named a top online college for veterans by *U.S. News & World Report*; 2014
- Berkeley College named a "Best for Vets" college by *Military Times*; 2013-2015
- Berkeley College named a "Military Friendly College" by *G.I. Jobs* magazine; 2010-2014
- Berkeley College named a "Military Friendly College" by *Military Advanced Education* magazine; 2010-2015

Talk to us. We're here to help.

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

[BerkeleyCollege.edu/military](http://berkeleycollege.edu/military)

(http://berkeleycollege.edu/admissions_bc/2336.htm)

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)[Get a PDF of this page.](#)[Get a PDF of the complete Student Handbook.](#)

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**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5886.htm)
- **Certificate Program Tuition Policies**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_6089.htm)
- **Other Financial Aid Policies**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5885.htm)
- **Financial Aid Progression**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_10077.htm)
- **Early Refund for Books and Supplies**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_10078.htm)
- **Other Title IV Refunds**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_10079.htm)
- **Other Financial Aid Refunds**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_10080.htm)
- **New York State Financial Aid**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_10091.htm)
- **Satisfactory Academic Progress**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5883.htm)
- **Study Abroad**
(http://berkeleycollege.edu/student_handbook/student_handbook_2015_5882.htm)

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Degree Program Tuition Policies

Information on degree program tuition policies is available in the 2015 Catalog. To view, please click on the link below.

- **Degree Program Tuition and Fees**
(/catalog_2015/catalog_2015_4475.htm)

**Berkeley College
Overview**

Academic Programs

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



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page.**



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complete catalog.**

Degree Program Tuition and Fees

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. The policy also covers military/veterans readmitted to the same program, for the first academic year in which the student returns. For the complete Tuition Freeze Policy, [click here](#).

2015 DEGREE PROGRAM TUITION per quarter

| | |
|--|---------------------------------------|
| Full-Time Students (12-16 credits) | \$7,700 |
| Full-Time Students (in excess of 16 credits) | \$7,700 + \$525 per additional credit |
| Part-Time Students (1-11 credits) | \$525 per credit |

DEGREE PROGRAM FEES (NON-REFUNDABLE)

| | |
|-------------------------------|-----------------------|
| Quarterly technology | \$150 per quarter |
| Digital learning resource | \$75 per course |
| Quarterly administrative | |
| • 9 or more credits | \$250 per quarter |
| • 8 or fewer credits | \$125 per quarter |
| Graduation | \$100 upon graduation |
| Late registration | \$50 per instance |
| Late scheduling (online only) | \$100 per instance |

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

TUITION DEPOSIT

For first-time students entering from high school, the \$300 tuition deposit is due by May 1. Deposits will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable quarter. No refunds will be made to persons canceling during this 60-day period.

For adult students, the \$300 deposit must be paid within two weeks after receiving a financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable quarter. No refunds will be made to persons canceling during this 60-day period.

TUITION PAYMENTS

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

MasterCard, Visa, or American Express.

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

Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service six weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to do so are charged a late registration fee.

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

TUITION REFUND POLICY*

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

Notification date during

- | | |
|------------------------------|-----|
| • First and second weeks | 90% |
| • Third week | 50% |
| • Fourth through sixth weeks | 25% |
| • After the sixth week | 0% |

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](#).

MISCELLANEOUS COSTS

Costs for textbooks, supplies, field trips, and other classroom-related expenses are estimated at \$960 per academic year for degree programs. Living expenses can vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$4,149 and \$14,529 per academic year. Personal expenses are estimated to be \$3,345, and transportation averages \$3,519 per academic year. Actual expenses vary based on personal situations and choices.

Berkeley College does not offer a student health insurance plan or require students to demonstrate health insurance coverage prior to enrollment. However, the College strongly recommends coverage.

RESIDENCE

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

The balance of the fee must be paid prior to moving into the residence. If a residence reservation is canceled, the advance deposit is refunded only if the College receives notice in writing at least 60 days prior to the start of the quarter for which the student originally was accepted.

White Plains

Cottage Place Apartments, a six-story student residence adjacent to the College, features studio apartments with kitchenettes and two- and three-bedroom apartments with full kitchens and living rooms. All studios and bedrooms are designed for double occupancy.

Sussex House, a one-floor student residence located within the College building, features studio apartments with kitchenettes and two-bedroom apartments with kitchens, living rooms, and two bathrooms. All studios are designed for three students and two-bedroom apartments are designed for six students.

The quarterly rate per occupant is \$3,000.

View the [housing page](#) for more information.

Home

Mission, Vision, and Values

Locations

**Academic Policies and
Procedures**

Student Experience

Finances

General Information



Get a PDF of this page.



**Get a PDF of the complete
Student Handbook.**

Certificate Program Tuition Policies

Information on certificate program tuition policies is available in the 2015 Catalog. To view, please click on the link below.

- **Certificate Program Tuition and Fees**
(/catalog_2015/catalog_2015_5585.htm)

Certificate Program Tuition and Fees

[Berkeley College Overview](#)

[Academic Programs](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



[Get a PDF of this page.](#)

2015 CERTIFICATE PROGRAM TUITION*

| | |
|---|----------|
| Medical Assistant (4 quarters) | \$19,200 |
| Medical Insurance, Billing, and Coding (4 quarters) | \$19,200 |
| Patient Care Technician (3 quarters) | \$14,800 |
| Practical Nurse (5 quarters) | \$27,950 |
| Surgical Processing Technician (3 quarters) | \$16,350 |

*Includes tuition, books, background check where appropriate, and the cost of the first certification/licensure examination. Program tuition will be reduced for students who transfer courses into a Certificate program.

CERTIFICATE PROGRAM FEES (NON-REFUNDABLE)

| | |
|--------------------------|-----------------------|
| Quarterly technology | \$150 per quarter |
| Quarterly administrative | |
| • 9 or more credits | \$250 per quarter |
| • 8 or fewer credits | \$125 per quarter |
| Graduation | \$100 upon graduation |
| Late registration | \$50 per instance |

TUITION DEPOSIT

For first-time students entering from high school, the \$300 tuition deposit is due by May 1. Deposits will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable quarter. No refunds will be made to persons canceling during this 60-day period.

For adult students, the \$300 deposit must be paid within two weeks after receiving a financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable quarter. No refunds will be made to persons canceling during this 60-day period.

TUITION PAYMENTS

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

TUITION REFUND POLICY

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

| Student Tuition Responsibility | Time of Withdrawal Full-Time Student | Time of Withdrawal Part-Time Student |
|---------------------------------------|---|---|
| 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.

MISCELLANEOUS COSTS

Living expenses vary considerably. Estimated room and board costs for students range between \$7,200 and \$19,650 per academic year (day and evening students). Personal expenses, including transportation, are estimated to range between \$1,440 and \$3,435 per academic year (day and evening students).

Practical Nurse students, Patient Care Technician students, and Surgical Technology students are also required to purchase their own malpractice insurance. Total costs may average \$40-\$50 for Patient Care Technician students and \$70-\$90 for Practical Nurse students (for \$3,000,000 coverage), and \$35-\$45 for Surgical Technology students (for \$1,000,000 per occurrence and \$3,000,000 in the aggregate).

Upon program completion, Practical Nurse students are required to register and pay for the NCLEX-PN examination using their personal credit card. Once receipt of payment is obtained, students should submit their receipt to the Nursing Department so they can be reimbursed for the Pearson Vue testing fee.

Berkeley College does not offer a student health insurance plan or require students to demonstrate health insurance coverage prior to enrollment. However, the College strongly recommends coverage.

Home

Mission, Vision, and Values

Locations

**Academic Policies and
Procedures**

Student Experience

Finances

General Information



Get a PDF of this page.



**Get a PDF of the complete
Student Handbook.**

Other Financial Aid Policies

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- **Other Financial Aid Policies**
(/catalog_2015/catalog_2015_4518.htm)

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Financial Aid Progression

Information on financial aid progression is available in the 2015 Catalog. To view, please click on the link below.

- **Financial Aid Progression**
(http://berkeleycollege.edu/student_handbook/catalog_2015_9717.htm)

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Early Refund for Books and Supplies

Information on early refund for books and supplies is available in the 2015 Catalog. To view, please click on the link below.

- **Early Refund for Books and Supplies**
(http://berkeleycollege.edu/student_handbook/catalog_2015_4525.htm)

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Other Title IV Refunds

Information on other Title IV refunds is available in the 2015 Catalog. To view, please click on the link below.

- **Other Title IV Refunds**
(http://berkeleycollege.edu/student_handbook/catalog_2015_4524.htm)

**Berkeley College
Overview****Academic Programs****Admissions and
Finances****Administration,
Faculty, and Staff****Contact Us****Get a PDF of this
page.**

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). All funds will be returned within 14 days after June 30 of the award year.

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.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

Other Financial Aid Refunds

Information on other financial aid refunds is available in the 2015 Catalog. To view, please click on the link below.

- **Other Financial Aid Refunds**
(/catalog_2015/catalog_2015_4523.htm)



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

New York State Financial Aid

Information on New York State financial aid is available in the 2015 Catalog. To view, please click on the link below.

- **New York State Financial Aid**
(/catalog_2015/catalog_2015_4520.htm)

[Home](#)

[Mission, Vision, and Values](#)

[Locations](#)

[Academic Policies and Procedures](#)

[Student Experience](#)

[Finances](#)

[General Information](#)



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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's degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

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

In order to remain in good academic standing for academic and financial aid purposes, students enrolled in Baccalaureate degree programs (B.B.A., B.F.A., and B.S.) must maintain the GPA specified below. Students in these programs must have a GPA of at least 2.00 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.

()

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.

[Home](#)[Mission, Vision, and Values](#)[Locations](#)[Academic Policies and Procedures](#)[Student Experience](#)[Finances](#)[General Information](#)

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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Home

Mission, Vision, and Values

Locations

Academic Policies and Procedures

Student Experience

Finances

General Information



Get a PDF of this page.



Get a PDF of the complete Student Handbook.

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 Student Development and Campus Life Department. It is recommended that students use public parking lots that 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 Manhattan, 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 are available and 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 encourages all students to use public transportation whenever possible.

Food Service

Woodland Park has a cafe located in the atrium in the Renaissance Hall building. A variety of hot and cold foods, snacks, and beverages are available throughout the day. 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. Policies governing the operation of Cottage Place and Sussex House Residence Halls are set forth in the Residence Life Handbook. Any student who fails to abide by such policies may be subject to disciplinary action, up to and including dismissal from housing or from the College.

Contact Information

Contact information for students must be current. Students can change their address as well as cell or home telephone number through the Student Self-Service tab on Blackboard. In order for students to change their name, legal documentation of the new name must be submitted to the 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 on 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 on the bookstore website, which can be accessed on 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 on Blackboard.

The online bookstore may be accessed at **BerkeleyCollege.edu/Bookstore**
(<http://BerkeleyCollege.edu/Bookstore>)
or on **Blackboard**
(<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>)