
Berkeley College Consumer Information Disclosures

**GRADUATE STUDENTS
2024 SPRING
SEMESTER**

Notice of Availability of Institutional and Financial Aid Information

Federal law requires colleges to notify students (current and prospective) and associates (current and prospective) of specific consumer information available to them and how to obtain it. This summary is provided periodically to current students and associates via email. Please direct any questions and/or requests for paper copies of specific institutional or financial aid information to the Office of the General Counsel (Legal@BerkeleyCollege.edu). This summary is also available online at: <https://berkeleycollege.edu/pdf/graduate-consumer-information-disclosures.pdf>

INSTITUTIONAL INFORMATION

Contact Information for Obtaining Institutional Information

Contact information for assistance in obtaining institutional information is available online at: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/larry-l-luing-school-business-graduate-program/master-of-business-administration-academic-offering/contact-us/index.html> or <https://berkeleycollege.edu/catalogs/graduate-2023-2024/school-of-health-studies-graduate-program/master-of-science-in-nursing-academic-offering/contact-us/index.html>

Accreditations and Approvals

Information about Berkeley College's accreditations, authorizations, and approvals is available online at: <https://berkeleycollege.edu/about/accreditation-regulatory/index.html>. Approval documents are available for review upon request to the Provost's Office.

Academic Program and Degree

Information about academic programs of study is available online at:

Master of Business Administration in Management: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/larry-l-luing-school-business-graduate-program/master-of-business-administration-academic-offering/index.html>

Master of Science in Nursing: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/school-of-health-studies-graduate-program/master-of-science-in-nursing-academic-offering/index.html>

Information about locations and instructional facilities is available online:

Woodland Park campus: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/overview/woodland-park-campus-program/index.html>

Online: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/overview/berkeley-college-online/index.html>

New York City campus: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/overview/new-york-city-campus-program/index.html>

Information about faculty, administration and staff is available online at:

<https://berkeleycollege.edu/catalogs/graduate-2023-2024/college-administration/index.html> or

<https://berkeleycollege.edu/catalogs/graduate-2023-2024/larry-l-luing-school-business-graduate-program/master-of-business-administration-academic-offering/mba-program-administration-and-faculty/index.html> or

<https://berkeleycollege.edu/catalogs/graduate-2023-2024/school-of-health-studies-graduate-program/master-of-science-in-nursing-academic-offering/msn-program-administration-and-faculty/index.html>

Transfer Credits

Information about transfer credits for the MSN program is available online at:

<https://berkeleycollege.edu/catalogs/graduate-2023-2024/admissions/msn-admissions/index.html>

Privacy of Student Records

The Notice of Student Rights under the Family Educational Rights and Privacy Act (FERPA) contains information about the inspection, disclosure and correction of student records. Notice is provided to students annually via this disclosure and is available online at: <https://berkeleycollege.edu/pdf/notification-of-student-rights-under-ferpa.pdf> and the Student Records Policy is available online at: <https://berkeleycollege.edu/pdf/ferpa-notice.pdf>

Student Body Diversity

Information about diversity statistics by ethnicity, gender, and age, along with the percentage of Federal Pell Grant recipients, is available online at: <https://berkeleycollege.edu/about/at-a-glance/index.html>

Price of Attendance • Withdrawals and Refunds • Textbooks & Supplies

Information about the price of attendance, including tuition and fees, other classroom-related expenses, along with information about withdrawals and refunds is available online at:

<https://berkeleycollege.edu/catalogs/graduate-2023-2024/admissions/index.html>

MSN Tuition and Fees: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/admissions/msn-program-tuition-fees-2023-2024/index.html>

MBA Tuition and Fees: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/admissions/mba-program-tuition-fees-2023-2024/index.html>

Graduate Program Refund Policy & Miscellaneous Costs: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/admissions/refund-policy-and-miscellaneous-costs/index.html>

Books and supplies: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/general-information/index.html>

Most programs of study at Berkeley College utilize eTexts. Charges for eTexts and print textbooks (and to a lesser extent supplies) are included in the tuition charge for most courses at Berkeley College. In compliance with federal regulations, students may choose, under certain circumstances, to opt out of the otherwise mandatory eText/book fees (and supply fees, if applicable) included in the price of tuition. Detailed information about the eText and Supplies Opt-Out Policy and related forms is available online at the books and supplies link above. A few programs at Berkeley College still use print textbooks. Students in programs where print textbooks are used have the right to obtain them (as well as supplies) from other sources, so long as they meet the requirements for the course. In order to receive a credit for textbooks and/or supplies that are purchased from another source, a student must request a waiver from the Department Chair by the end of week 1 of the start of the term. See the link to books and supplies above for more information. Purchase and pricing information for print textbooks and supplies is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.

Net Price Calculator

The net price calculator provides estimates only and is available online at: <https://berkeleycollege.studentaidcalculator.com/survey.aspx>

Copyright Policy

Information on peer-to-peer file sharing, fair use and penalties for infringement is available online at: <https://berkeleycollege.edu/pdf/copyright-policy.pdf>

Services Available to Students and Associates with Disabilities

Information about accessibility support services, accommodations, policies, and forms are available online at: <https://berkeleycollege.edu/admissions/accessibility-services/index.html>

Accessibility Services Accommodations Policy for Students: <https://berkeleycollege.edu/pdf/adastudent-policy.pdf>

Accessibility Services Accommodations Policy for Associates: <https://berkeleycollege.edu/pdf/adaassociate-policy.pdf>

Service Animal & Emotional Support Animal Policy: <https://berkeleycollege.edu/pdf/service-emotionalsupport-animal-policy.pdf>

FINANCIAL ASSISTANCE AND STUDENT LOAN INFORMATION

Contact Information for Obtaining Financial Aid Information

Contact information for assistance in obtaining financial aid information is available online at: <https://berkeleycollege.edu/admissions/tuition-financial-aid/index.html#applyQuestions>

Student Financial Aid Information

Information about available types of aid; how to apply for aid; eligibility; disbursement; early refunds for books and supplies; recipients' rights and responsibilities; deferment conditions; and terms and conditions of federal work study awards is available online in the Guide to Financial Aid: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/financial-aid/index.html>

Information about Satisfactory Academic Progress standards is available online at: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/financial-aid/satisfactory-academic-progress/index.html>

Paper copies available upon request to the Financial Aid Office.

Student Loan Information • Entrance and Exit Counseling

Student loan information, including borrower's rights and responsibilities, and entrance and exit counseling information, is provided to borrowers either in person through Financial Aid Office staff, via U.S. mail, or electronically. Borrowers are required to complete entrance counseling online at: <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>

Borrowers must complete Exit Counseling before ceasing at least half-time enrollment, or within 30 days of leaving the college, completing correspondence, or study abroad. Borrowers are required to complete exit counseling online at: <https://studentaid.gov/app/counselingInstructions.action?counselingType=exit>

Code of Conduct for Financial Aid Professionals

Information is provided annually to all associates with Title IV loan responsibilities. Available online at: <https://berkeleycollege.edu/pdf/code-of-conduct-for-financial-aid-professionals.pdf>

Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members

Information about education benefits for veterans, service members, and their spouses or dependents is available online at: <https://berkeleycollege.edu/catalogs/graduate-2023-2024/financial-aid/military-and-veteran-students/index.html>

A College Financing Plan (formerly "Shopping Sheet") is provided to all students every two semesters. The plan includes the estimated cost of attendance; total grants and scholarships; net costs to the student; available loan options; and other additional options such as family contribution, military, and/or national service benefits. For more information, contact the Financial Aid Office: <https://berkeleycollege.edu/admissions/tuition-financial-aid/index.html>

Contact Information for the Office of Military and Veterans Affairs is available online at:

<https://berkeleycollege.edu/military-veterans.html>

HEALTH AND SAFETY INFORMATION

Drug and Alcohol Abuse Prevention Program

Information about standards of conduct, applicable legal sanctions for violations, health risks and available counseling and/or treatment options is provided to students and associates annually by email and is also available online at: <https://berkeleycollege.edu/pdf/alcohol-and-drug-policy-students.pdf> (for students) and <https://berkeleycollege.edu/pdf/alcohol-and-drug-policy-associates.pdf> (for associates). Biennial report is available upon request to the Counseling & Wellness Office (973)-278-5400 x1320.

Title IX, Sexual Harassment, and Sexual Misconduct

Information related to sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking, including educational information; College policies and procedures; reporting options; supportive measures; sanctions; student bill of rights; and available resources is available on the College's Title IX website at: <https://berkeleycollege.edu/about/administration/general-counsel/title-ix/index.html>

Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy:

<http://berkeleycollege.edu/pdf/TitleIX-Non-Title-IX-Sexual-Harassment-and-Sexual-Misconduct-Policy.pdf>

Title IX Sexual Harassment and Sexual Misconduct Procedures: <http://berkeleycollege.edu/pdf/Title-IX-SexualHarassment-and-Sexual-Misconduct-Procedures.pdf>

Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Students:

<https://berkeleycollege.edu/pdf/Non-Title-IX-Sexual-Harassment-and-Sexual-Misconduct-Procedures-forStudents.pdf>

Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Associates:

<http://berkeleycollege.edu/pdf/Non-Title-IX-Sex-Harass-and-Sex-Misconduct-Procedures-for-Associates.pdf>

Title IX Staff

Title IX Coordinator

Sherrille Shabazz, Ed.D., Vice President, Student Development and Campus Life

3 East 43rd Street, New York, NY 10017

TitleIXCoordinator@BerkeleyCollege.edu

646-948-1361

Deputy Title IX Coordinator for Students

LaTysha Gaines, MPA, Campus Operating Officer, Woodland Park

44 Rifle Camp Road, Woodland Park, NJ 07424

Latysha-Gaines@BerkeleyCollege.edu

973-368-9857

Deputy Title IX Coordinator for Associates

Karen Carpentieri, Vice President, Human Resources

44 Rifle Camp Road, Woodland Park, NJ 07424_
KJC@BerkeleyCollege.edu
862-437-8532

Equal Opportunity

The College's Equal Opportunity Policy and Procedures is available online:
<http://berkeleycollege.edu/pdf/equalopportunity-policy.pdf>

Immunization Requirements

Information about immunization requirements is provided to students via email upon enrollment and is available online at: <https://berkeleycollege.edu/pdf/immunization-policy.pdf>

Security Reports & Crime Logs

Notice of availability of the annual security reports are provided by email to all students and associates on or before October 1. The reports include information and policy statements relating to campus safety and security; crime reporting; emergency/evacuation procedures; designated crime statistics going back three years; and policies, procedures, education and training, and resource information relating to sexual assault, intimate partner violence, and stalking. The reports are available online at: <https://berkeleycollege.edu/current-students/securityreports/index.html>. Paper copies available upon request to the Public Safety Department (973)-278-5400 Ext. 1188. Portions of the crime logs for the most recent 60-day period are available for inspection upon request from 9 AM to 5 PM weekdays at the Security Desk at each location. Logs are maintained by the Public Safety Department. Any portion of the log that is older than 60 days will be made available for inspection within two business days of the request.

Counseling & Wellness Resources

Information about available emergency resources and counseling options is provided to students by email each semester. If you or someone you know is in immediate danger, having thoughts of death or suicide, or is otherwise in a crisis situation, contact one of the following 24/7 emergency resources:

Call 9-1-1 immediately or go to your local emergency room

NJ Hopeline Suicide Prevention Hotline 855-654-6735 www.njhopeline.com

Samaritan's NYC 24-Hour Crisis Hotline 212-673-3000

<https://samaritansnyc.org/get-support/crisis-services/>

National Suicide Prevention Lifeline 800-273-TALK (8255) www.suicidepreventionlifeline.org TTY: 800-7994TTY (4889)

For non-emergencies, contact information for the Counseling & Wellness Office is available online at:
<https://berkeleycollege.edu/student-life/campus-life/health-counseling-wellness/index.html>

MISCELLANEOUS

Notice of Non-Discrimination

Berkeley College does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other category protected by applicable law, in its programs or activities. The full notice is available online at: <https://berkeleycollege.edu/about/administration/general-counsel/notice-nondiscrimination/index.html>

Voter Registration

Information is provided via email to students who physically attend courses at the New York and New Jersey locations prior to federal and/or state elections. This information is also available online:

New Jersey: <http://www.state.nj.us/state/elections/voting-information.html>

New York: <http://www.elections.ny.gov/VotingRegister.html>

Equity in Athletics Disclosure Act Report (EADA Report)

This report is made available annually on or before October 15 and includes athletic program participation rates and related financial data. Paper copies are available upon request to the Vice President, Student Development & Campus Life (646)-948-1361. The report is also available online at: <https://berkeleycollege.edu/pdf/eada-report.pdf>

Career Services

Information about how to obtain career assistance, such as resume and interview preparation, is available online at: <https://berkeleycollege.edu/student-life/career-services/index.html>

Student Complaints

Information about where to direct academic and non-academic complaints is available online at: <https://berkeleycollege.edu/student-life/student-complaint-process/index.html>