Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Get a PDF of the complete Student Handbook.

Berkeley College 2016 Student Handbook

Dear students,

Welcome to the start of a new academic year! Whether you are just beginning, at the midway point, or close to graduation, college is a time for embracing new experiences, overcoming obstacles, and achieving your goals. I hope that throughout your time here at Berkeley College you will be committed to excelling academically, getting involved, and making the most of the many people, services, and resources that Berkeley offers.

Whether your passion is student leadership, clubs and activities, athletics, or community engagement, I challenge you to engage, connect, and participate fully in College life.

This is a pivotal time in your life. You have embarked upon an adventure that will lay the foundation for the fulfillment of life's aspirations. Stay true to your principal objective: graduation! Visualize yourself walking across the stage at commencement, flushed with the pride and satisfaction of knowing that you committed yourself fully and made it happen. The only limitations are the ones you set for yourself. In the words of author A.A. Milne, "Promise me you'll always remember: you're braver than you believe, and stronger than you seem, and smarter than you think." Remember, too, that when you need us, we'll be here to help.

This is also an exciting time at Berkeley College. We are converting from our quarter-based system to a semester-based system (calendar and credits). I encourage you to contact your Academic Advisor if you have any questions or concerns regarding this transition.

On behalf of the entire Berkeley College family, I wish you success in your studies, your career, and your life.

All the best,

Dallas Reed
Vice President, Student Development and Campus Life

Please note that students enrolled in the **Medical Assistant**
(/student_handbook/2016-ma-supplement-index.htm)
, **Patient Care Technician**
(/student_handbook/2016-pct-supplement-index.htm)
, **Practical Nurse**
(/student_handbook/2016-pn-supplement-index.htm)
, **Surgical Processing Technician**
(/student_handbook/2016-spt-supplement-index.htm)
, and **Surgical Technology**
(/student_handbook/2016-st-supplement-index.htm)
programs should refer to their respective Student Handbook Supplements for additional information.

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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

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

2016 Student Handbook

Berkeley College®
Focused on Student Success for 85 Years

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

Campuses

New York Campuses

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 Campuses

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

WOODBRIDGE
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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Academic Policies and Procedures

- **Academic Calendar**
  (/student_handbook/student-handbook-2016-8075.htm)
- **Academic Records**
  (/student_handbook/student-handbook-2016-8096.htm)
- **Academic Year**
  (/student_handbook/student-handbook-2016-8109.htm)
- **College-wide Learning Outcomes**
  (/student_handbook/student-handbook-2016-14037.htm)
- **Credit for Prior Learning**
  (/student_handbook/student-handbook-2016-8102.htm)
- **Evaluation and Grading**
  (/student_handbook/student-handbook-2016-8099.htm)
- **General Academic Policies**
  (/student_handbook/student-handbook-2016-8108.htm)
- **Graduation**
  (/student_handbook/student-handbook-2016-8095.htm)
- **Satisfactory Academic Progress**
  (/student_handbook/student-handbook-2016-8094.htm)
- **Transfer Credit Policy**
  (/student_handbook/student-handbook-2016-8107.htm)

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Academic Calendar

WINTER QUARTER 2016

10-week quarter
Monday, January 4, 2016, Classes Begin
Monday, January 18, 2016, Martin Luther King, Jr. Day – No Classes
Monday, February 15, 2016, Presidents' Day – No Classes
Saturday, March 12, 2016, Classes End
Sunday, March 13, 2016 through Sunday, March 20, 2016 – Recess

SPRING QUARTER 2016

10-week quarter
Monday, March 21, 2016, Classes Begin
Saturday, May 28, 2016, Classes End
Sunday, May 29, 2016 through Sunday, June 5, 2016 – Recess

SUMMER SEMESTER 2016

Monday, June 6, 2016, Classes Begin – 14-week semester
Monday, July 4, 2016, Independence Day – No Classes
Monday, July 11, 2016, Jumpstart Classes Begin – 7-week module
Saturday, August 27, 2016, Jumpstart Classes End – 7-week module
Monday, September 5, 2016, Labor Day – No Classes
Saturday, September 10, 2016, Classes End – 14-week semester
Sunday, September 11, 2016 through Sunday, September 18, 2016 – Recess

FALL SEMESTER 2016

Monday, September 19, 2016, Classes Begin – 14-week and 7-week module A
Monday, October 10, 2016, Columbus Day – No Classes
Saturday, November 5, 2016, Classes End – 7-week module A
Monday, November 7, 2016, Classes Begin – 7-week module B
Thursday, November 24, 2016, Sunday, November 27, No Classes – Thanksgiving Recess
Saturday, December 24, 2016, Classes End – 14-week and 7-week module B
Sunday, December 25, 2016 through Monday, January 2, 2017 – Recess

The following Health Studies clinical programs for continuing students will be taught out on the quarter system:
A.A.S., Health Sciences
A.A.S., Medical Assistant
A.A.S., Surgical Technology
Medical Assistant Certificate
Medical Insurance, Billing, and Coding Certificate
Patient Care Technician Certificate
Practical Nurse Certificate
Surgical Processing Technician Certificate

Undergraduate Academic Calendar for Teach-Out

Clinical Healthcare Programs

WINTER QUARTER 2016

Monday, January 4, 2016, Classes Begin – 12-week quarter
Monday, January 18, 2016, Martin Luther King, Jr. Day – No Classes
Monday, February 14, 2016, Presidents' Day – No Classes
Saturday, March 26, 2016, Classes End – 12-week quarter
Sunday, March 27, 2016, through Sunday, April 3, 2016, Recess

SPRING QUARTER 2016

Monday, April 4, 2016, Classes Begin – 12-week quarter
Monday, May 30, 2016, Memorial Day – No Classes
Saturday, June 25, 2016, Classes End – 12-week quarter
Sunday, June 26, 2016, through Monday, July 4, 2016, Recess

SUMMER QUARTER 2016

Tuesday, July 5, 2016, Classes Begin – 11-week quarter
Monday, September 5, 2016, Labor Day – No Classes
Saturday, September 17, 2016, Classes End – 11-week quarter
Sunday, September 18, 2016, through Sunday, September 25, 2016, Recess

FALL QUARTER 2016

Monday, September 26, 2016, Classes Begin – 12-week quarter
Monday, October 10, 2016, Columbus Day – No Classes
Thursday, November 24, 2016, through Sunday, November 27, 2016, Thanksgiving Recess - No Classes
Saturday, December 17, 2016, Classes End – 12-week quarter
Sunday, December 18, 2016, through Monday, January 2, 2017, Recess

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

Academic Records

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

President's List: Full-time matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List. Effective June 6, 2016, part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms during the 2016-2017 year (June 6–August 30 or summer, fall, winter, and spring terms) and achieve a cumulative grade point average of 4.00 qualify for the President's List for the academic year.

Dean's List: Full-time 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. Effective June 6, 2016, part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms during the 2016-2017 year (June 6–August 30 or summer, fall, winter, and spring terms) and achieve a cumulative grade point average of 3.50 qualify for the Dean's List for the academic year.

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 are Monday to Friday from 9:00 AM to 3:00 PM Eastern Standard Time. All rush requests received after 3:00 PM will be processed the next business day (excluding holidays).

Please note that there is a fee for transcripts.

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

Academic Year

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Information on the academic year is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **Academic Year**
  (/catalog_2016/catalog-2016-12610.htm)

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Academic Year

Beginning June 6, 2016, the College will adopt a semester-based calendar.

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

A standard academic year (two consecutive semesters) is typically comprised of two terms totaling 30 weeks, and a full-time student is expected to complete a minimum of 24 semester credit hours (in most cases a minimum of eight three-credit courses) in that time.

The campuses are closed on some legal holidays. The current **academic calendar** specifies the exact dates.

The Semester System: Courses are evaluated in terms of semester hours of credit.

A credit hour is an amount of work of not less than 50 minutes of classroom or direct faculty instruction and a minimum of two hours (120 minutes) of out of class student work each week for approximately 15 weeks for one semester credit, or the equivalent amount of work over a different amount of time. At least an equivalent amount of work is required for laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Class Hours: Generally, instructional hours are from 8:00 AM through 11:00 PM on weekdays and from 9:00 AM through 5:00 PM on weekends.

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

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

College-wide Learning Outcomes

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 Liberal Arts 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 outcomes, 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.

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

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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)
.

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.

Students enrolled in the **Medical Assistant**
(/student_handbook/2016-ma-supplement-index.htm)
, **Patient Care Technician**
(/student_handbook/2016-pct-supplement-index.htm)
, **Practical Nurse**
(/student_handbook/2016-pn-supplement-index.htm)
, **Surgical Processing Technician**
(/student_handbook/2016-spt-supplement-index.htm)
, and **Surgical Technology**
(/student_handbook/2016-st-supplement-index.htm)
programs should refer to their respective Student Handbook Supplements for additional
information regarding credit for prior learning.

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Evaluation and Grading

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

Computation of Grade Point Average (GPA): To compute the GPA for the term, 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 term. The result is the term 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 outstanding work must be completed within two weeks after the end of the course. If all work is not completed by that time, the incomplete 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 add/drop period (first week for seven-week courses and first two weeks for all other courses) do not appear on the student's transcript. Withdrawal from a seven-week course between weeks two and four will result in a grade of WP or WF, withdrawal from a 10- or 12-week course between weeks three and nine will result in a grade of WP or WF, and withdrawal from a 14- or 15-week course between weeks three and 12 will result in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time of withdrawal. A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially withdraw from a course will receive a letter grade that reflects their achievement.

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. Students enrolled in these programs should refer to their respective Student Handbook Supplements for additional information.

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.

Repeated Course (effective June 6, 2016): When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. A single course can be taken a maximum of three times, including two repeats. With the exception of certain courses offered in the School of Health Studies, students may only repeat courses in which the student has earned a grade of F and 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.

Where a course is no longer offered, the Chair of the Academic Department in which the

course is housed, in consultation with the Dean of the School, shall designate an appropriate replacement course. When a course has been repeated, both the original and subsequent courses are included on the permanent record, but the credit is counted only once.

Students in School of Health Studies programs should consult their individual program handbooks for specific guidelines for repeating a course.

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 term. 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** (/student_handbook/2016-ma-supplement-index.htm) , **Patient Care Technician** (/student_handbook/2016-pct-supplement-index.htm) , **Practical Nurse** (/student_handbook/2016-pn-supplement-index.htm) , **Surgical Processing Technician** (/student_handbook/2016-spt-supplement-index.htm) , and **Surgical Technology** (/student_handbook/2016-st-supplement-index.htm) programs should refer to their respective Student Handbook Supplements for additional evaluation and grading policies.

For information on grade appeals and academic grievances, please see **Other Grievances** (/student_handbook/student-handbook-2016-8147.htm) .

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

Berkeley College®
Focused on Student Success for 85 Years

2016 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 term 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 term of the Associate's program.

College Skills 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.

All College Skills courses must be successfully completed by the end of a student's third quarter or second semester. Students enrolled in College Skills courses must receive a grade of C or better in the course in order to complete their programs and graduate from the College. College Skills 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 College Skills courses may lengthen the time required to complete the student's program, thereby resulting in increased costs to a student.

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

Students enrolled in the **Medical Assistant** (/student_handbook/2016-ma-supplement-index.htm) , **Patient Care Technician** (/student_handbook/2016-pct-supplement-index.htm) , **Practical Nurse** (/student_handbook/2016-pn-supplement-index.htm) , **Surgical Processing Technician** (/student_handbook/2016-spt-supplement-index.htm) , and **Surgical Technology** (/student_handbook/2016-st-supplement-index.htm) programs should refer to their respective Student Handbook Supplements for program-specific attendance 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 discuss their status in their class(es).

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

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 policies **BerkeleyCollege.edu/files_bc/Credit_Hour_Assignment_Policy.pdf** (/files_bc/Credit_Hour_Assignment_Policy.pdf)
 and
BerkeleyCollege.edu/files_bc/Credit_Hour_Assignment_Policy_semester.pdf (/files_bc/Credit_Hour_Assignment_Policy_semester.pdf)
.

College Closing: The College seldom closes due to inclement weather. In cases of extreme weather or emergencies, however, the closing of each College 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 enrolled in non-clinical 15-, 14-, 12-, or 10-week courses may add a course or courses to their schedules prior to the start of the second week of the term. Clinical and accelerated courses cannot be added after the start of the term. 15-, 14-, 12-, or 10-week courses dropped during the first two weeks of classes do not appear on the student's transcript. Accelerated courses dropped during the first week of classes do not appear on the student's transcript. Students who drop a course or courses (including College Skills courses) and reduce their total term credit hours to fewer than 12 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-term 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** (/files_bc/undergraduate_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 term.

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 Term: A per credit tuition rate is charged for each credit in

excess of 16 quarter or 15 semester credits. Students enrolled in the Surgical Technology and Medical Insurance, Billing, and Coding programs will have this fee waived. 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 18 semester or 20 quarter credits in any one term.

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.

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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** (/student_handbook/2016-ma-supplement-index.htm) , **Patient Care Technician** (/student_handbook/2016-pct-supplement-index.htm) , **Practical Nurse** (/student_handbook/2016-pn-supplement-index.htm) , **Surgical Processing Technician** (/student_handbook/2016-spt-supplement-index.htm) , and **Surgical Technology** (/student_handbook/2016-st-supplement-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 six semester or nine quarter credits of completing all requirements by the end of the winter term 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 during Graduate Salutes, celebratory events held at each College campus, prior to the annual commencement ceremony. Arrangements may be made through the Student Development and Campus Life Department.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Satisfactory Academic Progress

For information on Satisfactory Academic Progress, click on the links below.

- **Satisfactory Academic Progress (SAP)** (/catalog_2016/catalog-2016-12676.htm)
- **Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016** (/catalog_2016/catalog-2016-14978.htm)

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

2016 Undergraduate Catalog

Get a PDF of the complete catalog.

Satisfactory Academic Progress (SAP)

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 every term. 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. 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. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. 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. 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 must maintain the GPA specified below:

Quantitative Standards

For Students Attending Quarter Classes		For Students Attending Semester Classes (Effective June 6, 2016)	
A.A.S. and A.A.		**Degree Programs**	
Credits Attempted	Required GPA	Credits Attempted	Required GPA
0-15	1.50	0-15	1.50
16-30	1.60	16-30	1.75
31-44	1.75	31 or more	2.00
45 or more	2.00	**Certificate Programs**	
		Required GPA	2.00

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

Required GPA   2.00

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

Certificate Programs

Required GPA   2.00

For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits). The quarter policy applies to students enrolled in both 10- and 12-week quarters. The semester policy applies to students enrolled in both 14- and 15-week semesters.

Students in Baccalaureate programs must have a GPA of at least 2.00 at the end of their second academic year. 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 term, 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. The maximum timeframe for each program is listed below:

Maximum Timeframe Standards

For Students Attending Quarter Classes

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
Associate's degree (A.A.S. and A.S.)	90	135
Bachelor's degree (B.B.A., B.F.A., and B.S.)	180	270
Patient Care Technician Certificate	47	70
Practical Nurse Certificate	72	108
Medical Assistant Certificate	60	90

Medical Insurance, Billing, and Coding Certificate	59	88
Surgical Processing Technician Certificate	47	70

For Students Attending Semester Classes (Effective June 6, 2016)

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., and B.S.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

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.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

Quantitative Standards

For Students Attending Quarter Classes		**For Students Attending Semester Classes (Effective June 6, 2016)**	
Degree Programs		**Degree Programs**	
Credits Attempted	Necessary % Passed	Credits Attempted	Necessary % Passed

	(Earned/Attempted)		(Earned/Attempted)
0-16	25	0-30	50
17-32	37	31-45	65
33-48	50	46 or more	67
49-64	56		
65-80	65		

Certificate Programs (right column)

Credits Attempted	Necessary % Passed (Earned/Attempted)
81+	67
0-15	50
16+	67

Certificate Programs (left column)

Credits Attempted	Necessary % Passed (Earned/Attempted)
0-24	50
25-36	60
37 or more	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). The quarter policy applies to students enrolled in both 10- and 12-week quarters. The semester policy applies to students enrolled in both 14- and 15- week semesters.

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 term, 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 term. 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) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. 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 term will be restored to good standing.

Appeals for Academic Plans

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

Academic 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 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 term 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 terms, the term for which they are appealing and the subsequent term.

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 term. Provisional appeals by students who go on to meet SAP standards in that term 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 one term. 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 term (and all subsequent terms) 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 term, 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.

Berkeley College®
Focused on Student Success for 85 Years

2016 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016

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 each term. 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. 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. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. 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. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in certificate programs must maintain the GPA specified below:

Certificate Programs

Required GPA	2.00

In order to remain in good standing for purposes of determining financial aid eligibility, 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

*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 term, academic progress will be measured with reference to both credits and clock hours.

While the standards for good academic standing and good standing for purposes of determining financial aid eligibility are typically the same, that may not be the case for certain programs offered in the School of Health Studies. A GPA of 2.00 may be sufficient to retain financial aid eligibility, but in certain Health Studies programs the minimum passing grade is 2.50. Please consult the applicable Student Handbook Supplements for information concerning the requirements of specific Health Studies programs.

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.

150 Percent Benchmarks: Certificate Programs

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 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 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.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each term, based on attempted vs. earned benchmarks. Students in Associate'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.

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 term, 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 term. 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) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. 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 term will be restored to good standing.

Appeals for Academic Plans

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

Academic 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 ongoing 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 term 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 terms, the term for which they are appealing and the subsequent term.

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 term. Provisional appeals by students who go on to meet SAP standards in that term 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 one term. 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 term (and all subsequent terms) 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 term, 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.

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. The academic requirements of the particular discipline and current industry standards are evaluated to determine which credits will be accepted. Students may receive 90 quarter credit hours or 60 semester credit hours if they have an Associate's degree that articulates with a Berkeley College Bachelor's degree.

Students enrolled in the **Medical Assistant** (/student_handbook/2016-ma-supplement-index.htm)
, **Patient Care Technician** (/student_handbook/2016-pct-supplement-index.htm)
, **Practical Nurse** (/student_handbook/2016-pn-supplement-index.htm)
, **Surgical Processing Technician** (/student_handbook/2016-spt-supplement-index.htm)
, and **Surgical Technology** (/student_handbook/2016-st-supplement-index.htm)
programs should refer to their respective Student Handbook Supplements for additional information on transfer credit policies.

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 or county college will be fully transferable as 90 quarter credits or 60 semester credits to be counted towards the degree requirements of a New Jersey Baccalaureate degree, with the 90 quarter credits or 60 semester 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.

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

Transferring Berkeley Credits to Another Institution: Issues concerning the acceptance of transfer credits are determined solely by the institution to which a student transfers and are outside of Berkeley's control. Effective June 2016, Berkeley College will operate on a semester basis and award semester credits. Prior to June 2016, Berkeley College's undergraduate programs operate on a calendar consisting of four 12-week "quarters." Many other institutions may operate on a different calendar, which may feature two or three "semesters" of 15 weeks or longer. Although Berkeley is regionally accredited, an institution that operates on a semester-based calendar may choose not to grant semester credit (or to grant reduced credit) for individual Berkeley courses, due to the difference in length between quarters and semesters or if the courses do not otherwise satisfy requirements of the transfer student's intended program of study. For example, a typical Berkeley College course carrying four "quarter credits" might be assigned a value of only 2.67 "semester credits" even if it were deemed relevant to the student's program at the semester-based institution to which the student transfers. Students should keep these important principles in mind when deciding whether to transfer from Berkeley College to another institution.

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

2016 Student Handbook

Berkeley College®
Focused on Student Success for 85 Years

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Student Experience

- **Student Development and Campus Life**
  (/student_handbook/student-handbook-2016-8114.htm)
- **Student Rights and Responsibilities**
  (/student_handbook/student-handbook-2016-8112.htm)
- **Student Support**
  (/student_handbook/student-handbook-2016-8113.htm)

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home
Mission, Vision, and Values
Campuses
Academic Policies and Procedures
Student Experience
Finances
General Information

Student Development and Campus Life

- **Athletics**
  (/student_handbook/student-handbook-2016-8124.htm)
- **Berkeley College Alumni Association**
  (/student_handbook/student-handbook-2016-8117.htm)
- **Campus Activities**
  (/student_handbook/student-handbook-2016-8123.htm)
- **Community Service**
  (/student_handbook/student-handbook-2016-8125.htm)
- **Diversity and Multicultural Activities**
  (/student_handbook/student-handbook-2016-8127.htm)
- **Honor Societies**
  (/student_handbook/student-handbook-2016-8119.htm)
- **Honors Program**
  (/student_handbook/student-handbook-2016-8120.htm)
- **Online Opportunities**
  (/student_handbook/student-handbook-2016-8122.htm)
- **Orientation**
  (/student_handbook/student-handbook-2016-8128.htm)
- **Personal Counseling**
  (/student_handbook/student-handbook-2016-8118.htm)
- **Student Clubs and Organizations**
  (/student_handbook/student-handbook-2016-8126.htm)
- **Voter Registration**
  (/student_handbook/student-handbook-2016-8116.htm)

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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.

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

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Campus 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 campuses. Campus activities span a wide range of interests and there is something for everyone. 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.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Community Service

Learn how good it feels to give back

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

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

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

Berkeley College®
2016 Student Handbook
Focused on Student Success for 85 Years

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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 or for students enrolled in certificate programs where 12 credit hours of completed coursework can be applied toward an Associate's degree at Berkeley College.

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.

For more information on eligibility requirements for these honor societies, please visit the Student Development and Campus Life page on Blackboard.

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Honors Program

Honors scholars rise to the challenge

The Berkeley College Honors Program is a selective, interdisciplinary academic program that gives a learning community of high-academic achieving students from all majors a rigorous opportunity to study a theme-based special topic over consecutive terms 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 a Bachelor's degree with a cumulative 3.50 grade point average (GPA) or higher, and a minimum of 28 quarter credits, but no more than 120 quarter credits by the next fall term, are eligible to apply for admission into the next honors continuing/transfer learning community. Under the semester system, continuing students seeking a Bachelor's degree with a cumulative 3.50 grade point average (GPA) or higher, and a minimum of 18 semester credits, but no more than 80 semester credits by the next fall term, are eligible to apply for admission into the next honors continuing/transfer learning community.

Continuing Honors students starting the program in the fall quarter of 2015 will complete one honors seminar in each of the fall, winter, and spring quarters consecutively, culminating in a final Honors Thesis seminar in the summer 2016 semester. Continuing Honors students starting the program in the fall semester of 2016 will complete one honors seminar in each of the fall and winter semesters, culminating in a final Honors Thesis seminar in the spring 2017 semester.

Transfer students with an incoming cumulative 3.50 GPA or higher and a minimum of 28 quarter credits (or 18 semester credits) with special approval from the Honors Program Director are eligible to apply for admission into the next honors continuing/transfer learning community.

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. Freshmen Honors students starting the program in the fall quarter of 2015 complete one freshmen honors seminar in each of the fall, winter, and spring quarters consecutively, positioning them to join the Continuing Honors Program in the fall semester of 2016. Freshmen Honors students starting the program in the fall semester of 2016 complete one freshmen honors seminar in each of the fall, winter, and spring semesters consecutively, positioning them to join the Continuing Honors Program in the fall semester of 2017.

Eligible students for both the freshmen and continuing/transfer honors learning communities are invited to download an application via the Honors Program page on the Berkeley College website. The application deadline for each fall term is June 1 for the Freshmen Honors Program and July 1 for Continuing/Transfer Honors Program. The Honors Admissions Committee will review each application and select the next learning community of honors students for the fall term. Students admitted into the program will receive a written response from the Director within one month of the application deadline.

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.

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

2016 Student Handbook

Berkeley College®

Focused on Student Success for 85 Years

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Online Opportunities

Berkeley College Online® offers students opportunities for engagement and leadership development comparable to those available at on-site campuses. Online students may become peer mentors who empower other online students to achieve academic success. They also may participate in all online organizations and virtual activities, which currently include the Online Book Club, the Parents' Club, the Student Advisory Board, a wellness blog, and numerous discussion boards, community outreach programs, and special interest clubs/groups.

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

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 allows new students to meet faculty, staff, and other new students; helps them become comfortable with their surroundings; and empowers them to take full advantage of the College's many available resources. Day and evening students attend on-site orientations at each campus 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.

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

Home
Mission, Vision, and Values
Campuses
Academic Policies and Procedures
Student Experience
Finances
General Information

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Student Clubs and Organizations

Join together to network, share, and lead

Berkeley College encourages students to join or form clubs and organizations that address their interests and offer opportunities to network, share, and lead. Membership offers a place to meet new people, as well as an opportunity to develop important communication, organizational, and leadership skills. Clubs and organizations are social, cultural, academic, recreational, or service-oriented and are an excellent complement to the educational experience at Berkeley College. To find out more about student clubs and organizations, contact the Student Development and Campus Life Department at your campus.

Be a part of the SGA and represent the student body

The Student Government Association (SGA) offers students the opportunity to not only be heard, but also to serve as the voice of the student body. In the SGA, students learn about relational and positional leadership, group dynamics, community representation, event planning, and delegation. 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.

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

Voter Registration

Students are encouraged to exercise their right to vote! For more information about voter registration, please see the Student Development and Campus Life Department page on Blackboard or visit the Student Development and Campus Life office. Voter registration information is also sent annually to students' Berkeley College email addresses.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Student Rights and Responsibilities

- **Academic Integrity and Plagiarism** (/student_handbook/student-handbook-2016-8145.htm)
- **Accommodating a Disability** (/student_handbook/student-handbook-2016-14089.htm)
- **Alcohol and Drug Policy Statement** (/student_handbook/student-handbook-2016-8141.htm)
- **Campus Security** (/student_handbook/student-handbook-2016-8149.htm)
- **Classroom Management** (/student_handbook/student-handbook-2016-14088.htm)
- **Conduct** (/student_handbook/student-handbook-2016-8146.htm)
- **Copyright Policy** (/student_handbook/student-handbook-2016-8143.htm)
- **Equal Opportunity Policy** (/student_handbook/student-handbook-2016-8148.htm)
- **Immunization Requirement** (/student_handbook/student-handbook-2016-8138.htm)
- **Media Relations Consent** (/student_handbook/student-handbook-2016-8150.htm)
- **Other Grievances** (/student_handbook/student-handbook-2016-8147.htm)
- **Recording Classroom Lectures and Discussion Policy** (/student_handbook/student-handbook-2016-8144.htm)
- **Sexual Misconduct, Intimate Partner Violence, and Stalking** (/student_handbook/student-handbook-2016-14571.htm)
- **Smoking** (/student_handbook/student-handbook-2016-8135.htm)
- **Social Media Policy** (/student_handbook/student-handbook-2016-8136.htm)
- **Student Dress Code** (/student_handbook/student-handbook-2016-8139.htm)
- **Student Electronic Information Policy** (/student_handbook/student-handbook-2016-8142.htm)
- **Student Records and Information** (/student_handbook/student-handbook-2016-8151.htm)
- **Use of Berkeley College Trademarks** (/student_handbook/student-handbook-2016-8137.htm)
- **Weapons** (/student_handbook/student-handbook-2016-14087.htm)

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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.

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. Please refer to **BerkeleyCollege.edu/files_bc/Academic_Integrity_and_Plagiarism_Procedures.pd** (/files_bc/Academic_Integrity_and_Plagiarism_Procedures.pdf) for information on definitions of academic integrity and procedures for reviewing academic integrity violation reports.

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

Accommodating a Disability

Notice of Non-Discrimination (ADA)

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

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

In accordance with its Equal Opportunity Policy, Berkeley College strives to reasonably accommodate the needs of students with disabilities. For information regarding how to request a reasonable accommodation of a disability, please go to
BerkeleyCollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students
(http://BerkeleyCollege.edu/files_bc/Equal_Opportunity_Complaint_Procedures_for_Students.pdf)
.

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

⊠Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Alcohol and Drug Policy Statement

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

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

To see Berkeley's Alcohol and Drug Policy for Students in its entirety, please go to **BerkeleyCollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf** (/files_bc/Alcohol_and_Drug_Policy_Students.pdf) .

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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 campus. These Reports contain security and crime related policy statements and information; specified crime statistics; and emergency response policies and procedures (and fire safety policies and procedures for the White Plains residence halls).

The annual Campus Crime Reports (and Fire Safety Report for the White Plains residence halls), for all Berkeley College campuses, are available on the Berkeley College website's Public Safety page at **BerkeleyCollege.edu/berkeley_bc/2579.htm** (http://berkeleycollege.edu/berkeley_bc/2579.htm) .

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

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

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

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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.

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

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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** (/student_handbook/2016-ma-supplement-index.htm) , **Patient Care Technician** (/student_handbook/2016-pct-supplement-index.htm) , **Practical Nurse** (/student_handbook/2016-pn-supplement-index.htm) , **Surgical Processing Technician** (/student_handbook/2016-spt-supplement-index.htm) , and **Surgical Technology** (/student_handbook/2016-st-supplement-index.htm) programs should refer to their respective Student Handbook Supplements for specific conduct requirements applicable to Health Studies clinical settings.

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

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Copyright Policy

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

Berkeley students and associates are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences. Penalties for copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17 United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at **copyright.gov**
(http://copyright.gov)
.

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

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

Berkeley College®

Focused on Student Success for 85 Years

2016 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.

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

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

For information regarding:

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

For more information regarding sexual discrimination, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence or stalking, go to the **Sexual Misconduct, Intimate Partner Violence and Stalking** (/student_handbook/student-handbook-2016-14571.htm) page; and to the College Title IX/VAWA page: **BerkeleyCollege.edu/berkeley_bc/title-ix.htm** (/berkeley_bc/title-ix.htm) .

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

▨ Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Immunization Requirement

Berkeley College has an Immunization Policy to promote the health and safety of the College community and to comply with applicable New Jersey and New York laws. This policy applies to students taking classes at any Berkeley College campus. Students taking classes exclusively online are exempt from immunization requirements.

The College Immunization Policy may be accessed at **BerkeleyCollege.edu/files_bc/Immunization_Policy.pdf** (/files_bc/Immunization_Policy.pdf)
.

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes.

Students enrolled in the **Medical Assistant** (/student_handbook/2016-ma-supplement-index.htm)
, **Patient Care Technician** (/student_handbook/2016-pct-supplement-index.htm)
, **Practical Nurse** (/student_handbook/2016-pn-supplement-index.htm)
, **Surgical Processing Technician** (/student_handbook/2016-spt-supplement-index.htm)
, and **Surgical Technology** (/student_handbook/2016-st-supplement-index.htm)
programs should refer to their respective Student Handbook Supplements for additional program-specific immunization requirement policies.

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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) .

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

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

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 Non-Academic Grievance, the College may designate a substitute decision-maker.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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.

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Sexual Misconduct, Intimate Partner Violence, and Stalking

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

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

Notice of Non-Discrimination (Title IX)

In accordance with federal law, Berkeley College does not discriminate on the basis of sex (including pregnancy) in its programs and activities.

Title IX of the Education Amendments prohibits discrimination, harassment, and assault based upon sex or gender. Questions regarding Title IX may be referred to the College Title IX Coordinator: Dallas F. Reed, Ph.D., Vice President, Student Development and Campus Life, at 973-278-5400 ext. 4211 or 212-986-4343 ext. 4211, **_TitleIXCoordinator@BerkeleyCollege.edu_** (mailto:TitleIXCoordinator@BerkeleyCollege.edu) *; or the U.S. Department of Education, Office for Civil Rights, at 32 Old Slip, 26th Floor New York, NY 10005-2500; Telephone: 646-428-3900; TDD: 800-877-8339; Email:* **_OCR.NewYork@ed.gov_** (mailto:OCR.NewYork@ed.gov) *.*

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

For information regarding:

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

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

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

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

(/files_bc/BC-Sexual-Assault-Victim-Bill-of-Rights.pdf)

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

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

▧ Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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) .

Copyright © 2016 Berkeley College • **Privacy Policy** (http://berkeleycollege.edu/files_bc/Berkeley_College_Internet_Privacy_Policy.pdf)

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

2016 Student Handbook

Berkeley College®
Focused on Student Success for 85 Years

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Social Media Policy

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

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

It is important to recognize, however, that the use of social media is governed by the same laws, policies, rules of conduct, and etiquette that apply to all other activities. The Social Media policy provides guidance concerning the use of social media to represent or discuss matters related to Berkeley College and/or members of the Berkeley College community, whether or not such use involves the College's network or other computer resources.

For more detailed policy information, please go to
BerkeleyCollege.edu/files_bc/Social_Media_Policy.pdf
(http://berkeleycollege.edu/files_bc/Social_Media_Policy.pdf)
.

Students enrolled in the **Medical Assistant**
(http://berkeleycollege.edu/student_handbook/2016-ma-supplement-index.htm)
, **Patient Care Technician**
(http://berkeleycollege.edu/student_handbook/2016-pct-supplement-index.htm)
, **Practical Nurse**
(http://berkeleycollege.edu/student_handbook/2016-pn-supplement-index.htm)
, **Surgical Processing Technician**
(http://berkeleycollege.edu/student_handbook/2016-spt-supplement-index.htm)
, and **Surgical Technology**
(http://berkeleycollege.edu/student_handbook/2016-st-supplement-index.htm)
programs should refer to their respective Student Handbook Supplements for specific social media requirements applicable to Health Studies clinical settings.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

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 or clinicals are required to follow the participating company's or clinical site's dress code.

Students enrolled in the **Medical Assistant**
(/student_handbook/2016-ma-supplement-index.htm)
, **Patient Care Technician**
(/student_handbook/2016-pct-supplement-index.htm)
, **Practical Nurse**
(/student_handbook/2016-pn-supplement-index.htm)
, **Surgical Processing Technician**
(/student_handbook/2016-spt-supplement-index.htm)
, and **Surgical Technology**
(/student_handbook/2016-st-supplement-index.htm)
programs should refer to their respective Student Handbook Supplements for additional program-specific dress code requirements.

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Student Electronic Information Policy

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

Any attempts to circumvent PC/Network security, damage or tamper with any of Berkeley's electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action, including immediate dismissal. Internet access is provided in all Berkeley College campuses for educational purposes. The College has installed systems that attempt to block offensive material and restrict access to other sites that have been known to monopolize network bandwidth or violate copyright laws.

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

Berkeley College®
Focused on Student Success for 85 Years

2016 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 that are directly related to a student, with certain exceptions. Generally, FERPA prohibits educational institutions from disclosing private student information and records (such as grades, disciplinary records, and Social Security numbers) without prior consent from the student. It also gives students the right to review many of their Education Records and correct errors.

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

Students wishing to prevent the disclosure of Directory Information should submit a "FERPA Opt-out" eForm, which is available at **BerkeleyCollege.edu/admissions_bc/ferpa_opt_out_form.htm** (https://berkeleycollege.edu/admissions_bc/ferpa_opt_out_form.htm) .

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

To see Student Rights under FERPA, please go to **BerkeleyCollege.edu/files_bc/Notification_of_Student_Rights_Under_FERPA.pdf** (http://BerkeleyCollege.edu/files_bc/Notification_of_Student_Rights_Under_FERPA.pdf) .

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

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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.

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

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)
.

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

Student Support

- **Academic Support**
  (/student_handbook/student-handbook-2016-8132.htm)
- **Career Services**
  (/student_handbook/student-handbook-2016-8131.htm)
- **Office of Military and Veterans Affairs**
  (/student_handbook/student-handbook-2016-8130.htm)

Registration

To register for an upcoming term, students are required to select courses with an Academic Advisor. All 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 six for the subsequent term will be assessed a $100 late scheduling fee.

Students enrolled in the Medical Assistant, 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.

During the transition to a semester calendar in 2016, it is more important than ever for students to regularly meet with an academic advisor, minimally once per term, to register for courses and develop an individualized academic transition plan that will ensure students stay on track for graduation. The Academic Advisement Department will assist students with making connections to support services that will enhance the learning experience. Academic Advisement reserves the right to adjust students' schedules based on their degree requirements.

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, midterm 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 Academic 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 term 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 an activation code to 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) .

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) .

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 term. Once the quota has been used, students may replenish their account. Remaining print quotas cannot be carried over to the following term. Further information is available at the Student Accounts Department and on Blackboard.

Copyright © 2016 Berkeley College • **Privacy Policy** (http://berkeleycollege.edu/files_bc/Berkeley_College_Internet_Privacy_Policy.pdf)

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

Academic Support

Libraries

College Libraries are available at all campuses. 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/academics_bc/library/library_home_page.htm
(/academics_bc/library/library_home_page.htm)
, 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 campuses. 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 program.

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

Career Services

Berkeley College provides a variety of career development and employment assistance services through the Career Services Department. The Career Services Department includes more than 30 career professionals who assist students in identifying and pursuing employment opportunities in the New York/New Jersey area.

During their first term, 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 to help students identify employment opportunities as well as assist them with their professional development.

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.

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

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
- 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*; 2014-2015
- 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/admissions_bc/2336.htm)

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

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Finances

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

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

- **Degree Program Tuition Policies**
  (/student_handbook/student-handbook-2016-8157.htm)
- **Clinical Program Tuition Policies**
  (/student_handbook/student-handbook-2016-8156.htm)
- **Other Financial Aid Policies**
  (/student_handbook/student-handbook-2016-8155.htm)
- **Financial Aid Progression**
  (/student_handbook/student-handbook-2016-9713.htm)
- **Early Refund for Books and Supplies**
  (/student_handbook/student-handbook-2016-8476.htm)
- **Other Title IV Refunds**
  (/student_handbook/student-handbook-2016-8477.htm)
- **Other Financial Aid Refunds**
  (/student_handbook/student-handbook-2016-8478.htm)
- **New York State Financial Aid**
  (/student_handbook/student-handbook-2016-8154.htm)
- **Satisfactory Academic Progress**
  (/student_handbook/student-handbook-2016-8094.htm)
- **Study Abroad**
  (/student_handbook/student-handbook-2016-8153.htm)

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Degree Program Tuition Policies

Information on degree program tuition policies is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **Degree Program Tuition and Fees**
  (/student_handbook/catalog-2016-12594.htm)

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

2016 Undergraduate Catalog

Berkeley College®
Focused on Student Success for 85 Years

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the 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 or two semesters, beginning with their first quarter or semester 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 or semester 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**.

For winter and spring terms:

DEGREE PROGRAM TUITION (quarters)

Full-Time Tuition (12-16 credits)	$7,700
Full-Time Tuition (17 or more credits)	$7,700 + $540 per additional credit in excess of 16
Part-Time Tuition (1-11 credits)	$540 per credit
Quarterly Administrative Fee (9 or more credits)	$250
Quarterly Administrative Fee (8 or fewer credits)	$125
Quarterly Technology Fee (9 or more credits)	$300
Quarterly Technology Fee (8 or fewer credits)	$150

Starting with the summer 2016 semester:

DEGREE PROGRAM TUITION (semesters)

Full-Time Tuition (12-15 credits)	$11,550
Full-Time Tuition (16 or more credits)	$11,550 + $787 per additional credit in excess of 15
Part-Time Tuition (1-11 credits)	$787 per credit
Semester Administrative Fee (9 or more credits)	$375
Semester Administrative Fee (8 or fewer credits)	$187
Semester Technology Fee (9 or more credits)	$450
Semester Technology Fee (8 or fewer credits)	$225

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

For information on Clinical Program Tuition and Fees, **click here**.

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 check, MasterCard, Visa, American Express, or wire transfer.

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 term, credit for that term 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 term or semester should contact the Academic Advisement Department. In accordance with the refund schedule above, withdrawn students will be responsible for charges incurred as of their last recorded date of participation. 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 term or semester; once the term or semester has started, Residence charges will not be refunded.

Financial aid will be adjusted based on the withdrawn student's last recorded date of participation based on the Berkeley College participation/census policy and the U.S. Department of Education Return of Title IV Regulations. 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 nine) of the semester will retain 100 percent of their federal awards.

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

*Refund information for online students residing in **Maryland** and **Iowa** is different. View the respective policies for details.

MISCELLANEOUS COSTS

Costs for 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 subject to availability 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 term 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.

For the winter and spring terms:

The term rate per occupant is $3,000 per quarter.

Beginning with the summer semester:

The semester rate per occupant is $4,500 per semester.

View the **housing page** for more information.

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Clinical Program Tuition Policies

Information on clinical health program tuition policies is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **Clinical Program Tuition and Fees**
  (/student_handbook/catalog-2016-12598.htm)

Copyright © 2016 Berkeley College • **Privacy Policy**
(http://berkeleycollege.edu/files_bc/Berkeley_College_Internet_Privacy_Policy.pdf)

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Clinical Program Tuition and Fees

2016 TUITION*

Medical Assistant	$19,200
Medical Insurance, Billing, and Coding	$19,200
Patient Care Technician	$14,800
Practical Nurse	$28,950
Surgical Processing Technician	$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.

For certificate students, failed courses will lead to a repeat charge assessed on a per-credit basis.

PROGRAM FEES (NON-REFUNDABLE)

Technology	
• 9 or more credits	$300 per term
• 8 or fewer credits	$150 per term
Administrative	
• 9 or more credits	$250 per term
• 8 or fewer credits	$125 per term
Graduation	$100 upon graduation
Late registration	$50 per instance

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 $1,000,000 per occurrence and $3,000,000 in the aggregate), 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.

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:

Notification Student Tuition

Date	Responsibility
During the first week	10% tuition
Weeks two and three	20% tuition
After three weeks and prior to 25% of the program	45% tuition

A student enrolling in a certificate program is responsible for the total cost of the program subject to the schedule above.

GENERAL INFORMATION APPLICABLE TO ALL PROGRAMS

MISCELLANEOUS COSTS

Costs for supplies, field trips, and other classroom-related expenses are estimated at $960 per academic year (three terms) for degree programs. Living expenses may 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. The lower range is for dependent students living at home while the higher range is generally for students living away from home. 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.

TUITION PAYMENTS

Billing for tuition and fees is done in each term, although the student may make one payment in full for the entire academic year.

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. Payments originating in the United States may be made by check, MasterCard, Visa, or American Express. International payments should be made online through Flywire (peerTransfer).

Instructions for registration and payment of bills are sent by mail to all students for their first term. Subsequently, information concerning the status of student accounts is available to students online through Student Self-Service six weeks prior to the start of each term. Please note, however, that information available through Self-Service may not always be accurate and updated, and students are advised to contact Student Accounts for definitive account information. 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.

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, where applicable, are fully incurred at the start of each term; once the term has started, residence charges will not be refunded.

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 term 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.

- **Return of Financial Aid Funds Upon Withdrawal**
- **Financial Aid Progression**
- **Early Disbursement of Financial Aid Funds for Books and Supplies**
- **Other Title IV Refunds**
- **Other Financial Aid Refunds**
- **Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016**

Berkeley College 1-800-446-5400 ext. WC1   Copyright © 2015 Berkeley College

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Other Financial Aid Policies

Information on other financial aid policies is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **Other Financial Aid Policies** (/student_handbook/catalog-2016-12679.htm)

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

Berkeley College
Focused on Student Success for 85 Years

2016 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Other Financial Aid Policies

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

Leaves of Absence: For purposes of student financial aid, a student granted a leave of absence is considered to have withdrawn from the College. Any overpayment of institutional charges will be refunded in accordance with federal regulations. Other than as prescribed in the **Tuition Freeze Policy**, a student returning from a leave of absence will be charged the prevailing rate of tuition.

Withdrawals from the College: Financial aid will be adjusted based on the withdrawn student's last recorded date of participation. Eligibility for disbursement of federal and state funds will be recalculated as of that date in accordance with federal and state regulations. Returns will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after the 60 percent point (week six of the 2016 10-week winter and spring quarters and week nine of the 14-week semester) will retain 100 percent of their federal awards.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the quarters and semesters.

Berkeley College 1-800-446-5400 ext. WC1   Copyright © 2015 Berkeley College

Financial Aid Progression

Information on financial aid progression is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **Financial Aid Progression**
  (/student_handbook/catalog-2016-12674.htm)

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

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

2016 Undergraduate Catalog

Berkeley College
Focused on Student Success for 85 Years

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Financial Aid Progression

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

Berkeley College 1-800-446-5400 ext. WC1

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Early Refund for Books and Supplies

Information on early refund for books and supplies is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **Early Refund for Books and Supplies**
  (/student_handbook/catalog-2016-12675.htm)

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

⊞ Berkeley College®

Focused on Student Success for 85 Years

2016 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Early Refund for Books and Supplies

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

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

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

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

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

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Other Title IV Refunds

Information on degree program tuition policies is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **Other Title IV Refunds**
  (/student_handbook/catalog-2016-12681.htm)

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

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 and award period (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 or the award period, whichever comes first.

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.

Berkeley College®
Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

Other Financial Aid Refunds

Information on other financial aid refunds is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **Other Financial Aid Refunds**
  (/student_handbook/catalog-2016-12677.htm)

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

Berkeley College®
Focused on Student Success for 85 Years

2016 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Other Financial Aid Refunds

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

Berkeley College 1-800-446-5400 ext. WC1

Copyright © 2015 Berkeley College

Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

New York State Financial Aid

Information on New York State financial aid is available in the 2016 Undergraduate Catalog. To view, please click on the link below.

- **New York State Financial Aid**
  (/catalog_2016/catalog-2016-12671.htm)

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

New York State Financial Aid

New York State Financial Aid Academic Requirements

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

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

Eligibility

Students must be enrolled full-time, attempting at least 12 credits applicable to their degrees, to receive a TAP award. "Full-time" is defined as 12 quarter/semester credit hours per term (quarter/semester). A student may register for up to 15 credits under regular full-time charges and up to 18 credit hours overall in a term (or up to 21 with special approval by the Academic Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award greater than the maximum per-term award available to students carrying 12 quarter/semester credit hours.

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

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

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

Pursuit of Program

Program pursuit must be determined independently from satisfactory academic progress.

A measure of effort, it is based upon coursework completed, whether passed or failed, rather than achievement (credits earned).

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

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

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

TAP TABLES FOR 2016 WINTER AND SPRING QUARTERS

Term/Payment Must Receive a Grade For:

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

Schedules for First-Time TAP Recipients Prior to the 2010-11 Award Year and Remedial Students

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

	1	2	3	4	5	6	7	8	9
Before being certified for this payment									
Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78
With at least this grade point average	0	1.20	1.30	1.40	1.50	1.60	2.00	2.00	2.00

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

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105
With at least this grade point average	0	1.20	1.30	1.40	1.50	1.60	2.00	2.00	2.00	2.00	2.00	2.00

Schedules for First-Time TAP Recipients Award Year 2010-11 or Later and Not Classified a Remedial Student

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

Before being certified for this payment	1	2	3	4	5	6	7	8	9
Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78
With at least this grade point average	0	1.20	1.30	1.50	1.50	1.80	2.00	2.00	2.00

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

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105
With at least this grade point average	0	1.20	1.50	1.50	1.80	2.00	2.00	2.00	2.00	2.00	2.00	2.00

TAP TABLES STARTING SUMMER 2016

Effective fall 2011 (for academic year 2015-2016)

When to Use

- Student received first TAP payment prior to fall 2010.
- Student enrolled in at least six semester hours of non-credit remedial coursework in the first semester of his/her first TAP payment in fall 2010 or later.

Associate's Degree Programs

Before being certified for this payment	1	2	3	4	5	6
A student must have accrued at least this many credits	0	3	9	18	30	45
With at least this grade point average	0	.75	1.25	1.50	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12

Bachelor's Degree Programs

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12	12	12	12	12

Effective fall 2011 (for academic year 2015-2016)

When to Use

- Student received first TAP payment fall 2010 or later.
- Student enrolled in less than six semester hours of non-credit remedial coursework.

Associate's Degree Programs

Before being certified for this payment	1	2	3	4	5	6
A student must have accrued at least this many credits	0	6	15	27	39	51
With at least this grade point average	0	1.30	1.50	1.80	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12

Bachelor's Degree Programs

Before being certified for this payment	2	3	4	5	6	7	8	9	10

A student must have accrued at least this many credits	6	15	27	39	51	66	81	96	111
With at least this grade point average	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	6	9	12	12	12	12	12	12	12

Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures. New York State regulations specify different measures of "program pursuit" and "satisfactory academic progress."

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

TAP Academic Standing

If a student is unable to meet the "program pursuit" or "satisfactory progress" standards during any term (quarter/semester) in which a TAP grant was received, the student is not eligible for a TAP award in the subsequent term. Similarly, when a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term. If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon reenrollment at some later date is unaffected.

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

Reinstatement of Good Academic Standing

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

One-Time Waiver of Good Academic Standing Requirement

A one-time waiver of the good academic standing requirement for TAP may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) another unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State Education Department (SED) has two sets of standards. Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student whose first award year is in 2010-11 or thereafter to meet new

standards of SAP. Non-remedial students whose first year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in academic year 2006-07. Students meeting the definition of "remedial student" also are not subject to the new SAP standards, and will use the 2006 requirements.

A "remedial student" at Berkeley College and as accepted by SED is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least three quarters/semesters, as certified by the College and approved by the SED; or (b) who was enrolled in at least six quarter/semester hours of non-credit remedial (developmental) courses, as approved by SED, in the first term the student received a TAP award.

TAP Accelerated Study

In quarters: Any student attending Berkeley College for three consecutive terms is considered, by New York State, to be an accelerated student when attempting the fourth consecutive quarter.

In semesters: Any student attending Berkeley College for two consecutive terms is considered, by New York State, to be an accelerated student when attempting the third consecutive semester.

In quarters, to be eligible for an accelerated TAP payment (which is the fourth consecutive quarter while receiving TAP), a student must have earned a full-time loan with only three credits allowed to be remedial. That would be 36 credits over the three quarters.

In semesters, to be eligible for an accelerated TAP payment (which is the third consecutive semester while receiving TAP), a student must have earned a full-time loan with only three credits allowed to be remedial. That would be 24 credits over the two semesters.

Students are entitled to a total of four years of TAP. A "year" of payments is measured in points, and a year of payments equals 12 points for a lifetime total of 48 points. At Berkeley, each quarter's usage counts as four points and each semester's usage counts as six points.

TAP Beneficial Placement

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

Beneficial Placement also affects the number of remedial credits a transfer student can apply toward the 12-credit (full-time) prerequisite for TAP eligibility. Using the same example above (using a semester example), without Beneficial Placement the student (having used 18 points of TAP) would need to take at least nine academic credits to reach the 12-credit threshold. With Beneficial Placement, the student is only required to take six academic credits toward a 12-credit full-time load and the rest can be remedial.

The same Beneficial Placement policy would apply to a student who has changed programs while attending Berkeley, as long as the student is in good academic standing at the time of the program change. Please note, however, that a student who has failed

to maintain good academic standing cannot regain eligibility by changing programs.

Berkeley College 1-800-446-5400 ext. WC1   Copyright © 2015 Berkeley College

Satisfactory Academic Progress

For information on Satisfactory Academic Progress, click on the links below.

- **Satisfactory Academic Progress (SAP)**
  (/catalog_2016/catalog-2016-12676.htm)
- **Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016**
  (/catalog_2016/catalog-2016-14978.htm)

Home

Mission, Vision, and Values

Campuses

Academic Policies and Procedures

Student Experience

Finances

General Information

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

2016 Undergraduate Catalog

Berkeley College
Focused on Student Success for 85 Years

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Satisfactory Academic Progress (SAP)

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 every term. 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. 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. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. 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. 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 must maintain the GPA specified below:

Quantitative Standards

For Students Attending Quarter Classes		For Students Attending Semester Classes (Effective June 6, 2016)	
A.A.S. and A.A.		**Degree Programs**	
Credits Attempted	Required GPA	Credits Attempted	Required GPA
0-15	1.50	0-15	1.50
16-30	1.60	16-30	1.75
31-44	1.75	31 or more	2.00
45 or more	2.00	**Certificate Programs**	
		Required GPA	2.00

B.B.A., B.F.A., and B.S.
Required GPA   2.00

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

Certificate Programs

Required GPA   2.00

For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits). The quarter policy applies to students enrolled in both 10- and 12-week quarters. The semester policy applies to students enrolled in both 14- and 15-week semesters.

Students in Baccalaureate programs must have a GPA of at least 2.00 at the end of their second academic year. 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 term, 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. The maximum timeframe for each program is listed below:

Maximum Timeframe Standards

For Students Attending Quarter Classes

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
Associate's degree (A.A.S. and A.S.)	90	135
Bachelor's degree (B.B.A., B.F.A., and B.S.)	180	270
Patient Care Technician Certificate	47	70
Practical Nurse Certificate	72	108
Medical Assistant Certificate	60	90

Medical Insurance, Billing, and Coding Certificate	59	88
Surgical Processing Technician Certificate	47	70

For Students Attending Semester Classes (Effective June 6, 2016)

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., and B.S.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

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.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

Quantitative Standards

For Students Attending Quarter Classes		For Students Attending Semester Classes (Effective June 6, 2016)	
Degree Programs		**Degree Programs**	
Credits Attempted	Necessary % Passed	Credits Attempted	Necessary % Passed

	(Earned/Attempted)		(Earned/Attempted)
0-16	25	0-30	50
17-32	37	31-45	65
33-48	50	46 or more	67
49-64	56		
65-80	65		

Certificate Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
0-15	50
16+	67

81+	67

Certificate Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
0-24	50
25-36	60
37 or more	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). The quarter policy applies to students enrolled in both 10- and 12-week quarters. The semester policy applies to students enrolled in both 14- and 15-week semesters.

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 term, 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 term. 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) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. 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 term will be restored to good standing.

Appeals for Academic Plans

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

Academic 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 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 term 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 terms, the term for which they are appealing and the subsequent term.

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 term. Provisional appeals by students who go on to meet SAP standards in that term 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 one term. 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 term (and all subsequent terms) 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 term, 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.

Berkeley College

Focused on Student Success for 85 Years

Berkeley College Overview

Academic Programs

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Get a PDF of the complete catalog.

Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016

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 each term. 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. 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. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. 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. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in certificate programs must maintain the GPA specified below:

Certificate Programs

Required GPA	2.00

In order to remain in good standing for purposes of determining financial aid eligibility, 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

*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 term, academic progress will be measured with reference to both credits and clock hours.

While the standards for good academic standing and good standing for purposes of determining financial aid eligibility are typically the same, that may not be the case for certain programs offered in the School of Health Studies. A GPA of 2.00 may be sufficient to retain financial aid eligibility, but in certain Health Studies programs the minimum passing grade is 2.50. Please consult the applicable Student Handbook Supplements for information concerning the requirements of specific Health Studies programs.

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.

150 Percent Benchmarks: Certificate Programs

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 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 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.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each term, based on attempted vs. earned benchmarks. Students in Associate'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.

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 term, 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 term. 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) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. 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 term will be restored to good standing.

Appeals for Academic Plans

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

Academic 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 ongoing 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 term 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 terms, the term for which they are appealing and the subsequent term.

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 term. Provisional appeals by students who go on to meet SAP standards in that term 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 one term. 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 term (and all subsequent terms) 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 term, 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.

❋Berkeley College®

Focused on Student Success for 85 Years

2016 Student Handbook

Home

Mission, Vision, and Values

Campuses

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.

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

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, and Woodbridge campuses. Parking permits, which may be obtained at registration at the Student Development and Campus Life Department, are required for all campuses 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.

A limited number of parking permits is also available each quarter on a first-come, first-serve basis for students attending the Dover campus. 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 campuses. The White Plains campus is diagonally across the street from the Hamilton Main Municipal Parking Garage. The public garage offers hourly rate day parking, and a limited number of quarterly parking permits are available for purchase through the Student Accounts Office. In addition, the White Plains Transportation Center is three blocks from campus and provides bus and train service.

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 is not responsible for loss of or damage to the personal property of students or guests, who should take reasonable steps to protect their belongings. It is recommended that students arrange for appropriate insurance coverage for their personal property.

Residence Halls

Student housing is available at the White Plains campus. 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.

The Berkeley Store

In addition to an online store, the NYC Midtown and Woodland Park campuses have on-site stores. School supplies and a selection of Berkeley College apparel and merchandise are available. Students also have the convenience of shopping online and having their orders shipped to any Berkeley College campus for pick up at no extra charge.
The Berkeley Store hours are posted on its website.

Most courses use Digital Learning Resources and do not require the purchase of textbook. If a textbook is required for a course, the information, including course requirements, pricing, International Standard Book Numbers (ISBN), and available textbook options may be found on The College Store's website. Textbooks are generally available two weeks before the start of each term.

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.

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