

BRAMSON ORT COLLEGE

2008-2010

STUDENT HANDBOOK

*You can always view the latest copy of this publication at*

**[www.BramsonORT.edu/handbook](http://www.BramsonORT.edu/handbook)**

## NOTICE

***BRAMSON ORT COLLEGE reserves the right to make changes in this Handbook.***

The academic calendar, policies, procedures, regulations, tuition and fees and the addition, modification, or cancellation of any course or program are all subject to change. Information in the 2008- 2010 edition of the Bramson ORT Student Handbook is correct as of August 1, 2008. This handbook supersedes all previous handbooks and is effective with the Fall 2008 semester.

BRAMSON ORT COLLEGE admits students of any race, color, religion, sex, age, national and ethnic origin, disability, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, religion, sex, age, national and ethnic origin, disability, or sexual orientation in employment or in administration of its educational policies, scholarship and loan programs, and athletic and other College administered programs.

BRAMSON ORT COLLEGE has internal grievance and complaint procedures to investigate allegations of discrimination and/or sexual harassment. Questions or complaints regarding the policy or initiation of any grievance may be directed to the Title IX and Section 504 Coordinator. The Coordinator's office hours and telephone number are posted at all College locations.

It is each individual student's responsibility to meet all academic requirements, all rules and regulations, and all financial obligations required by BRAMSON ORT COLLEGE as listed in the 2008-2010 Catalog and the Student Handbook.

Please see the Office of Dean of Academic Services for any changes to the Student Catalog and all current information pertaining to policies and procedures.

**The hours of operation for Bramson ORT are:**

<b>Monday - Thursday:</b>	<b>9:00 A.M. to 11:00 P.M.</b>
<b>Friday:</b>	<b>9:00 A.M. to 3:00 P.M.</b>
	<b>9:00 A.M. to 4:00 P.M. (Summer Hours)</b>
<b>Sunday:</b>	<b>9:00 A.M. to 7:00 P.M.</b>

# INTRODUCTION

## *ABOUT ORT*

ORT, the Organization for Educational Resources and Technological Training, operates a world wide network of over 800 schools and training centers with an enrollment of more than 300,000 students in 62 countries. For over a century ORT has sought to bring economic self-sufficiency to world Jewry. The Bramson ORT Trade School was established in 1942 to provide vocational training to recently arriving Jewish refugees and other immigrants to the United States. To date, over two million people have participated in ORT programs worldwide. In the United States, in addition to BRAMSON ORT COLLEGE, ORT Operations USA operates Los Angeles, ORT Technical Institute, Main Campus in Los Angeles, and its two branches located in Sherman Oaks, California and Chicago, Illinois.

## *BRAMSON ORT COLLEGE*

The Board of Regents of The University of the State of New York charters BRAMSON ORT COLLEGE. All Associate Degree, Certificate, and Diploma programs are registered by the New York State Education Department. BRAMSON ORT COLLEGE is governed by a Board of Trustees and is a not-for-profit educational institution.

## *AN INTRODUCTION TO BRAMSON ORT*

Welcome to BRAMSON ORT COLLEGE. Your decision to join an active and diverse student body is an important step on the road to advancing your education and improving your career opportunities. The programs, quality education, hands-on training, and professional and dedicated faculty and staff create a caring, friendly atmosphere for learning. Bramson ORT's approach provides students with small classes, personalized attention, and training in technical and business career curricula. Please keep and use this HANDBOOK to learn about the College and the opportunities available to enhance and enrich your educational experience at BRAMSON ORT COLLEGE. Additional information about the College can be found in the College Catalog.

## EDUCATIONAL GOALS AND OBJECTIVES

BRAMSON ORT COLLEGE is dedicated to providing each student with a College level technical education. Upon successful completion of a student's program, he or she can seek a challenging employment opportunity in an established and/or emerging field of business or technology. Many of the Liberal Arts courses at the College are designed to foster a mutual understanding and relationship between culture and American society.

BRAMSON ORT COLLEGE goals are to:

- Present students with an opportunity to achieve a quality education in a technical or business program of his or her choice.
- Prepare students for employment opportunities and equip them with the skills and knowledge required for career advancement.
- Provide students with human relations skills and work habits necessary to function successfully in both their professional and personal lives.
- Integrate Liberal Arts courses that foster a lifelong interest in professional and humanistic learning into the program of study.
- Offer courses within the program of study that highlight history, politics, society, literature, philosophy, culture and tradition.
- Offer technical and business programs that enable historically underserved populations, such as the educationally and the economically disadvantaged, to reach their educational and career objectives.

## PROGRAMS OF STUDY

A person admitted to the College is enrolled in a program leading to an Associate Degree, a Certificate, or a Diploma. BRAMSON ORT COLLEGE offers Associate in Applied Science (A.A.S.) and Associate in Occupational Studies (A.O.S) Degrees. The following programs are currently registered by the New York State Education Department:

**PROGRAMS****CREDITS****HEGIS NUMBER****ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

Accounting	60	5002
Business Management	60	5004
Computer Information Systems	60	5101
Electronics Technology	60	5310
Medical Assistant	60	5214

**ASSOCIATE IN OCCUPATIONAL STUDIES (A.O.S.)**

Administrative Assistant	60	5005
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**CERTIFICATE PROGRAMS**

Bookkeeper	30	5002
Computer Operations	30	5104
Computer Sales	30	5004
Graphic Design	30	5012
Electronics Technology	30	5310
Junior Programmer	30	5103
Medical Office Assistant	30	5005
Pharmacy Technician	30	5214
Programmer (Intensive)	24	5103
Secretary	30	5005
Small Business Management	30	5004
Word Processing	30	5005

**DIPLOMA PROGRAMS\***

Accounting	15	5002
Business Management	15	5004
Computer Programming	15	5103
Electronics Technology	15	5310
Secretarial Studies	15	5005

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*\*Currently not eligible for Federal or New York State grants*

## TUITION AND GENERAL FEES

*Effective Summer 2008 Semester*

### **TUITION:**

12 to 18 credits	\$ 4,740.00
Less than 12 credits	\$ 395.00 <i>(per credit)</i>
(Any credits beyond 18 are charged the per credit fee)	

### **FEES:**

Application	\$ 50.00 <i>(one-time &amp; non-refundable)</i>
Registration	\$ 100.00 <i>(per semester &amp; non-refundable)</i>
Auditing	\$ 197.00 <i>(per credit)</i>
Credit by Exam	\$ 50.00 <i>(per exam)</i>
Graduation Fee	\$ 30.00 <i>(one time)</i>
Student Activity & Services Fee	\$ 40.00 <i>(per semester)</i>
Foreign Student Processing Fee	\$ 300.00 <i>(one time &amp; non-refundable)</i>
Transcript Fee	\$ 10.00 <i>(per official transcript)</i>
Returned Check Fee	\$ 10.00 <i>(per returned check)</i>
Lab Fee	\$ 150.00 <i>(MD 101 only one time)</i>

## STUDENT CONSUMER INFORMATION

### *Total Estimated Monthly Indirect Costs*

#### **LIVING WITH PARENTS** *(no other dependents)*

Room & Board	\$ 606.00
Transportation	\$ 49.00
Personal	\$ 96.00
<b>Total</b>	<b>\$ 751.00</b>

#### **ALL OTHER STUDENTS**

Room & Board	\$ 880.00
Transportation	\$ 85.00
Personal	\$ 184.00
<b>Total</b>	<b>\$ 1149.00</b>

Student aid is available to qualified students in the form of grants, loans, scholarships and work-study programs. These resources are available from federal, state and city governments, community organizations and the College. Academic achievement and/or economic need determine financial aid eligibility and the extent of the assistance.

### *WITHDRAWAL*

A student may withdraw his or her course registration without tuition penalty prior to the first class session at the beginning of each semester. Formal application for the withdrawal must be made to the Office of the Registrar. The date on which the application is filed is considered to be the official date of withdrawal.

A reduction in credit hour registration may cause either a reduction or loss of financial aid. When a student withdraws, the College will refund tuition and fees as stated in the Catalog. Students receiving financial aid should check with the Financial Aid Refund Advisor to see how refunds affect financial aid. All other students should check with the Bursar's Office.

### *UNOFFICIAL WITHDRAWAL (DROP)*

A student's unofficial withdrawal date is the midpoint of the period of enrollment if the student dropped out without notifying the College.

For any student who withdraws, BRAMSON ORT COLLEGE will use a last documented date of attendance at an academically related activity instead of the midpoint or the date of official notification.

An academically-related activity includes, but is not limited to, an exam, a tutorial, computer assisted instruction, academic counseling, and academic advisement, turning in a class assignment or attending a study group that is assigned by the College.

### *EARNED PELL*

The amount of Federal Student Financial Aid (SFA) Program funds a student has earned when he or she ceases attendance is based on the period the student was in attendance in accordance with Federal Statutory Schedule. The order of return of unearned funds does not include funds from sources other than the Federal SFA Programs.

Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much Federal SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Federal SFA Program.

***PRO-RATA EARNED PELL SCHEDULE***

<b>ACADEMIC WEEK</b>	<b>FALL/SPRING SEMESTER*</b>
1	3.37%
2	13.33%
3	20.00%
4	27.67%
5	33.33%
6	40.00%
7	46.67%
8	53.33%
9	60.00%
10 and after	100.00%

***TUITION REFUND SCHEDULE***

<b>ACADEMIC WEEK</b>	<b>FALL/SPRING SEMESTER*</b>
1	80%
2	60%
3	40%
4	20%
5	And thereafter

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\* 15 Academic weeks

## *ADMINISTRATIVE CANCELLATIONS*

In the event that courses are withdrawn or the College cancels registration students are entitled to full refunds for the cost of those classes.

## *FIRST DAY OF CLASSES*

The first day of classes shall be considered the first day of the semester, Sunday is considered the first and Friday the last day of the week.

## *OUTSTANDING DEBTS*

Students with outstanding debts to the College may not register for a succeeding semester until the debts are cleared, or a mutually acceptable payment agreement is reached between the student and the College. No certificate or transcript will be issued until all financial indebtedness is settled.

## *RETURNED CHECK POLICY*

Checks returned unpaid to the College by a bank, regardless of the amount or reason for return, will automatically incur a \$15.00 reprocessing fee in addition to the original obligation. Notification will be sent to the student who submitted the check that full payment must be made within two weeks of the date of the notice. No further personal checks will be accepted by the Bursar in payment of tuition or fees even if the student wishes to use someone else's check.

## *PAYMENT POLICY*

By the act of enrolling and attending classes, a student accepts the responsibility for the total payment of tuition and fees. BRAMSON ORT COLLEGE reserves the right to withhold all grades, transcripts, and future registration privileges to any student who does not meet his or her financial obligations in a timely manner.

## ADVANCED STANDING

Course credit may be granted through the BRAMSON ORT COLLEGE Credit by Examination procedure, other recognized examinations, or transfer of credits from another College. A maximum of 50% of the course credits required for the completion of a program of study may be transferred or obtained under the credit by- examination procedure.

## *TRANSFER CREDIT*

A transfer student is a student who has previously attended another degree granting post-secondary institution.

It is the transfer student's responsibility to arrange for the College Registrar to receive an official transcript of the student's previous College record. Such official College transcript is to be sent to BRAMSON ORT COLLEGE within thirty days from the submission of the Admissions Application. Failure to list on the BRAMSON ORT COLLEGE Admissions Application all previously attended institutions of higher learning may be considered a cause for disciplinary action.

Recognition of credit earned at other degree granting institutions is given only for courses taken at institutions that are accredited by one of the regional accrediting commissions or as specified in CEO 90-16 and CEO 95-14 of the Deputy Commissioner for Higher Education and the Professions, and which meet the College criteria for transfer credits.

Official review of transfer credit requires that the following documents be provided:

1. An official copy of the student's College transcript.
2. An official course description (e.g., College Catalog).

At the time of registration, transfer students should present a transcript of all courses completed at another degree granting post-secondary institution. During the registration period, transfer students may receive a preliminary evaluation from the Registrar that shows whether a course taken at another degree granting post-secondary institution meets the criteria for transfer. The credits assigned may be used in determining the student's course registration and financial aid.

A course appropriate for transfer credit is one which is equivalent in content and credits to a BRAMSON ORT COLLEGE course. Transfer course credit will be considered for the satisfactory completion of work with a grade of C or better from another degree-granting post-secondary institution. If the course is required major course must have been completed within five year 12 period preceding the granting of transfer credit. All courses will be viewed by the office of the Dean of Academic Services to determine transfer eligibility.

### *BRAMSON COLLEGE CREDIT BY EXAMINATION*

Matriculated students may earn credits in certain for courses within their program of study. Students must have prior knowledge of the content of the course and have demonstrated capability proven by examination. The examination process is rigorous, testing both the depth and extent of students knowledge.

Qualified student may obtain an application form the Office of the Registrar. Students must apply to department coordinators and have approval of the Registrar to sit for credit-by-examination, students may not receive credit by examination in a course for which they have previously attended at BRAMSON ORT COLLEGE. Students are limited to the number of credits they can earn through this method.

Students are advised to discuss the content and format of the proficiency examination with the Department Coordinator. Upon passing with a minimum grade of C (70%), the student will receive course credit which appears on the transcript as ECR, and not factored into the CGP.

### *ADVANCED PLACEMENT*

Students admitted to BRAMSON ORT COLLEGE who have achieved scores of 4 or 5 on the College Board tests for Advanced Placement may be granted College credit for courses within their programs of study by submitting their test scores to the Office of the Dean of Academic Services.

## *INTERNSHIPS*

The faculty and staff recognize the value of practical learning in actual work situations. Internships enable students to practice and perfect their job skills as well as communication and technical skills. Internships provide students with experiences that enable them to prepare for the job market.

The BRAMSON ORT COLLEGE Internship Program provides students with an opportunity to apply practical experience to their programs of study. The level and content of the student's work/study learning experience is comparable to the classroom experience at the College. Students are placed in work environments in business and industry throughout the metropolitan area. Placement in an internship is based on a student's program, and the availability of appropriate internships. Complete details pertaining to the internship program may be obtained from the Office of the Registrar.

## *CHANGE OF NAME/ADDRESS*

A student who changes his or her name or address must complete a Change of Name/Address Form and return it to the Registrar's Office. A request for a change of name must be accompanied by official documentation. If you have applied for or are receiving financial aid you must also notify the Financial Aid Office.

## *COLLEGE CLOSING*

WEATHER RELATED or EMERGENCY cancellation of classes will be announced on the following radio stations:

WINS (AM Station 1010)

WOR (AM station 710)

## ACADEMICS POLICIES AND STANDARDS

Faculty and Staff at BRAMSON ORT COLLEGE advise each student to complete his or her studies and graduate. While each student may take courses at one of the College's locations, a degree, certificate, or diploma cannot be completed at an extension site.

### *GRADUATION REQUIREMENTS*

To be eligible for graduation, a student must earn a grade point average (GPA) of C (2.0) or better and successfully complete all requirements listed in the Catalog for the academic program in which he or she is enrolled. Students must meet all their financial obligations to the College.

### *ACADEMIC STANDARDS*

Students must apply themselves seriously and consistently to their studies. They are required to complete all assignments, class tests and final examinations.

BRAMSON ORT COLLEGE recognizes that career education involves the development of both educational skills and proper work-related habits. The College emphasizes class attendance and punctuality, appropriate language and dress, cooperation with staff, respect for peers, completion of class assignments and tests, and commitment to studies and academic achievement. Cheating at any time or in any manner is prohibited and may result in dismissal from the College.

### *COURSE OUTLINE*

At the beginning of each semester the instructor provides a course outline to each student. The outline will explain course objectives, topics to be covered each week, assignments, projects and faculty availability and grading.

## *DROPPING A COURSE AND/OR PROGRAM WITHDRAWAL*

A student may officially withdraw from a class only in writing prior to the end of the tenth week Fall/Spring semesters or the seventh week of the Summer semester.

Students receiving financial grants or loans are advised that a reduction in semester credits may reduce or eliminate eligibility for financial aid.

If a student decides to drop a course or withdraw from a program, it is his/her responsibility to:

1. Discuss his/her plans with the instructor
2. Speak with an Academic Advisor
3. Submit the form to an Academic Advisor for approval and the Financial Aid department for clearance
4. Complete the Drop form available from the Registrar
5. Return the completed form to the Registrar

A student wishing to change majors may do so after meeting with his or her Academic Advisor, receiving permission in writing from the Office of the Dean of Academic Services, and receiving clearance from the Financial Aid Office.

## *COURSE LOAD*

A student's full-time course load is 12 or more credit hours. To achieve full-time status for financial aid purposes, a student is required to carry a course load of at least 12 credits/equated credits per semester. Part-time students are defined as: three quarters (3/4) time is 9 to 11 credits, one-half (1/2) time is 6 to 8 credits, and less than one-half (1/2) time is 3 to 5 credits.

Students applying for more than 18 credits must obtain prior approval from their Advisor and the Office of the Dean of Academic Services.

Students receiving financial grants or loans are advised that a reduction in semester credits may reduce or eliminate their eligibility for financial aid.

## *COURSE SUBSTITUTION*

In order to provide for the educational and career objectives of students, the College may permit limited course substitutions. Guidelines are available in the Office of the Registrar.

## *ATTENDANCE*

A student is expected to attend every class and/or laboratory session. It is each student's responsibility to make up all work that is missed because of an absence.

Each student is expected to arrive on time for each class period. Late arrival is disruptive to both fellow students and the instructor.

Absence and/or lateness may jeopardize the successful completion of a course.

## *LEAVE OF ABSENCE*

A student may request a leave of absence. Information can be obtained from the Office of the Registrar.

## *COURSE GRADES*

### *Academic Credit Courses:*

**A      B      C      D      F      W      WF      I      NS**

### **W (Withdraw):**

A grade of "W" is assigned to a student who has attended class sessions and has officially withdrawn from a particular section prior to the end of the tenth week of classes. The grade of "W" is a non-academic penalty grade (i.e. it is not used in computing the GPA; the course may be repeated).

Official Withdrawal means that the student has completed an "Official Withdrawal" form and submitted it to the Registrar. Subsequent to the date of withdrawal, the student may not attend any sessions of the class section.

**WF (Withdrew, Failed):**

A grade of “**WF**”, equivalent to an “**F**”, is assigned to a student who has not officially withdrawn, has stopped attending all sessions of the class, and has not earned another grade.

**I (Incomplete):**

If all of the course requirements have not been satisfied by the last day of the semester, a student may request an Incomplete (“**I**”) from the instructor. It is at the discretion of the instructor to issue an “**I**” (Incomplete) when requested by the student. The instructor may then give an Incomplete with the approval of the Office of the Dean of Academic Services if there are satisfactory reasons for the student not completing the course requirements during the semester and there is an ample reason to believe that the course requirements will be completed within a six-week period immediately following the last day of classes for the semester.

An Incomplete not changed to a letter grade by the instructor within the six week period will automatically result in a grade of “**F**”.

**NS (No Show):**

A grade of “**NS**” is assigned to a student who has registered for a class and not attended any class meetings of the particular class section.

*Non-credit Courses (Developmental Skills and Remedial Courses):*

**P      R      F      W      WF      NS**

**P (Passed):**

The grade of “**P**” is given to a student who has passed the course and can advance to a higher level of the subject.

**R (Repeat):**

The grade of “**R**”, given only in developmental/remedial courses, indicates that the student has made significant progress in the course, but has not achieved a level of proficiency to pass the course and must repeat the course.

## **F (Failed):**

The grade of “**F**” is given to a student who has not made satisfactory progress after taking a developmental course once (EN012) or twice (EN010, EN034, EN051, EN061 or MA001).

## **W, WF, NS:**

As described above.

## *GRADE POINT AVERAGE (GPA)*

Grade points are as follows:

A = 4

B = 3

C = 2

D = 1

F = 0

W = No value - not counted in computing GPA.

WF = 0

A failed credit course may be repeated only once. A course for which a student has received a passing grade may NOT be repeated.

The grade point average (GPA) is equal to the sum of the grade point of each course multiplied by its academic credit value, divided by the total academic credits.

## *REGISTRATION*

Returning students may register during the preceding semester. Registration continues until the first day of classes in the new semester. All returning students are expected to complete their registration prior to the start of classes. Students may register after the beginning of the semester in accordance with the procedures for late registration.

A student should keep in mind that not all courses are offered each semester. It is important to know when required courses are offered so that they can be scheduled in proper order at the right time. Please refer to the College Catalog for the semester in which each course is offered.

## *TRANSCRIPTS*

A transcript is the official record of your educational work at BRAMSON ORT COLLEGE. You may request an unofficial copy for yourself. Official copies are only sent to requesting organizations that have been approved by the Registrar. Official copies of your transcript are \$10 each, unofficial copies are free.

## *STUDENT RECORDS*

The College has the right to withhold certain records if you are not in good standing at the time of your request. This procedure would apply to the issuing of a transcript, semester grade report, course registration, and other documents verifying your status at BRAMSON ORT COLLEGE. The possible reasons for not releasing your records could be:

1. Non-payment of outstanding debts to the College, such as, tuition and/or fees
2. Unpaid Library fines
3. Disciplinary action
4. Failure to provide requested documents

No grade or credit will be granted for any audited course and it can not be counted in order to establish a full-time semester course load.

## ***SATISFACTORY ACADEMIC PROGRESS AND ACADEMIC PROBATION***

To remain in good academic standing at the College a student must achieve a grade point average (GPA) and earn a specific minimum number of credits each semester. A student who is placed on academic probation is informed that he or she is not making satisfactory progress with respect to the total credit hours earned and/or the grade point average. A student who performs below the following levels will be placed on probation and is encouraged to meet with an Academic Advisor. The minimum course load for a full time equivalent semester is twelve credits.

***I. For Students Enrolled in Associate Degree Programs:***

FULL TIME SEMESTER EQUIVALENT COMPLETED	CREDITS EARNED	GRADE POINT AVERAGE
1a*	0	0.0
2a*	0	0.0
1	3	0.4
2	15	1.0
3	24	1.3
4	36	1.5
5	48	1.8
6	Completion of Program	2.0

***II. For Students Enrolled in Certificate Programs:***

FULL TIME SEMESTER EQUIVALENT COMPLETED	CREDITS EARNED	GRADE POINT AVERAGE
1a*	0	0.0
2a*	0	0.0
1	6	1.0
2	18	1.8
3	Completion of Program	2.0

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*\*Students who are required to take developmental English courses below level 5 may start at semester 1a and may be permitted two semesters before going into the regular chart beginning at semester 1.*

***STANDARD OF SATISFACTORY ACADEMIC PROGRESS  
FOR THE PURPOSE OF DETERMINING ELIGIBILITY  
FOR NEW YORK STATE STUDENT AID***

To be certified for this financial aid payment:

	STAP*	TAP					
Credits	1a	1	2	3	4	5	6
Earned	0	0	3	9	18	30	45
GPA	0.0	0.0	.50	.75	1.3	2.0	2.0

*\* For summer semester student taking only remedial courses.*

Failure to maintain satisfactory academic progress may cause the loss of financial aid. An appeal of the above requirements may be allowed if the student is below the minimum standards. This appeal may be considered for extraordinary circumstances and must be in the best interest of a student. A one-time waiver may be granted if the student's appeal is approved.

Satisfactory Academic Progress is required for the New York State TAP Award. A student must complete six (6) credit hours during each semester of the first year, nine (9) credits of each semester of the second year and twelve (12) credits of each semester of the third year.

The above standards do not obviate the requirements for maintaining academic standing and progress towards a degree or certificate, set forth in the preceding section.

### *ACCELERATED STUDY*

To be eligible for an accelerated Tap payment either full-time or half-time award, students must be enrolled full-time in the prior term but now must also earn 24 credits in the prior two semesters. The 24 semester hours must be credits earned at the same institution and applicable to the student's program of study.

### *ACADEMIC PROBATION*

1. A student who has not made satisfactory academic progress may be placed on **ACADEMIC PROBATION** for the next consecutive semester of enrollment.
2. A student on **ACADEMIC PROBATION** who achieves the required cumulative grade point average and credits earned during the semester of probation will be removed from **ACADEMIC PROBATION**.
3. A student on **ACADEMIC PROBATION** who does not achieve the required cumulative grade point average and credits earned during the semester of probation will be dismissed from the College at the end of the semester.
4. A student who is placed on **ACADEMIC PROBATION** maintains academic standing with the College and eligibility for financial aid.

5. A student may appeal dismissal and may be granted a second probation due to mitigating circumstances such as serious illness, injury, or death of a family member, etc. After applying and submitting documentation to the Office of the Dean of Academic Services. The student will maintain academic standing with the College and eligibility for financial aid during the second probation.
6. A student dismissed after the first probation from the College may apply to the Office of the Dean of Academic Services for re-admission, after an interval of one semester has elapsed, on the grounds of extenuating circumstances. If the Dean determines and documents that the student had extenuating circumstances and grants permission to be re-admitted, the student will maintain academic standing with the College and eligibility for financial aid.

### *SEMESTER GRADE REPORTS*

At the end of each semester the Registrar will mail a grade report containing the grades for all courses just completed and a cumulative grade point average to the student's home address.

BRAMSON ORT COLLEGE is interested in the total education of each student. Student support programs and services are offered to help each student achieve goals that are essential to his or her educational career and personal development.

# STUDENT SERVICES

## *ACADEMIC ADVISEMENT AND CAREER SERVICES*

### *ACADEMIC ADVISEMENT*

An Academic Advisor is assigned to each student enrolled at the College. The selection process involves careful planning, which considers the student's current level of English and the student's chosen program of study. Faculty and Academic Advisors help students achieve their academic, career, and personal goals through services which include, but are not limited to:

- Promoting and understanding the requirements for academic success;
- Evaluating personal interests and abilities in relation to career and educational aspirations;
- Choosing a suitable career goal and following an educational plan to attain that goal;
- Building group participation skills and leadership;
- Fostering personal and social growth.

Academic Advisors provide further advice throughout the registration period, late registration, and program changes. A student may schedule an appointment with an advisor at any time during the academic year.

Academic Advisement is designed to assist students in managing immediate academic concerns and/or suggesting referrals to other College offices or outside agencies as appropriate.

Academic Advisors are available to discuss educational, career, family and personal matters which affect the academic and professional development of the student. Academic Advisors help facilitate the adjustment of foreign students to life in the United States. Services include: advice on housing, social services, telephone service, schools, childcare, medical services, and student visa arrangements.

## *NEW STUDENT SEMINAR*

The seminar is provided for all new students and is designed to assist new students in adjusting to College life. The seminar offers students the opportunity to improve their basic learning skills in order to achieve their educational and career goals. Topics include: time management and planning, note taking, test-taking, study techniques, library usage, and personal issues specific to College students. The seminar includes an introduction to computer information literacy through such resources as the Internet, library databases and tutorials.

## *CAREER COUNSELING AND JOB PLACEMENT SERVICES*

In order to assist students in understanding today's complex career choices, Job Placement Services provides a variety of career development and placement services. The objective of these services is to prepare students during their College career to effectively compete in the job market and to provide career-related advisement and job opportunities. The following services are offered:

- **CAREER ADVISORS:** Job Placement Advisor helps students in clarifying their career goals through assessment of interests, skills, and experiences. Advisors assist students with resume preparation, mock interviews and job search strategies through individual advisement and workshops.
- **JOB FAIRS, CAREER PANELS AND SEMINARS:** During the academic year, successful alumni and other professionals, and members of the BRAMSON ORT COLLEGE Business and Industry Advisory Council visit the College to discuss career opportunities in a wide range of professional fields. Panelists discuss their own work and job experiences and offer suggestions in preparation for the competitive job market.
- **JOB POSTINGS:** Listings of full-time, part-time and summer positions from entry-level to experienced job seeker are posted in the Office of Job Placement Services.
- **THE CAREER RESOURCE CENTER:** Materials with general career information, reference books, directories, company literature, periodicals, videotapes and employment guides are accessible for students and alumni in the Library and the Office of Job Placement Services. Mock interview equipment will also be available for students to enhance their

interviewing skills. Students may access the Internet at workstations in the Library and in open laboratories throughout the College.

- **JOB PREPARATION WORKSHOPS:** Workshops are held each semester to assist students with resume preparation, interview and job-seeking skills.
- **INTERNSHIPS:** After completing 30 credits within their major area of study, students are encouraged to register for internships.
- **PLACEMENT ASSISTANCE:** Students are encouraged to visit Job Placement Services to discuss their career plans as well as current job needs. A database of employers is maintained and updated regularly. Job Placement Services provides placement assistance services; forwards resumes at the request of the student/alumnus; and assists the student in developing self-motivated job-search strategies.

### *FOREIGN STUDENT ADVISEMENT*

The Student Services Office helps facilitate the adjustment of foreign students to life in the United States. Services include: advice on housing, social services, telephone service, schools, childcare, and medical services, and student visa endorsements.

### *LIBRARY MEDIA RESOURCE CENTER*

Each student has access to an up-to-date collection of books, information resources, library online access through BRAMSON ORT COLLEGE Website and materials with special emphasis on the support of the curricula. A key part of the College Library is its modern computer laboratory and resource center, with ISDN Internet access. The Library offers a book collection of over 22,000 volumes. The Library also maintains a collection of over 100 magazines and newspapers. Then on-print media collection includes video tapes, computer software, and cassette tapes.

The Library collection also includes: ancillary teaching materials, textbooks, course readings, career information, study aids, research material, pamphlets, and government documents.

The Library staff arranges for students to obtain system-wide library cards for the New York City Public Libraries and also provides access to local College libraries and the member libraries of METRO (New York Metropolitan Reference and Research Library Agency System). The Library is

also a member of ALA (American Library Association), which provides the College with up-to-date information.

### *CULTURAL ENRICHMENT PROGRAM*

The Cultural Enrichment Program provides a wide variety of experiences for the entire College community. Throughout the academic year, seminars, lectures, trips to cultural events and sites of cultural and historic interest, holiday celebration, and various projects are conducted. Announcements of Cultural Enrichment Programs and events are posted.

### *IMMUNIZATION*

New York State Law requires each student born on or after January 1, 1957 to provide proof of immunization against mumps, rubella, and measles. Exception may be made (a) when a doctor has determined that immunization would be detrimental to a person's health, (b) in cases where immunization is medically contra indicated, or (c) when sincere religious belief prohibits immunization. Failure to comply with these requirements will result in the student's being barred from attending classes and participating in all College activities.

For the medical students a complete Hepatitis B vaccination is mandatory otherwise the student will not be allowed to attend MD101 and MD102.

### *STUDENT IDENTIFICATION CARD*

Each student is issued an identification card, which is the student's official document authorizing the use of the institution and is necessary for admittance into the College facilities. The card also enables students to borrow materials from the Library Media Resource Center and cooperative library facilities. The card is the property of BRAMSON ORT COLLEGE and may be recalled by the College.

### *ALUMNI ASSOCIATION*

The Alumni Association represents BRAMSON ORT COLLEGE graduates. The Association communicates alumni suggestions for curriculum and career opportunities. Association members participate in the cultural events of the College. Information is available through the Alumni Association.

# STUDENT RIGHTS AND RESPONSIBILITIES

## *STUDENT CONDUCT AND RULES FOR THE MAINTENANCE OF PUBLIC ORDER*

BRAMSON ORT COLLEGE is committed to preparing students to meet the highest standards of ethical and moral responsibility. To this end, the Student Conduct Code has been formulated pursuant to Article 129-A of the Education Law, the Henderson Rule. The Code has been designed to protect the health and safety of the members of the College community and to maintain and protect property. These rules extend to all College activities. Students attending the College are required to obey the laws of the city, state, and nation.

All students are expected to observe standards of social conduct and courtesy and to wear appropriate attire. The use of profanity, alcoholic beverages, or drugs on school property is prohibited.

Each student is held responsible for compliance with the rules and regulations contained in this Catalog and the Student Handbook. Failure to read and comply with the College rules and regulations does not relieve the student from liability.

Sanctions can result from any of the following offenses:

1. Academic cheating or plagiarism (see below for additional information on plagiarism).
2. Knowingly furnishing false information to the College, forgery, alteration or use of College documents or instruments of identification with intent to deceive.
3. Intentionally obstructing and/or forcibly preventing others from exercising their rights.
4. Interference with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational or community services.

5. Unauthorized occupancy of College facilities or blocking access to or from such areas is prohibited. Permission from appropriate College authorities must be obtained for removal, relocation, and use of College equipment and supplies.
6. Failure to comply with directions of duly authorized and identified College officials acting in performance of their official duties.
7. Theft of or damage to College premises or property, or theft of or damage to property of any person on College premises.
8. Interference with the right of a College community member to advocate his/her position by physical or verbal interference.
9. The use of language or actions likely to provoke or encourage physical violence against any person on College premises or at a College sponsored or supervised function.
10. Violation of regulations relating to the entry and use of institutional facilities, including hours of operations and closing.
11. The possession of dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building on the grounds and/or facilities of the College.
12. Smoking in College buildings at any time.
13. The use or sale of unlawful drugs and/or alcoholic beverages on the grounds and/or facilities of the College.
14. Gambling on College premises.
15. Taking any action, which recklessly or intentionally endangers mental or physical health, or involves the forced consumption of liquor or drugs.

## *PLAGIARISM*

As a BRAMSON ORT COLLEGE student, you are required to accept standards of honesty and integrity during your academic life.

Plagiarism is considered unacceptable conduct for a BRAMSON ORT COLLEGE student.

*DEFINITION:* A student plagiarizes when the student represents work of any other person as his/hers own work. Plagiarism is not limited to:

1. Copying or substantially copying someone else's work and representing it as the student's own work.
2. Paraphrasing someone else's words or work without revealing its source.

A Bramson ORT student violates the student code against plagiarism when the student purposely or knowingly plagiarizes or aids another student in plagiarizing.

## *PENALTIES AND SANCTIONS*

Any student engaging in any conduct prohibited under the above rules will be subject to disciplinary action, which may include one or more of the following:

- **Admonition:** an oral statement to the offender that College rules have been violated.
- **Warning:** notice to the offender, orally or in writing, that the continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.
- **Censure:** written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any College regulation within a period stated in the letter of reprimand.
- **Probation:** exclusion from participation in privileges or extra curricular College activities asset forth in the notice of disciplinary probation for a specified period of time.

- **Restitution:** reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **Suspension:** exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- **Expulsion:** termination of student status for an indefinite period. The conditions for readmission, if permitted, shall be stated in the order of expulsion.
- **Complaint to Civil Authoritatively:** Any campus organization which authorizes conduct prohibited under the above rules shall be subject to revocation of permission to operate at the College. Any faculty member, administrator or staff member engaging in any conduct prohibited under the above rules shall be subject to disciplinary action which may include suspension with or without pay pending a hearing before an appropriate College authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities.

Any visitor engaging in any manner of conduct prohibited under the above rules shall be subject to ejection, and/or arrest by the civil authorities.

# STUDENT GRIEVANCE PROCEDURE

## *GRIEVANCE PROCEDURES*

The following informal and formal procedures are the means of resolving a complaint in a prompt and fair manner. While in many cases it is expeditious to make an informal complaint, the use of informal procedures is not a prerequisite to initiating formal procedures. The College suggests that the complainant keep copies of all correspondence related to the matter.

## *INFORMAL COMPLAINTS*

The complainant should speak to the person who the complainant believes is responsible for the violation of the College's policy. In the alternative, he or she may speak to the person's immediate supervisor, (e.g. Administrative Coordinator, Dean or Academic Coordinator) or may choose to speak with the Title IX/Section 504 Coordinator.

Every effort will be made to resolve the complaint within ten (10) working days from the date that the informal complaint is made with the immediate supervisor or the Title IX/Section 504 Coordinator. If the complaint is resolved, no further action will be taken.

If the complainant is unable to resolve the complaint within ten (10) working days or believes that the informal procedure has not fully addressed his or her concerns, he or she may file a formal grievance.

All time limits may be extended by mutual consent, and all records will remain confidential.

## *FORMAL COMPLAINTS*

### **STEP I:**

Within twenty (20) working days from the occurrence of or from the first time that the individual became aware of a possible violation of civil rights, twenty (20) working days of the filing of an informal complaint, or ten (10) working days following the notification of the disposition of an informal complaint, a formal written complaint may be filed with the Title IX/Section

504 Coordinator. The Coordinator will schedule a meeting within five (5) working days. The complainant will be advised of his or her rights and options in an attempt to resolve the grievance. No further action will be taken if the complaint is not received in writing. Some complaints may also fall within the jurisdiction of an agency or organization other than the College. These complaints may be referred to the entity with appropriate jurisdiction.

**STEP II:**

Within twenty (20) working days from the filing of a formal complaint with the Title IX/Section 504 Coordinator, the Dean of Academic Services will communicate to the complainant the status of the investigation and the findings and recommendations of the Title IX/Section 504 Coordinator. The Dean of Academic Services will review and make a written determination regarding the complaint. The written determination, stating any appropriate corrective measures, will be issued by the Dean of Academic Services within twenty-five (25) working days of the filing of the formal complaint.

**STEP III:**

The complainant may appeal the determination to the Director of the College. The appeal must be made in writing and within ten (10) working days from the date of the determination notification by the Dean of Academic Services. The Director will make a final determination within the ten (10) working days from the date the appeal letter was received. The decision of the Director is the final step in the Bramson ORT complaint process.

**STEP IV:**

Any person, who is dissatisfied with the outcome of the internal civil rights complaint, may file a written complaint with:

Region II, Office for Civil Rights  
Office for Complaints  
United States Department of Education  
75 Park Avenue, 14th Floor  
New York, N.Y. 10007

## *STUDENT RECORDS ACCESS POLICY*

Pursuant to the **Family Education Rights and Privacy Act of 1974**, BRAMSON ORT COLLEGE complies with the following:

1. Affords students access to certain records of the College.
2. Prohibits access to student records by unauthorized third parties.
3. Limits release of information from such records.

The Family Educational Rights and Privacy Act (Buckley Amendment) is a Federal law designed to protect the privacy of a student's education records. The Family Education Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the right have transferred are called Eligible Students.

Eligible Students have the right to inspect and review all of their education records maintained by BRAMSON ORT COLLEGE. The College is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for Eligible Students to inspect the records. BRAMSON ORT COLLEGE may charge a fee for copies.

Eligible Students have the right to request that the College correct records believed to be inaccurate or misleading. If BRAMSON ORT COLLEGE decides not to amend the record, the Eligible Student then has the right to a formal hearing. After the hearing, if BRAMSON ORT COLLEGE still decides not to amend the record, the Eligible Student has the right to place a statement with the record commenting on the contested information in the record.

Generally, BRAMSON ORT COLLEGE must have written permission from the Eligible Student before releasing any information from his or her record. The Eligible Student shall provide a signed and dated written consent before BRAMSON ORT COLLEGE discloses personally identifiable information from his or her education records.

The written consent must:

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure; and
3. Identify the party or class of parties to whom the disclosure may be made.

However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

### *SOLOMON AMENDMENT*

In accordance with the Solomon Amendment, BRAMSON ORT COLLEGE will make accessible to the Secretary of Defense, directory information, including each student's name, address, telephone listing, date and place of birth, level of education, academic major, degree(s) received, and the educational institution in which the student was most recently enrolled. However, BRAMSON ORT COLLEGE will not provide direct information for specific students who formally request that such information be withheld from third parties.

## *CAMPUS SECURITY POLICY*

BRAMSON ORT COLLEGE complies with the articles contained in The Campus Awareness and Campus Security Act of 1990. Inquiries regarding the information contained herein should be directed to the Office of the Dean of Academic Services.

It is the policy of BRAMSON ORT COLLEGE that any criminal act; act or threat of violence; injury; destruction of College or personal property; or other situation that occurs on College property and that may constitute an emergency, a danger to the health and safety, or property of any person, or a threat to the public order be reported immediately to the Administration.

Site Coordinators work with local precinct crime prevention officers to assure students, faculty, and staff a safe and secure educational environment and workplace.

BRAMSON ORT COLLEGE requires students, staff, and faculty to carry College identification cards (I.D.) at all times. College regulations require students to present their identification cards to a member of the faculty or staff when requested to do so. The identification card helps the College to control unauthorized persons at any of its locations. Visitors are requested to present themselves at the Reception Desk at the Main Campus and at the Extension Center.

If you are confronted with an emergency and must reach the New York City Police Department, call 911.

## *CAMPUS CRIME STATISTICS*

The Student Right-to-know and Campus Security Act requires that each student be provided a detailed breakdown of campus crime statistics. Disclosures required by this law are made available to students, faculty and staff. Campus crime statistics are posted in the College. The Advisory Committee on Campus Crime statistics are reported to United State Department of Education. "The United State Department of Education website "<http://ope.ed.gov/security/index.asp>" will also be included along with a designated college campus contact.

## *GRADUATION AND EMPLOYMENT RATES*

The following are the latest College statistics on graduation, transfer, and employment:

**Graduation Rate of Fall 2004 Cohort: 25%**

**Employment Rate for Graduates: 89%**

## *DRUG-ALCOHOL POLICY*

In compliance with the Drug-Free Schools and Campuses Act Amendments of 1989 (Public Law 101-226), BRAMSON ORT COLLEGE has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

It is the policy of BRAMSON ORT COLLEGE to provide a drug and alcohol free environment conducive to a safe, healthy, and secure educational environment. All members of the Bramson ORT community are advised that, in compliance with public health codes, federal, state and local statutes, BRAMSON ORT COLLEGE prohibits the unlawful manufacture, sale, purchase, possession, use, or distribution of controlled substances and alcohol at any College facility or at any College activity.

Violations of any provisions may result in disciplinary action up to and including termination or expulsion. It should be understood that the College supports federal, state, and local laws, which make the unauthorized possession, sale, or purchase of controlled drugs and alcohol a crime. In New York State, it is illegal for any person under the age of 21 years to give, sell, or possess any alcoholic beverages for the purpose of consumption.

The College will impose disciplinary sanctions consistent with local, state, and federal laws on students and employees found in violation of this policy which prohibits the unlawful possession, or distribution of illicit drugs and alcohol on its property or as part of any of its activities.

As a condition for enrollment and employment, students and employees must report to the Office of the Director or the Office of the Dean of Academic Services any conviction under a criminal statute premise within five days of the conviction.

All policies and charts containing the legal and health risks associated with the use of controlled substances, as well as community based service information are available in the Registrar's Office.

## *SEXUAL ASSAULT PREVENTION AND AWARENESS POLICY*

BRAMSON ORT COLLEGE is committed to the safety and security of its students and personnel. Every effort is made to maintain a safe educational and workplace environment. The College provides support and referrals for victims of sexual assault: pamphlets and reference materials are available, and workshops, seminars, and conferences on sexual assault and prevention are periodically provided.

Assistance is free, confidential, and available to any student, faculty, or staff member who has been a victim of sexual assault, including past sexual trauma.

### **Reporting an Incident of Sexual Assault to the Police:**

- After an attack, **call the police at 911**; or call a friend or relative.
- Do not wash yourself or your clothing, as this may destroy important evidence.
- The police Sex Crimes hotline is open 24 hours, seven days a week. The telephone number is 212-267-7273.
- Next, write down in detail a description of the circumstances and the events of the assault as you remember.
- Have a medical examination at the nearest hospital emergency room immediately.

## *NO SMOKING POLICY*

There is no smoking at any College facility. This includes all classrooms, libraries, laboratories, elevators, hallways, rest rooms, conference and meeting rooms, entry ways, and areas used in common by students and employees.

## **IMPORTANT TELEPHONE AND HOTLINE NUMBERS**

### **NEW YORK CITY POLICE DEPARTMENT TELEPHONE NUMBER IS 911**

### **GENERAL NYC NON POLICE EMERGENCY NUMBER IS 311**

The following telephone numbers may be of use if you need information and/or services in any of the following areas:

#### **ALCOHOL/DRUG PROBLEMS**

##### **Alcoholics Anonymous (AA)**

Manhattan	Queens	Brooklyn
212/647-1680	718/520-5021	718/339-4777

Al-Anon	212/941-0094
Naranon	212/496-4341
Stop Smoking	800/227-2345
Children of Alcoholic	800/342-3720
Cocaine Anonymous	800/222-0828
Drugs Anonymous	212/874-0700
Narcotics Anonymous	212/929-6262
New York State Drug Hotline	800/522-5353

#### **CHILD ABUSE**

Child help	800/422-4453
New York State for Child Abuse	800/342-3720
Mayor's Parent Help line	800/342-7472

#### **CRIME VICTIMS**

Victim Services Agency	212/577-7777
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#### **HUMAN RESOURCES ADMINISTRATION**

Emergency Assistance	877/472-8411
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*Listings of other agencies that offer non-emergency assistance are posted in the Student Services Office.*

## **SENIOR CITIZENS**

New York City Department for Aging	212/442-1000
Senior Action Line	212/669-7670

## **RAPE**

Sex Crimes Report Line	212/267-7273
Victims Service Agency	212/577-7777
Long Island College Hospital Social Work Dept.	718/780-4623
Queens Hospital Rape Crisis Center	718/883-3000

## ***CONTINUING EDUCATION***

BRAMSON ORT COLLEGE is concerned with the educational needs of adult learners -- professionals who are ready to make a career change or to compete for better jobs, older adults seeking to enhance retirement years, veterans, recent immigrants and others with broader life experiences than those of the traditional student who enters College directly upon graduation from high school. For further information on programs, schedules, fees, and course offerings, please call an Admissions Advisor.

## ***COLLEGE BULLETIN BOARDS***

College bulletin boards are placed at different locations at the Main Campus and in the Bensonhurst Extension Center. Bulletin boards serve as official “clearinghouses” for information about changes and/or new policies and procedures the College will be introducing. Students are expected to refer to these bulletin boards regularly.

## STUDENT FINANCIAL AID

Student aid is available to qualified students in forms of grants, loans, scholarships and work-study programs. These resources are available from federal, state and city governments, community organizations and the College. Academic achievement and/or economic need determine financial aid eligibility and the extent of the assistance.

In addition, the following conditions must be met:

1. Have a high school diploma or equivalent. Or demonstrate the ability to benefit from a college education as defined under federal regulations. Such students must make an effort to obtain original documents.
2. Be a U.S. citizen or eligible non-citizen.
3. Be admitted as a matriculated student.
4. Make satisfactory academic progress.
5. Sign a Statement of Updated Information:
  - a. Selective Service (male students only)
  - b. Educational purpose
  - c. Refunds and loan defaults
  - d. No prior bachelor's degree
  - e. New York State residency requirement
6. Have a social security card.

## *FINANCIAL AID SUGGESTIONS*

In order to assist you in getting your application for financial aid approved and processed please consider the following:

1. File your financial aid applications as early as possible. Under normal circumstances it will take 4 to 6 weeks to completely process your ETA (TAP) application and about 2 weeks to process your Pell application.

2. Make certain that you have fully answered all the questions on the applications in a neat, concise, and accurate manner. Please include your full and correct social security number, your current address including apartment number and your zip code.
3. Bring all your financial aid documents with you when you visit the Financial Aid Office. You must bring your Social Security Card, I-20, tax return and any other materials pertaining to financial aid.
4. All financial aid applications must be signed by you, your spouse and/or parents where applicable.
5. If you receive any letters, forms or other documents from either New York State or the Federal government pertaining to your financial aid, immediately bring all the materials to the Financial Aid Office.
6. Any changes in your status, such as change of address, semester course load, and academic major, must be reported to the Financial Aid Office as soon as possible.
7. Turn in your TAP award certificate to the Financial Aid Office immediately upon receipt.
8. You may be requested to provide additional information to the Financial Aid Office in order to complete your applications. Any discrepancies in your materials must be reconciled.
9. Students transferring from another postsecondary institution must submit an academic transcript to the Office of the Registrar.
10. Students who receive maximum Pell and TAP awards and/or loans may receive financial aid which exceeds their direct College expenses. If this occurs, a student may be eligible for a refund which can be used for other College related expenses. For details, please see the Financial Aid Office.

**FINANCIAL AID PROGRAMS AVAILABLE  
AT BRAMSON ORT COLLEGE**

**1. FEDERAL PELL GRANT**

***Description***

This program provides financial assistance to students who demonstrate financial need according to federal government criteria. Among the factors used to determine need are family size, family income, assets, and number of family members enrolled in college. Recipients must be U.S. citizens or eligible non-citizens who are registered for a minimum of 3-credits in a matriculated status.

***Award Amount***

Awards are based on the expected family contribution. For the 2008-09 academic year, Pell grants range between \$200 and \$2,366 per semester

***Application Procedure***

Complete Free Application for Federal Student Aid (FASFA).

**2. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY (FSEOG)**

***Description***

This program provides additional grant assistance to students with exceptional financial need; that is, students with the lowest expected family contribution. Award priority is given to Pell Grant recipients.

***Award Amount***

Generally, awards range \$100 to \$2,000 per academic year depending on available funds.

***Application Procedure***

Complete FAFSA

### **3. FEDERAL WORK-STUDY PROGRAM (FWS)**

#### ***Description***

FWS provides jobs for students who have applied for federal financial aid and have demonstrated need. Applicants must be matriculated and registered at least half-time. Jobs may be either on- or off- campus, and work hours are arranged around the student's class schedule. Students may work up to 20 hours per week while classes are in session, and the wages are at least above the current minimum wage.

#### ***Award Amount***

Awards range from \$500 to \$ 4,125 per year, depending on available funds

#### ***Application procedure***

Complete FAFSA and Application for Work-Study Employment.

### **4. FEDERAL SUBSIDIZED STAFFORD LOAN**

#### ***Description***

This program enables half-time students to apply for a loan. Repayment begins 6 months after graduation, leaving school, or dropping below half-time. The amount of each payment depends on the student's total indebtedness. The minimum monthly payment is \$50. The interest rate is variable, but can never exceed 8.25 percent. The interest rate is adjusted on July 1 of each year. Interest is charged on the loan from the day the loan is disbursed until it is repaid in full.

#### ***Award Amount***

Students may borrow up to \$3,500 for the first year of study and up to \$4,500 for the second year, depending on need. The loan amount cannot exceed the cost of attendance minus the student's expected family contribution and other aid.

#### ***Application Procedure***

Complete FAFSA and Application for Federal Stafford Loans.

### **5. FEDERAL UNSUBSIDIZED STAFFORD LOAN**

#### ***Description***

This loan is available to students, regardless of income, who do not qualify for a full Subsidized Stafford Loan. The terms of the loan are the

same as a Subsidized Loan, except that the student's interest is not subsidized by the federal government while in school or during grace and deferment periods. The interest rate is variable, but can never exceed 8.25 percent. The interest rate is adjusted on July 1 of each year. Interest is charged on the loan from the day the loan is disbursed until it is repaid in full. Although the student is not required to make interest payments toward the loan while attending school, it is recommended that they do so if at all possible.

***Award Amount***

Same as the subsidized Stafford Loan although the independent students may borrow up to an additional \$6,000 in unsubsidized loans. Borrowers can receive subsidized and unsubsidized loans for the same loan period but the combined total cannot exceed annual loan limits. Subsidized Stafford Loans must be applied for first.

***Application Procedure***

Complete FAFSA and Application for Federal Stafford Loans.

**6. FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**

***Description***

PLUS loans enable parents with good credit histories to borrow to pay the education expenses of dependent undergraduate students enrolled at least half-time. The interest rate is variable, but can never exceed 9 percent. The interest rate is adjusted on July 1 of each year. Interest is charged on the loan from the date the first disbursement is made until the loan is paid in full. Repayment of the loan begins within 60 days after the final disbursement for the academic year and may extend up to 10 years.

***Award Amount***

The annual loan amount is limited to the cost of attendance minus other aid.

***Application procedure***

Complete FPLUS application is available through the Financial Aid Officer or a participating lender. To ensure consideration for all possible aid, applicants are encouraged to complete the FAFSA.

**NEW YORK STATE FINANCIAL AID PROGRAMS  
AVAILABLE AT BRAMSON ORT COLLEGE**

**1. NEW YORK TUITION ASSISTANCE PROGRAM (TAP)**

***Description***

To qualify for TAP, an applicant must be a legal resident of New York and be registered for a minimum of 12 credits per semester. Students enrolled in 2-year programs are eligible for up to 3 years of TAP for full-time study.

***Award Amount***

The amount of the award varies depending on income, financial dependency status, and the cost of tuition. For 2008-09 TAP grants for first-time recipients range between \$250 and \$5,000 per award year for students who are dependent on their parents, or who are financially independent and are married or have legal tax dependents. Awards for single independent students without dependents range between \$425 and \$3,025 per award year. Payments for accelerated study are deferred until October 1 of the following year.

***Application Procedure***

Complete FAFSA. You will then be mailed an Express TAP Application (ETA) to complete, sign and return to the Financial Aid Office at **Bramson ORT College**.

**2. NEW YORK STATE AID FOR PART TIME STUDY (APTS)**

***Description***

The APTS program provides grants to help continuing part time students meet their educational expenses. In order to qualify, a student must be a New York State resident, be matriculated, and register for 3-11 credits per semester. Also, at least half the courses taken should earn credit toward a degree.

***Award Amount***

Amounts vary according to income and available funds.

***Application Procedure***

Complete FAFSA and APTS Application.

### **3. NEW YORK STATE SUPPLEMENTAL TUITION ASSISTANCE PROGRAM**

This program operates in conjunction with TAP to provide one additional semester for certain qualified students, who are enrolled in remedial courses. Contact the Financial Aid Office for details.

#### *OTHER SOURCES OF FINANCIAL AID*

Information and applications for the following programs are available in the Financial Aid Office.

- *AMERICORPS*
- *ARMED FORCES LOAN REPAYMENT PROGRAM*
- *REGENTS AWARDS FOR CHILDREN OF DECEASED OR DISABLED VETERANS*
- *REGENTS AWARDS FOR CHILDREN OF DECEASED POLICE OFFICERS AND FIREFIGHTERS*
- *STATE AID TO NATIVE AMERICANS*
- *ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM*
- *VIETNAM VETERANS TUITION ASSISTANCE AWARDS (VVTA)*
- *VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH DISABILITIES*
- *WORLD TRADE CENTER MEMORIAL SCHOLARSHIP*

#### ***ALL APPLICANTS SHOULD BE AWARE OF THE FOLLOWING:***

Eligibility for the aforementioned programs and their requirements are subject to change. Applicants should inquire at the Office of Financial Aid for up-to-date information.

Permanent residents who have lived in New York for less than one year are eligible for federal programs (e.g., Federal Pell Grant, Federal Perkins Loan, FWS, etc.), however they are not eligible for New York State financial assistance programs.

## FORMS

Listed below are special forms and what office where they may be obtained.

Application for Admission	Admission's
Application for Graduation	Registrar's
Application for GED	Registrar's
Application for Credit by Exam	Registrar's
Award Letter	Financial Aid
Change of Address	Registrar's
Course Drop/Add	Registrar's
Change of Grade	Registrar's
Change of Major	Registrar's
Free Application for Federal Student Aid	Financial Aid
Immunization form	Registrar's
Institutional Verification Policies & Procedures	Financial Aid
Internship Application Form	Registrar's
Program Withdrawal	Registrar's
Section Change	Registrar's
Student Data Sheet	Financial Aid
ETA (TAP) Application	Financial Aid
Tuition Assistance Program:	
Student Eligibility Requirements	Financial Aid

# ACADEMIC CALENDAR 2008-2010

## FALL 2008 SEMESTER

September 17	Wednesday	First Day of Classes	
September 29	Monday	No Classes	Erev Rosh Hashanah
September 30	Tuesday	College Closed	Rosh Hashanah
October 1	Wednesday	College Closed	Rosh Hashanah
October 8	Wednesday	No Classes	Erev Yom Kippur
October 9	Thursday	College Closed	Yom Kippur
October 13	Monday	No Classes	Erev Sukkot
October 14	Tuesday	College Closed	Sukkot
October 15	Wednesday	College Closed	Sukkot
October 20	Monday	No Classes	Hashanah Rabbah
October 21	Tuesday	College Closed	Shemini Atzeret
October 22	Wednesday	College Closed	Simchat Torah
November 4	Tuesday	College Closed	Election Day
November 27	Thursday	College Closed	Thanksgiving Recess
November 28	Friday	College Closed	Thanksgiving Recess
November 30	Sunday	No Classes	Thanksgiving Recess
December 25	Thursday	College Closed	Christmas Day
December 26	Friday	No Classes	Winter Recess
December 28	Sunday	No Classes	Winter Recess
December 29	Monday	No Classes	Winter Recess
December 30	Tuesday	No Classes	Winter Recess
December 31	Wednesday	No Classes	Winter Recess
January 1	Thursday	College Closed	New Year's Day
January 15	Thursday	Last Day of Semester	
		Follow Tuesday Schedule	

## SPRING 2009 SEMESTER

January 22	Thursday	First Day of Classes	
February 16	Monday	College Closed	President's Day
April 8	Wednesday	No Classes	Erev Passover
April 9	Thursday	College Closed	Passover
April 10	Friday	College Closed	Passover
April 12	Sunday	College Closed	Easter
April 13	Monday	No Classes	Spring Recess
April 14	Tuesday	No Classes	Spring Recess
April 15	Wednesday	College Closed	Passover
April 16	Thursday	College Closed	Passover
April 17	Friday	No Classes	Spring Recess
May 15	Wednesday	Last Day of Semester, Follow Wednesday schedule	
May 25	Monday	College Closed	Memorial Day

## SUMMER 2009 SEMESTER

May 27	Wednesday	First Day of Classes	
May 28	Thursday	No Classes	Erev Shavuot
May 29	Friday	College Closed	Shavuot
May 30	Saturday	College Closed	Shavuot
July 3	Friday	College Closed	Independence Day
July 30	Thursday	No Classes	Tishab'Av
September 7	Monday	College Closed	Labor Day
September 9	Wednesday	Follow Thursday's Schedule of Classes	
September 11	Friday	Last Day of Semester	

## FALL 2009 SEMESTER

September 16	Wednesday	First Day of Classes	
September 18	Friday	College Closed	Erev Rosh Hashanah
September 19	Saturday	College Closed	Rosh Hashanah
September 20	Sunday	College Closed	Rosh Hashanah
September 28	Monday	College Closed	Yom Kippur
October 3	Saturday	College Closed	Sukkot
October 4	Sunday	College Closed	Sukkot
October 10	Saturday	College Closed	Shemini Atzeret
October 11	Sunday	College Closed	Simchat Torah
November 26	Thursday	College Closed	Thanksgiving
November 27	Friday	College Closed	Thanksgiving
December 25	Friday	College Closed	Christmas Day
December 27	Sunday	No Classes	Winter Recess
December 28	Monday	No Classes	Winter Recess
December 29	Tuesday	No Classes	Winter Recess
December 30	Wednesday	No Classes	Winter Recess
December 31	Thursday	No Classes	Winter Recess
January 1	Friday	College Closed	New Year's Day
January 3	Sunday	No Classes	Winter Recess
January 6	Wednesday	Follow Monday's schedule	
January 31	Sunday	Last Day of Semester	

*To view updated calendar please visit*

**[www.bramsonort.edu/calendar](http://www.bramsonort.edu/calendar)**

## SPRING 2010 SEMESTER

February 1	Monday	First Day of Classes	
February 15	Monday	College Closed	President's Day
March 29	Monday	No Classes	Erev Passover
March 30	Tuesday	College Closed	Passover
March 31	Wednesday	College Closed	Passover
April 1	Thursday	No Classes	Spring Recess
April 2	Friday	No Classes	Spring Recess
April 4	Sunday	College Closed	Easter
April 5	Monday	College Closed	Passover
April 6	Tuesday	College Closed	Passover
May 18	Tuesday	No Classes	Erev Shavuot
May 19	Wednesday	College Closed	Shavuot
May 20	Thursday	College Closed	Shavuot
May 28	Friday	Last Day of Semester	
		Follow Tuesday Schedule	
May 31	Monday	College Closed	Memorial Day

## SUMMER 2010 SEMESTER

June 6	Sunday	First Day of Classes	
July 5	Monday	College Closed	Independence Day
July 20	Tuesday	No Classes	Tishab' Av
September 6	Monday	College Closed	Labor Day
September 8	Wednesday	No Classes	Erev Rosh Hashanah
September 9	Thursday	College Closed	Rosh Hashanah
September 10	Friday	College Closed	Rosh Hashanah
September 24	Friday	Last Day of Semester	

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## TRAVEL DIRECTIONS

### **BRAMSON ORT COLLEGE**

*MAIN CAMPUS*

69-30 AUSTIN STREET  
FOREST HILLS, NY 11375  
(718) 261-5800

### **BY AUTOMOBILE**

From the West: Grand Central Parkway to Van Wyck expressway to Harry Van Arsdale Jr. Ave. (Jewel Ave.) Exit. Turn right on to Jewel Avenue (which becomes 69th Road). Continue to Yellowstone Boulevard, make a left turn and cross Queens Boulevard. Continue one block to the service road of Queens Boulevard and make a left turn. Make a right turn onto 69th Road and right onto Austin Street. Street and garage parking are available.

From the East: Grand Central Parkway to Harry Van Arsdale, Jr. Ave. (Jewel Avenue) Exit. Turn left on the service road. At traffic light, turn left on to Jewel Avenue (which becomes 69th Road. Continue to Yellowstone Boulevard, make a left turn and cross Queens Boulevard. Continue one block make a right turn onto 69th Road and right onto Austin Street. Street and garage parking are available.

### **BY SUBWAY**

E, F, V or R train to 71st Avenue/Continental Avenue, Forest Hills. Walk one block south on Continental Avenue to Austin Street and turn right.

### **BY THE LONG ISLAND RAILROAD**

Take The Long Island Railroad to the Forest Hills Station. Walk one block north on Continental Avenue to Austin Street and turn left.

### **BY BUS**

The Q-23 bus stops in front of the College.

The Q-60 bus stops at Yellowstone and Queens Boulevards. Walk one block south on Yellowstone Boulevard to Austin Street and turn left.

## TRAVEL DIRECTIONS

**BRAMSON ORT COLLEGE**  
*EXTENSION CENTER*  
5815 20TH AVENUE  
BROOKLYN, NY 11204  
(718) 259-5300

### **BY AUTOMOBILE**

From the West: Belt Parkway to Bay Parkway Exit. Turn left on Bay Parkway. Continue along Bay Parkway to 60th Street. Turn left on 60th Street. Continue on 60th Street to 20th Avenue. Turn right on 20th Avenue and go one block to 59th Street. The College is located on the corner of 20th Avenue and 59th Street.

From the East: Belt Parkway to Bay Parkway Exit. Turn right on Bay Parkway. Continue along Bay Parkway to 60th Street. Turn left on 60th Street. Continue on 60th Street to 20th Avenue. Turn right on 20th Avenue and go one block to 59th Street. The College is located on the corner of 20th Avenue and 59th Street.

### **BY SUBWAY**

N train to 20th Avenue. Walk four blocks to 59th Street. F train to Avenue N. Exit the station at Avenue N. Take the B9 bus on Avenue N, which becomes 60th Street, to 20th Avenue. Walk one block to 59th Street.

### **BY BUS**

Take the B9 bus on Avenue N, which becomes 60th Street, to 20th Avenue. Walk one block to 59th Street.

*For more information please visit*

**[www.bramsonort.edu/direction](http://www.bramsonort.edu/direction)**

# NOTES