



Bramson ORT College
2016 Catalog Addendum
Effective October 2016

(Catalog 2015 – 2017)

Catalog Revisions and Updates

Page #	Policy/Section	Effective Date
6	Programs of Study- replace with below	Effective at time of catalog publication (October 2015)

PROGRAMS OF STUDY

A student 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 below programs are currently registered by the New York State Education Department.

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

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

Accounting	63	5002
Business Management	63	5004
Computer Information Systems	63	5101
Electronics Technology	63	5310
Game Design and Programming	63	5103
Medical Assistant	63	5214
Paralegal	63	5099
Pharmacy Technician	63	5201

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

Administrative Assistant	63	5005
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CERTIFICATE PROGRAMS

Bookkeeper	30	5002
Computer Operations	30	5104
Computer Sales	30	5004
Game Design and Programming	30	5101
Graphic Design	30	5012

PROGRAMS	CREDITS	HEGIS NUMBER
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CERTIFICATE PROGRAMS (Cont.)

Electronics	30	5310
Junior Programmer	30	5103
Medical Office Assistant	30	5005
Pharmacy Technician	30	5214
Programmer (Intensive)	24	5103
Renewable Energy Technician	30	5310
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

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

Page #	Policy/Section	Effective Date
New	Description of Facilities	Effective at time of catalog publication (October 2015)

Facilities

Bramson ORT College is comprised of two campuses; the Main Campus is located at 69-30 Austin Street, Forest Hills and the Brooklyn Extension Center which is located at 8109 Bay Parkway, Bensonhurst. The Main Campus includes a Campus Annex on the 7th floor of 68-60 Austin Street, Forest Hills, which is located only a few hundred yards from the Main Campus. All locations provide for ready access to public transportation, being directly served by subways, city and commuter buses. Additionally, the Main Campus and the Campus Annex are both located adjacent to the LIRR. Subway routes E, F N, Q, and R have stops within short walking distance from each facility. Students enrolled at the Brooklyn campus can take the subway to the Forest Hills campus via the D and F trains. There are also public parking garages within walking distance of all three sites.

The Main Campus of Bramson ORT College occupies 33,000 square feet in the two buildings. Both locations are air-conditioned office buildings, have elevators and are handicapped accessible. Both locations have undergone recent upgrades and renovations and have been designed to make the educational experience extremely rewarding.

The Main Campus contains twelve classrooms, two medical labs, a pharmacy lab, two electronic labs and one computer lab.

The new 8,000 square foot Annex houses the College's library, tutoring center, faculty offices and a brand new computer lab that can be divided into two classrooms if necessary. This location is a brand new facility as of January 2016 and also contains a student lounge area, a lunch room and vending machines.

The Brooklyn Extension center occupies 24,000 square feet on eight floors. The building is air conditioned, has elevators and is handicapped accessible.

Program Laboratories

Bramson Ort College has industry current laboratories and extensive computer resources that are dedicated for student use.

The College has recently upgraded the two medical labs and the pharmacy lab in the Main Campus. Students have access to a multitude of equipment and supplies in the medical labs including five examining beds, five EKG and Vital Signs machines, two phlebotomy chairs, two defibrillators, two computerized EKG machines and more.

Some of the equipment found in the pharmacy lab includes two medication carts, an electronic dispensing machine, an IV and solution sterilizing machine, computerized front desk and two medication preparation tables.

The Brooklyn Extension Center contains similar labs and equipment.

The electronics labs contain an average of fourteen high powered computers with high resolution projectors, sound systems and full printer access.

Students have access to advanced Graphic Design and Game Design computer labs. The Game Design labs feature high performance computers with centralized control. Game play center, animation software and high-definition projection systems are utilized in the labs. The Graphic Design labs consist of high-end design iMac's with the latest industry-specific graphic software and access to professional Epson Design Printer and a 3D Printer.

All labs are designed to replicate a real world setting while allowing students to engage in hands-on learning. Instructors have access to computers and overhead projectors to enhance the learning experience.

Page #	Policy/Section	Effective Date
9	Online Courses Distance Learning - replace with below	January 2016

Distance Education

Bramson ORT College offers online courses on a very limited, as needed, basis. Final exams must be taken on campus. Students need access to a computer with Internet browser software and an Internet Service Provider account to utilize the course management system Moodle, access course material, turn in assignments, and communicate with the instructor and classmates.

Bramson ORT College course management software can be accessed at www.bramsonort.moodlecloud.com. For further detail you can contact the Office of the Dean of Academic Services at 718.261.5800 ext. 3016.

There are currently no full programs offered in the distance learning format at Bramson ORT College.

Page #	Policy/Section	Effective Date
91	Graduation and Placement Rates - replace with below	January 2016

RETENTION AND GRADUATION RATES

The three-year graduation rate at Bramson ORT College for first-time full-time freshmen based on the Fall 2011 entering cohort is 28.7%.

The two-year graduation rate at Bramson ORT College for first-time full-time freshmen based on the Fall 2011 entering cohort is 17.4%.

The one-year retention rate for the Fall 2013-2014 first-time freshmen is 48%.

PLACEMENT OUTCOMES

Bramson ORT College's Placement Rate for Fall 2014 and Spring 2015 is 75%.

Page #	Policy/Section	Effective Date
94	Student Grievance Procedure	January 2016

STUDENT GRIEVANCE PROCEDURE

Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance or career service assistance, or the educational process or other school matters. It does not apply to student complaints regarding discrimination issues related to civil rights, sexual harassment and disability. The Grievance Procedure for complaints regarding discrimination issues related to civil rights, sexual harassment and disability can be found in the Student Handbook.

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue his or her claim through this grievance procedure.

Bramson ORT College and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the College administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1

Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Department Chair.

Step 2

If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Dean.

Step 3

If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the College President. Within five (5) days of the President's receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her

investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

General

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Bramson ORT College. The time periods set forth in these procedures can be extended by mutual consent of the School and the student.

The student may also file a complaint with the State Education Department at Office of College and University Evaluation, 5N. Mezzanine, Education Building, 89 Washington Avenue, Albany, NY 12234, (518) 474-1551 concerning any grievance or complaint about the institution.

Page #	Policy/Section	Effective Date
137	Executive Staff/Administrative Staff/Faculty	March 2016

The following employee's information has been updated:

Angela Nasimova, Director of Student Services
 Co – ADA/504 Coordinator
 B.A., Tashkent University

The highest credential for the following Instructor has been updated:

Naushad Hasan
 M.S., Computer Science, Pace University
 B.A., Brooklyn College, City University of New York

The following faculty are new part-time instructors as of the Spring 2016 semester:

Faculty	Degree	Institution	Department
Abunoman Rahman	M.S. - Economics	Brooklyn College	Accounting/Business Management
Dhurata Skenderi	M.S. - Accounting	Touro College	Accounting/Business Management
Thomas Walker,	M.S. - Library and Information Science	Drexel University	Arts/Sciences
Edwin Abalos	Juris Doctor	Rutger's University School of Law	Paralegal
Richard Licata	Juris Doctor	St. John's University School of Law	Paralegal
Arie Makovoz	M.S. - Electrical Engineering	Novosibirsk State Technical University	Electronics Technology
Sofia Zibuts	M.S. - Mathematics	Vilnius University	Computer Technology

The following employee was hired on 03/01/2016:

Harvey F. Hoffman, Ed.D., Institutional Executive Officer
 Ed.D. (Higher Education Administration), Fordham University
 M.S.M. (Management), Hartford Graduate Center

The following employee was hired on 01/04/2016:

David Yurman, Director of Institutional Research and Compliance
 M.B.A., Baruch College
 B.B.A., Pace University

Page #	Policy/Section	Effective Date
137	Executive Staff/Administrative Staff/Faculty	May 2016

The following change occurred on 5/24/16:

David Yurman, Acting Dean of Academic Services and Director of Institutional Research and Compliance
M.B.A., Baruch College
B.B.A., Pace University

The following change occurred on 8/15/16:

Anna Kopit, Chief Operating Officer and Financial Aid Director
B.S., New York University (in progress)

Page #	Policy/Section	Effective Date
8	Transfer Credit	May 2016

Remove:

It is Bramson ORT College Policy that all transferring students must take EN100, English Composition I. This policy is effective for Spring 2016.

Page #	Policy/Section	Effective Date
9	Main Campus Course Requirement	May 2016

Students enrolled at the Brooklyn Extension Center are required to take a minimum of three credits in a credit bearing course applicable towards their current program of study at the main campus. The College will schedule students to take EN100 at the main campus in order to fulfill this requirement. Should students enrolled at Brooklyn be granted transfer credits for EN100, another course must be taken at the main campus.

While all students may take courses at any of the College locations; a degree, certificate, or diploma cannot be completed at the Extension center. A three credit residential course must be successfully completed at the main campus. Research, internship or independent study courses are not residential courses and cannot be used to satisfy the main campus course requirement.

Page #	Policy/Section	Effective Date
14	Student Financial Aid	March 2016

Pell Grant

The maximum Federal Pell Grant for 2016–17 (July 1, 2016, through June 30, 2017) will be \$5,815.

Federal Direct Loans

The interest rate for 2015–16 (loans first disbursed on or after July 1, 2015, and before July 1, 2016) for Direct Subsidized Loans and Direct Unsubsidized Loans is 4.29%.

The interest rate for 2015–16 (loans first disbursed on or after July 1, 2015, and before July 1, 2016) for Direct PLUS Loans is 6.84%.

A loan origination fee of 1.068% is charged for Direct Subsidized Loans and Direct Unsubsidized Loans first disbursed on or after 10/1/15 and before 10/1/16.

A loan origination fee of 4.272% is charged for Direct PLUS Loans first disbursed on or after 10/1/15 and before 10/1/16.

SEOG award maximum is \$1,000 per academic year.

Page #	Policy/Section	Effective Date
9	Course Grades – replace with below	July 2016

Course Grades

Grades represent the quality of the student's performance, measured against standards of knowledge, skill, and understanding, as evaluated by the instructor. Individual instructors may factor in additional components depending on the nature of the subject matter taught. All course syllabi delineate final grade components. Grades are reported to the Registrar and recorded on the student's transcript at the end of each semester by the following symbols:

Grade	Description	Percentage	Grade Point
A	<i>Excellent</i>	90-100	4.00
B	<i>Good</i>	80-90	3.00
C	<i>Satisfactory</i>	70-79	2.00
D	<i>Passing</i>	60-69	1.00
F	<i>Failure</i>	0-59	0.00
I	<i>Incomplete (temporary grade)</i>	See below	
W	<i>Official Withdrawal</i>	See below	
WF	<i>Unofficial Withdrawal (equivalent to F)</i>	See below	
ECR	<i>Credit by Examination</i>	See below	
TCR	<i>Transfer Credit</i>	See below	
P	<i>Pass (noncredit course)</i>	See below	
R	<i>Repeat (noncredit course)</i>	See below	
FR	<i>Fail (noncredit course)</i>	See below	
WR	<i>Official Withdrawal (noncredit course)</i>	See Below	
WFR	<i>Unofficial Withdrawal (noncredit course)</i>	See Below	

RECR	<i>Credit by Examination – ESL (noncredit course)</i>	<i>See below</i>
WD	<i>Withdrawn Deceased</i>	<i>See Below</i>
AUD	<i>Audit</i>	<i>See below</i>

**I Grade
Incomplete Grade**

If all of the course requirements have not been satisfied by the last day of the semester, the student may request an Incomplete grade (“I”) from the instructor. It is the student’s responsibility to contact the instructor and request an Incomplete. The instructor has full discretion to issue an “I” (Incomplete) provided the student has submitted/completed at least 75% of the work for the course (e.g., examinations, homework, projects), and passed the midterm exam. The instructor should require a “good” reason, supported by documentation, for a student’s inability to complete the work. (“I don’t have enough time to prepare for the final” does not constitute a good reason). The completed and signed request should be approved by the Office of the Dean of Academic Services.

Please note that a grade of Incomplete cannot be issued for any of the following non-credit courses: EN010, EN012, EN034, EN051, EN061, and MA001. If the Incomplete grade is not changed to a letter grade by the instructor within the prescribed four week period of time, the Registrar will automatically enter a grade of “F” (fail) to the student’s record.

Students receiving VA Benefits should contact the Financial Aid Office regarding the effect of incomplete or failing grades on their VA certification. Students on SAP Warning or Probation may not receive an “I” grade in any course. Students who are eligible to graduate must complete any outstanding coursework thirty days prior to graduation.

W Grade

A grade of “W” (Official Withdrawal) is assigned to a student who has attended class sessions and has officially withdrawn from a particular course prior to the end of the tenth week of classes. The official withdrawal process must start at the Registrar’s Office, and the form must be signed and completed by all the necessary departments. The grade of “W” is not an academic penalty grade (i.e. it is not used in computing the GPA), and the course may be repeated.

WF Grade

A grade of “WF” (Unofficial Withdrawal) is assigned to a student for whom there is documented evidence of participation in class but no attendance or completion of all the course material. Federal law requires that Bramson ORT College evaluate federal aid recipients who fail to earn credit during a semester in order to determine if the student stopped attending classes on or before the 60% point in the semester. WF counts as an F. Bramson Ort College is required by the Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) to comply with the “Return of Title IV funds” for any student receiving Title IV funds who withdraws from any of our programs. This requirement does not dictate an institutional refund policy. The determination of the withdrawal status will occur no later than thirty (30) days after the last day of the semester.

ECR Grade

An “ECR” grade is awarded to students where sufficient knowledge and mastery of the subject matter is proven through examination.

TCR Grade

“TCR” grades are awarded to students who transfer credits to BOC from an accredited institution.

Remedial and English as a Second Language (ESL) courses do not fulfill degree requirements. Students are not awarded college credit for successful completion of these courses. The following grades are given for these classes:

P Grade

A grade of “P” (Pass) is assigned to students who successfully complete the requirements of a noncredit course.

R Grade

A grade of “R” allows the student to repeat a noncredit course. Only one repeat is allowed for each course except for ESL Courses Levels 1 and 2, which cannot be repeated.

FR Grade

A grade of “FR” (Fail) is assigned to students who have not successfully completed the requirements of a noncredit course. Students who earn this grade cannot continue in their program of study. Students may be readmitted after skipping at least one semester and passing the placement exam. There is only opportunity to be readmitted to the college.

WR Grade

A grade of “WR” (Official Withdrawal) is assigned to a student who has attended class sessions and has officially withdrawn from a particular noncredit course prior to the end of the tenth week of classes. The course may be repeated.

WFR Grade

A grade of “WFR” (Withdrawal - Unofficial) is assigned to a student for which there is documented evidence of the student's participation in a course and then subsequently stopped attending the course. Federal law requires that Bramson ORT College evaluate federal aid recipients who fail to earn credit during a semester in order to determine if the student stopped attending classes on or before the 60% point in the semester.

RECR Grade

A grade of “RECR” is given to a student who tests out of an ESL course and moves up to the next level.

WD Grade

A “WD” grade indicates a student has been withdrawn from classes due to death.

AUD Grade

Students who audit a course do not turn in assignments or take exams. A grade of "AUD" (Audit) is submitted by the instructor at the end of the semester. Students do not receive credit for the course.

Non-Matriculated Students

Non-matriculated students can enroll in courses without being formally admitted to a program. Students will have the same classroom experience as a matriculated student. Non-Matriculated enrollment allows anyone to register for a Bramson ORT course and earn Bramson ORT course credits without formal admission to the college. The same grading system applies for these students.

PUBLIC DISCLOSURE

When trying to reach the New York State Education Department please use the following contact information:

New York State Education Department
89 Washington Avenue
Room 969 EBA
Albany, NY 12234
Telephone: (518) 474-1551 or (518) 474-3852
FAX: (518) 486-2779
E-mail: Accreditor@nysed.gov.

Page #	Policy/Section	Effective Date
12	Withdrawal from a Course – replace with below	September 2016

WITHDRAWAL FROM A COURSE

All incoming students are notified of the importance of attending class and the need to notify the college of withdrawal from one or more classes. The responsibility for official withdrawal from a course rests solely with the student. Failure to attend classes or stopping payment on a tuition check does not constitute official notification of withdrawal. Students, who desire to withdraw from a course for any reason, must officially notify the College by completing a withdrawal form available in the Registrar's Office. The date of such form will determine the percentage of tuition and fees refunded, or the reduction in the student's financial liability, and the amount of Title IV aid the student is allowed to use towards their tuition liability.

Page #	Policy/Section	Effective Date
13	Add / Drop Policy –replace with below	September 2016

ADD / DROP POLICY

There is a designated Add/Drop period for each semester, which is two weeks from the start of the term. Courses that are officially dropped during this period will not be recorded on the transcript, unless there is recorded attendance. If there was attendance recorded, the student will receive a WV grade, without any financial or academic liability. Students who wish to add and/or drop a course must do so in person at the Registrar's Office.

The College strongly encourages students to maintain pace towards graduation and will assist students in making changes that are beneficial to this end.

Students who are enrolled in ESL or Remedial courses will be permitted to make section changes only for these courses. ATB students will be restricted from dropping certain courses.

Students cannot add a course after the add/drop period.

Students can officially withdraw from courses after the add/drop period. (See Withdrawal from a Course)

Students who do not maintain full-time status must meet with a Financial Aid Coordinator to recalculate award amounts.

Important: The add/drop period is intended for students to make minor changes to ensure the best and most appropriate schedule possible. Students who wish to withdraw from the College during the add/drop period, must follow the formal withdrawal procedures and may be liable for tuition and obligated to repay certain portions of their financial aid.

Page #	Policy/Section	Effective Date
12	Tuition and General Fees – replace with below	October 2016

Effective Spring 2017 Semester

TUITION:

12 to 18 credits	\$ 5,400.00	
Less than 12 credits	\$ 450.00	(per credit)

(Any credits beyond 18 are charged the per credit fee)

FEES:

Application (non-refundable)	\$ 50.00	(one-time)
Registration *	\$ 100.00	(per semester)
Auditing	\$ 225.00	(per credit)
Credit by Exam	\$ 100.00	(per exam)
Student Activity & Services Fee	\$ 40.00	(per semester)
Foreign Student Processing Fee	\$ 100.00	(one time and non-refundable)
Transcript Fee	\$ 15.00	(per official transcript)
Technology Fee**	\$ 100.00	(per semester)
Returned Check Fee	\$ 15.00	(per returned check)
Lab Fee	\$ 150.00	(MD 101, only one time)
Graduation Fee	\$ 100.00	(one time)
Estimated cost of books and supplies***	\$ 480.00	(per semester)

Professional Certification Exam Fees**:**

Pharmacy Technician (A.A.S.)	Pharmacy Technician Certification Exam (PTC) Fee	\$ 95
Medical Assistant (A.A.S.)	American Medical Technologists (AMT) Fee	\$110
Electronics Technology-HVAC (A.A.S.)	EPA Section 608 Certification Exam Fee	\$ 25
General Electronics Concentration – Electronics Technology (A.A.S.)	Associate Electronics Technician (CETa) Certification Exam Fee	\$ 60
Electronics Technology - Renewable Energy Concentration (A.A.S.)	NABCEP Entry Level PV Certification Exam Fee	\$125
Computer Information Systems - Networking Concentration (A.A.S.)	CEB Networking Concepts Certification Exam Fee	\$195
Paralegal (A.A.S.)	National Association for Legal Assistants Certification Exam	\$275

* Student registration fee is refundable prior to the first day of classes

** Technology Fee will be charged only to students enrolled in an Associate Degree, Certificate, and Diploma, programs of study.

*** A detailed book listing for each program will be provided to all students upon enrollment and during orientation. Additionally, alternate purchasing options will be provided to students, including on-line, when available.

**** The registration cost of obtaining a professional certificate for students is included in the tuition of selected programs. While it is not compulsory, students are encouraged to take the professional certification associated with their degree at the appropriate time in the program. They must take the exam no later than six months after graduating from the program. The tuition fee covers the cost of one exam per student per academic program. Students must pay for the exam fees if they choose to take the exam more than once.