

BRAMSON ORT COLLEGE

2012-2014

STUDENT HANDBOOK

The Bramson ORT College's Gainful Employment Programs Disclosures are posted
www.BramsonORT.edu/Disclosures.

You can always view the latest copy of this publication at
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 2012-2014 edition of the Bramson ORT Student Handbook is correct as of December 1, 2012. This handbook supersedes all previous handbooks and is effective with the Fall 2012 semester.

BRAMSON ORT COLLEGE'S NON-DISCRIMINATION NOTICE

Bramson ORT College does not discriminate on the basis of race, color, national origin, sex, disability, age, veteran status, gender orientation, or weight in its programs and activities. Bramson ORT College does not discriminate in admissions of students, employment or in administration of its educational policies, scholarship and loan programs, 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.

Steve Harris

Adjunct Faculty, Title IX Coordinator, Officer of Employee and Student Concerns
718-261-5800 sharris@ortopsusa.org

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 2012-2014 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:

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

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 3 millions students in more 100 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, ORT is represented by members of ORT America, Inc, a fund raising non-for-profit organization. USA ORT Operations oversees Bramson ORT College in New York, Los Angeles ORT College, and Chicago ORT Technical Institute (DBA Zarem Golde ORT Technical Institute).

BRAMSON ORT COLLEGE

Bramson ORT College is accredited by the Board of Regents of the University of the State of New York. All Associate Degree, Certificate and Diploma programs are registered with the New York Education Department which is located at 89 Washington Avenue, Albany, New York 12234 and can be reached by phone at (518) 474-3852. 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, health care 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

MISSION

Bramson ORT College is dedicated to enhancing students' lives through a college level education in a supportive environment. Upon graduation, students will be prepared for challenging employment opportunities, higher education, and to make positive contributions to society. The college embraces and strives to foster in its community cultural and social diversity, critical thinking, and civic engagement.

VISION

Bramson ORT College provides a student-centered higher education in a unique multicultural community that prepares students to develop and achieve their personal, educational, and career potentials.

VALUES

Bramson ORT College affirms the following principles, values, and beliefs:

- **Student Focus:** We value and respect all students as unique individuals. We assist students in realizing their educational goals by creating a dynamic learning environment and providing continuous individualized attention.
- **Access:** We seek to provide access to our programs and services to all of our students regardless of their financial, academic, educational or physical challenges.
- **Respect:** We appreciate individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate individual contributions regardless of position within the college.
- **Institutional Integrity:** We embrace honesty and base our decision-making on a combination of high ethical standards and practical considerations.
- **Quality Instruction:** We seek to prepare students for an ever-rapidly changing world by providing them with technology-driven instruction in their fields and a solid foundation in writing, critical thinking, quantitative skills, and research.

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:

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Accounting	60	5002
Business Management	60	5004
Computer Information Systems	60	5101
Electronics Technology	60	5310
Game Design and Programming	60	5103
Medical Assistant	60	5214
Paralegal	60	5099
Pharmacy Technician	60	5201

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
Game Design	30	5101
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
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

TUITION AND GENERAL FEES

Effective Fall 2013 Semester

TUITION:

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	\$ 50.00	(one-time & non-refundable)
Registration	\$ 100.00	(per semester & non-refundable)
Auditing	\$ 225.00	(per credit)
Credit by Exam	\$ 100.00	(per exam)
Graduation Fee	\$ 100.00	(one time)
Student Activity & Services Fee	\$ 40.00	(per semester)
Foreign Student Processing Fee	\$ 300.00	(one time & non-refundable)
Transcript Fee	\$ 15.00	(per official transcript)
Returned Check Fee	\$ 15.00	(per returned check)
Technology Fee*	\$ 100.00	(per semester)
Lab Fee	\$ 150.00	(MD101 only, one time)

**Technology Fee will be charged only to Programs of study (Diploma, Certificate and Associate Degree)*

STUDENT CONSUMER INFORMATION

Total Estimated Monthly Indirect Costs

LIVING WITH PARENTS (no other dependents)

Room & Board	\$ 644.00
Transportation	\$ 52.00
Personal	\$ 102.00
Total	\$ 798.00

ALL OTHER STUDENTS

Room & Board	\$ 936.00
Transportation	\$ 107.00
Personal	\$ 196.00
Total	\$ 1239.00

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 a 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 the student withdraws, the College will refund tuition and fees as stated in this catalog. Students receiving financial aid should check with the Financial Aid Advisor to see how withdrawing will affect financial aid. All other students should check with Bursar's Office.

UNOFFICIAL WITHDRAWAL (DROP)

All instructors will submit a grade of "WF" by the end of the semester if a student fails to notify the Institution of their intent of withdraw.

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

ACADEMIC WEEK	SUMMER/FALL/SPRING SEMESTER*
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

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

* 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, obtained by advanced placement, or obtained under the credit-by-examination procedure.

TRANSFER CREDIT

A transfer student is a student who has previously attended another degree-granting postsecondary 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. This official college transcript is to be sent to Bramson ORT College. 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 approved by the US Department of Education, or as specified in CEO 90-16 and CEO 95-14 of the Deputy Commissioner for Higher Education and the Professions, all credits wished to be transferred must meet the College's 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 postsecondary 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 postsecondary 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 course, or which might logically be a part of the Bramson ORT program in which the student is enrolled. Transfer course credit will be considered for the satisfactory completion of work with a grade of C or better from another degree-granting postsecondary institution.

If the course is a required major course it must have been completed within the five year period preceding the granting of transfer credit. All courses will be reviewed by the Office of the Dean of Academic Services to determine transfer eligibility.

BRAMSON COLLEGE CREDIT BY EXAMINATION

Matriculated students may earn credits 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 (Earned Credit Received), and not factored into the CGPA (College Grade Point Average).

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 program 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. Students can earn up to six credits for Internship for their Program of Study.

ACADEMICS POLICIES AND STANDARDS

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 students' work/study learning experience is comparable to the classroom experience at the college. Students are placed in work environments in businesses 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)

EMERGENCY EVACUATION PROCEDURES

The college will notify all students, faculty and staff in case of any potential emergency on Campus by loud speaker, email broadcast, website alert message, phone recording and by radio announcement on WINS (AM Station 1010). Faculty and Staff will provide evacuation instructions during the potential emergency.

MAIN CAMPUS COURSE REQUIREMENT

Students at 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 our Main Campus in Forest Hills.

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. Refer to page 20 for the Satisfactory Academic progress and Academic Probation for Financial Aid.

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. The class schedules may be found at www.bramsonort.edu/apply/Registration

TEXTBOOKS

The required books for all taught courses are approved by the Faculty and corresponding information can be found at the Bramson ORT College store website

store.bramsonort.edu

DROPPING A COURSE AND/OR PROGRAM

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 a withdrawal must be made to the Office of the Registrar by the tenth week of each semester. The date on which the application is filed is considered to be the official date of withdrawal. Students receiving financial grants or loans are advised to speak with a Financial Aid Advisor.

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 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. A student may not exceed two changes of major within their duration of study.

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

Bramson ORT College is an institution that is not require to take attendance. One time census reporting will be completed at the end of the Add/Drop period for Financial Aid purposes. 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

If a student encounters extenuating circumstances preventing them from completing their semester successfully, they may apply for a leave of absence in which supporting documentation describing their extenuating circumstances must be provided. The initial process will begin with an application available in the Registrar's Office. The number of days permitted for a Leave of Absence is not to exceed 180 days for each 12 months period. Students must return from their approved Leave of Absence to complete their coursework.

COURSE GRADES

Academic Credit Courses:

A B C D F W WD WF I K NS

D

Students who have earned a D in a course may retake the course for credit to earn a higher grade. Only the higher grade will be used in computing the GPA. The other grade(s) will remain on the student's record as a matter of information. Student must contact the Financial Aid Department to determine financial aid eligibility.

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.

WD (Withdraw Deceased)

This grade is assigned to a student who has passed away. The Registrar Office will issue an Administrative.

WF (Withdraw):

A grade of "WF," equivalent to an "F," is assigned to a student who has not officially withdrawn, has stopped attending prior to the 60th percent of the semester, 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 require-

ments 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”.

K (Administrative Cancellations)

In the event that the College cancels a class, students are entitled to full refunds for the cost of these class

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

WF = 0

W = No value - not counted in computing GPA.

A failed credit course may be repeated only once. A course for which a student has received a passing grade may NOT be repeated, with the exception of the D grade.

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 \$15 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.

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 tutorial services are offered to help each student achieve goals that are essential to his or her educational career and personal development.

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	2.0
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

**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.*

ACADEMIC PROBATION

1. A student who has not made satisfactory academic progress may be placed on FINANCIAL AID WARNING for the next consecutive semester of enrollment.
2. A student on FINANCIAL AID WARNING who achieves the required cumulative grade point average and credits earned at the end of the semester will be removed from FINANCIAL AID WARNING.
3. A student who is on FINANCIAL AID WARNING and does not achieve the required cumulative grade point average and credits earned at the end of the semester will be dismissed.
4. A student who has been dismissed for failing to meet the standards of academic progress may submit an academic appeal to the Dean of Academic Services, and may not continue until the appeal process is approved. The appeal must explain the verifiable mitigating circumstances that contributed to the poor academic performance, show how the circumstances have been overcome, provide and required documentation and present a realistic plan for meeting requirements to return to good standing.
5. Students with an approved appeal are placed on probation for the next consecutive semester and must follow a predetermined academic plan. At the end of the probationary semester, the student must either:
 - a. Return to good Standing
 - b. Remain on probation for one additional semester according to the predetermined academic plan or
 - c. Be dismissed
6. A student who continues on ACADEMIC PROBATION and maintains academic standing with the College will maintain their eligibility for Financial Aid.

7. A student who does not achieve the required grade point average and credits earned after a semester of Academic Probation will be dismissed from the College. A student dismissed from the College may apply for an appeal to the Office of the Dean of Academic Services for re-enrollment. After an interval of one semester has elapsed, on the grounds of extenuating circumstances and grants permission to be-admitted, the student will maintain academic standing with the College and eligibility for Financial Aid.

8. A student who was re-admitted after the first dismissal and does not achieve the required cumulative GPA and credits earned at the end of the semester following re-admission may reapply to the office of Dean of Academic Services after an interval of one year has elapsed.

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

**FOR REMEDIAL AND STUDENTS WHO FIRST RECEIVED
STATE AID IN THE 2006-2007 AWARD YEAR AND PRIOR.
IN ADDITION, FOR STUDENTS WHO FIRST RECEIVED
AID IN 2007 – 2008 THROUGH AND INCLUDING 2009-2010
AND REMEDIAL STUDENTS WHO FIRST RECEIVED AID
IN 2007-2008 AND THEREAFTER**

	STAP*	TAP					
	1A	1	2	3	4	5	6
Credits Earned	0	0	3	9	18	30	45
GPA	0	0	.5	.75	1.3	2.0	2.0
Credits Completed	0	6	6	9	9	12	12

**FOR NON-REMEDIAL STUDENTS WHO FIRST RECEIVED
STATE AID IN THE 2010-2011 AWARD YEAR
AND THEREAFTER**

	STAP*	TAP					
	1A	1	2	3	4	5	6
Credits Earned	0	0	6	15	27	39	51
GPA	0	0	1.3	1.5	1.8	2.0	2.0
Credits Completed	0	6	6	9	9	12	12

* 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 and 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 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

This 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. Medical Assistant and Pharmacy Technician Associate Degrees students must complete all the degree courses in order to be able to register to the Internship course.
- **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 and information resources via **Bramson ORT College** library. Students can access library materials online via **Bramson ORT College** web site, including e-books and e-journals. 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 25,000 volumes. The Library also maintains a collection of over 200 magazines and newspapers. The non-print media collection includes DVDs and computer software.

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 measles, mump, and rubella. The state also requires that all students receive information about meningococcal disease and have made an informed decision about whether or not to receive immunization against meningococcal disease. Exceptions 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 contraindicated, or (c) when sincere religious belief prohibits immunization. Failure to comply with these requirements may result in the student being barred from attending classes and participating in all College activities.

For Medical Students a complete Hepatitis B vaccination is mandatory. If a student cannot provide proof of receiving the Hep B vaccine, the student will not be allowed to attend MD101 or MD102 until proof is provided.

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 includes, but 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 rescission 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. Any formal complaint should be referred to the title IX coordinator Steve Harris via email at sharris@bramsonort.edu or by calling 718 261-5800. No action will be taken against the student for filing the complaint.

INFORMAL COMPLAINTS

We encourage the complainant to speak with the person who the complainant believes is responsible for the violation of a Bramson ORT policy. If that is not possible a complainant may reach out to their immediate supervisor or the Title IX/Section 504 Coordinator.

If the complainant believes they have suffered from sexual harassment or assault they should not approach the alleged person but rather should consider approaching their immediate supervisor, (Administrative Coordinator, Dean or Academic Coordinator) or the Title IX/Section 504 Coordinator.

Every effort will be made to resolve the complaint within five (5) working days from the date that the informal complaint is made. If the complaint is resolved, no further action will be taken. Bramson ORT can assure complainants that no action will be taken against the complainant for filing the complaint.

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

Records will be maintained for at least six years after the disposition of all formal complaints.

STUDENT RECORDS ACCESS POLICY

Pursuant to the **Family Education Rights and Privacy Act of FERPA**, 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.

To permit access to or the release, transfer, or other communication of, personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

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.

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;
- 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.

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 2007 Cohort: 27%

Employment Rate for Graduates: 85%

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 hot line 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 HOT LINE 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
Nar-Anon	800-984-0060
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 Hot line	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
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. Have registered with Selective Service (male students only)
6. Not be in default of a previous federal student loan or owe a refund of financial aid previously received.
7. Have no prior bachelor's degree.
8. Must meet New York State residency requirement.
9. Have a social security card

HOW TO APPLY FOR YOUR FAFSA APPLICATION

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

1. Prepare to Apply.

Collect your parent's and, if applicable, your income tax returns, Social Security numbers, W-2 form (s) and any other records of income and assets. Tax information can be estimated and corrected later if a tax return has not yet been completed. Get free information and assistance from the office of financial aid, or the U.S. Department of Education at www.studentaid.ed.gov or call 1-800-4-FED-AID(1-800-433-3243).

2. Get a Federal Student Aid PIN - www.pin.ed.gov

Your PIN allows you to sign your FAFSA online and view and/or make corrections later. You and at least one of your parents will each need a PIN. Store this PIN in a safe place as you will need it to reapply and access your Student Aid Report (SAR) each year.

3. Complete the FAFSA - www.fafsa.gov

Applying for federal student aid is free. You can apply before you have been admitted to Bramson ORT College. To apply visit www.fafsa.gov. For free help to complete your FAFSA or to obtain a paper FAFSA you can call the Federal Student Aid Information Center at 1-800-4-FED-AID (433-3243) or visit the Financial Aid office.

Make certain that you have fully answered all the questions on the applications. Please include your full and correct social security number, your current address including apartment number and your zip code.

IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows you and your parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA). Students and parent may transfer the data directly into their FAFSA. It's available 1-2 weeks after you file your income tax return electronically.

If you are eligible to use the IRS Data Retrieval Tool, it is highly recommended that you use the tool for several reasons:

- a. It's the easiest way to provide your tax data.
- b. It's the best way of ensuring that your FAFSA has accurate tax information.
- c. You won't need to provide a copy of your or your parents tax returns to your college.

4. Link to TAP on the Web From Your FAFSA Application (For New York State Residents)

After you complete the FAFSA you will be taken to a confirmation page; click on the state application link to apply for New York State-based financial aid. This will enable you to apply for TAP.

If you miss the link to the TAP application you will receive an email from the NYS Higher Education Services Corporation (HESC) after your FAFSA is processed, with information on how to apply for TAP.

5. Receive a Student Aid Report (SAR)

A few days after you complete the FAFSA you will receive an email with a link to your Student Aid Report (SAR). The SAR contains a summary of your FAFSA information and a calculation of your Expected Family Contribution (EFC) – the number used to determine your federal student aid eligibility. Review your SAR to see if additional information or corrections may be needed. You can also access your SAR at www.fafsa.gov.

6. Verify Your Data

The Federal Processor selects a certain number of applicants for a verification process. If you are selected (which will be indicated on your SAR), you will need to submit requested documents to the Financial Aid office to verify the data you supplied on your FAFSA.

FINANCIAL AID SUGGESTIONS

1. 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.
2. 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.
3. Turn in your TAP award certificate to the Financial Aid Office immediately upon receipt.
4. 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.
5. Students transferring from another postsecondary institution must submit an academic transcript to the Office of the Registrar.
6. 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. Students are eligible to receive a Pell Grant for up to 12 semesters or the equivalent.

Award Amount

Awards are based on the expected family contribution. For the 2012-2013 academic year, Pell grants range between \$275 and \$2,775 per semester

Application Procedure

Complete Free Application for Federal Student Aid (FAFSA) and request your Federal Student Aid PIN online at www.fafsa.ed.gov.

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

Must Complete FAFSA and application for FSEOG

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 \$ 4,350 per year, depending on available funds

Application procedure

Complete FAFSA and Application for Work-Study Employment.

4. FEDERAL DIRECT SUBSIDIZED LOAN

Description

This program allows eligible students to borrow money from the Federal Government. 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, Application for Federal Direct Loans, a Master Promissory note, and Entrance Interview.

5. FEDERAL DIRECT UNSUBSIDIZED LOAN

Description

This loan is available to students, regardless of income, who do not qualify for a full Federal Direct Subsidized Loan. The terms of the loan are the same as a Federal Direct 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 Federal Direct Subsidized 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. Federal Direct Subsidized Loan must be applied for first.

Application Procedure

Complete FAFSA, Application for Federal Direct Loans, a Master Promissory note, and Entrance Interview.

6. FEDERAL DIRECT 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 FAFSA, Application for Federal Direct Loans, a Master Promissory note and Entrance Interview.

*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 2012-13 TAP grants for first-time recipients range between \$250 and \$4,000 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. PART-TIME TAP

Description

Part-Time TAP is an entitlement program. Undergraduate students who are first-time, full-time freshman in academic year 2006-2007 or thereafter, may be eligible for Part-Time TAP. In order to qualify, a student must be matriculated in an approved program, be enrolled for at least 6 but fewer than 12 semester credits or the equivalent, must earn 12 credits in each of the two consecutive prior semesters, maintain a C average and meet good academic standing and meet income eligibility

3. NEW YORK STATE SUPPLEMENTAL TUITION ASSISTANCE PROGRAM (STAP)

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.

4. 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.

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

ACADEMIC CALENDAR 2012-2014

FALL 2012 SEMESTER

October 10	Wednesday	First Day of Classes
November 6	Tuesday	College Closed Election Day
November 22	Thursday	College Closed Thanksgiving
November 23	Friday	College Closed Thanksgiving Recess
November 25	Sunday	No Classes Thanksgiving Recess
December 25	Tuesday	College Closed Christmas Day
December 26	Wednesday	No Classes Winter Recess
December 27	Thursday	No Classes Winter Recess
December 28	Friday	No Classes Winter Recess
December 30	Sunday	No Classes Winter Recess
December 31	Monday	No Classes Winter Recess
January 1	Tuesday	College Closed New Year's Day
January 21	Monday	No Classes Martin Luther King
January 30	Wednesday	Follows Tuesday's Schedule of Classes
February 4	Monday	Last Day of Semester

SPRING 2013 SEMESTER

February 6	Wednesday	First Day of Classes
February 18	Monday	College Closed President's Day
March 25	Monday	No Classes Erev Passover
March 26	Tuesday	College Closed Passover
March 27	Wednesday	College Closed Passover
March 28	Thursday	No Classes Spring Recess
March 29	Friday	No Classes Spring Recess
March 31	Sunday	No Classes Erev Passover, Easter
April 1	Monday	College Closed Passover
April 2	Tuesday	College Closed Passover
May 14	Tuesday	No Classes Erev Shavuot
May 15	Wednesday	College Closed Shavuot
May 16	Thursday	College Closed Shavuot
May 27	Monday	College Closed Memorial Day
June 5	Wednesday	Following Monday's Schedule
June 6	Thursday	Following Tuesday's Schedule
June 10	Monday	Last Day of semester

SUMMER 2013 SEMESTER

June 16	Sunday	First Day of Classes
July 4	Thursday	College Closed Independence Day,
September 2	Monday	College Closed Labor Day
September 4	Wednesday	No Classes Erev Rosh Hashanah
September 5	Thursday	College Closed Rosh Hashanah
September 6	Friday	College Closed Rosh Hashanah
September 13	Friday	No Classes Erev Yom Kippur
September 14	Saturday	College Closed Yom Kippur
September 15	Sunday	College Closed Yom Kippur Observed
September 18	Wednesday	No Classes Erev Sukkot
September 19	Thursday	College Closed Sukkot
September 20	Friday	College Closed Sukkot
September 25	Wednesday	No Classes Erev Shemini Atzeret
September 26	Thursday	College Closed Shemini Atzeret
September 27	Friday	College Closed Simchat Torah
October 1	Tuesday	Following Thursday's Schedule
October 7	Monday	Following Thursday's Schedule
October 8	Tuesday	Following Friday's Schedule
October 13	Sunday	Following Friday's Schedule
October 14	Monday	Last Day of Semester – Following Wednesday' Schedule

FALL 2013 SEMESTER

October 17	Thursday	First Day of Classes
November 28	Thursday	College Closed Thanksgiving
November 29	Friday	College Closed Thanksgiving Recess
December 1	Sunday	College Closed Thanksgiving Recess
December 25	Wednesday	College Closed Christmas Day
December 26	Thursday	No Classes Winter Recess
December 27	Friday	No Classes Winter Recess
December 29	Sunday	No Classes Winter Recess
December 30	Monday	No Classes Winter Recess
December 31	Tuesday	No Classes Winter Recess
January 1	Wednesday	College Closed New Year's Day
February 10	Friday	Last Day of Semester

SPRING 2014 SEMESTER

February 12	Wednesday	First Day of Classes
February 17	Monday	College Closed President's Day
April 14	Monday	No Classes Erev Passover
April 15	Tuesday	College Closed Passover
April 16	Wednesday	College Closed Passover
April 17	Thursday	No Classes Spring Recess
April 18	Friday	No Classes Spring Recess
April 20	Sunday	College Closed Erev Passover, Easter
April 21	Monday	College Closed Passover
April 22	Tuesday	College Closed Passover
May 26	Monday	College Closed Memorial Day
May 28	Wednesday	Following Monday's Schedule
June 3	Tuesday	No Classes Erev Shavuot
June 4	Wednesday	College Closed Shavuot
June 5	Thursday	College Closed Shavuot
June 6	Friday	Following Tuesday's Schedule
June 10	Tuesday	Last Day of semester, following Monday's Schedule

SUMMER 2014 SEMESTER

June 15	Sunday	First Day of Classes
July 4	Friday	College Closed Independence Day,
September 1	Monday	College Closed Labor Day
September 24	Wednesday	No Classes Erev Rosh Hashanah
September 25	Thursday	College Closed Rosh Hashanah
September 26	Friday	College Closed Rosh Hashanah
September 30	Tuesday	Follows Friday's Schedule
October 2	Thursday	Last day of Semester

To view updated calendar please visit

www.bramsonort.edu/calendar

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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, M 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

MAIN CAMPUS ANNEX
119-47 UNION TURNPIKE
FOREST HILLS, NY 11375
(718) 261-2022

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 Rd/Harry Van Arsdale Jr Ave). Take the 1st left onto 108th St. Turn right at 71st Ave/Continental Ave. Take the 2nd left onto Queens Boulevard Service road. Turn right at Union Turnpike and continue down to 119-45. Destination will be on the right.

From the East: Grand Central Parkway to Harry Van Arsdale, Jr. Ave. (which becomes Jewel Avenue) Exit. Turn left on the service road. At traffic light, turn left on to Jewel Avenue (69th Rd/Harry Van Arsdale Jr Ave). Take the 1st left onto 108th St. Turn right at 71st Ave/Continental Ave. Take the 2nd left onto Queens Boulevard Service road. Turn right at Union Turnpike and continue down to 119-45. Destination will be on the right.

BY SUBWAY

E, F, train to UNION TURNPIKE (KEW GARDENS), Forest Hills. Walk to 119-45 Union Turnpike. Destination will be on the right.

BY THE LONG ISLAND RAIL ROAD

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-60 bus stops at Union Turnpike and Queens Boulevards. Walk one block south on Yellowstone Boulevard to Austin Street

TRAVEL DIRECTIONS

BRAMSON ORT COLLEGE
BROOKLYN *EXTENSION CAMPUS*
8109 BAY PARKWAY
BROOKLYN, NY 11214
(718) 259-5300

BY AUTOMOBILE:

From the West: Belt Parkway to Exit 5 Bay Parkway Exit. Merge onto Shore Parkway South. Turn left on Bay Parkway. Turn right at 22nd Ave/Bay Parkway to 81st. The College is located between 81st and 82nd Street.

From the East: Belt Parkway to Exit 5 Bay Parkway Exit. Turn left at 22nd Ave/Bay Parkway to 81st. The College is located between 81st and 82nd Street.

BY SUBWAY:

D train to 22nd Ave/Bay Parkway. Walk four blocks to 81st Street.

BY BUS:

Take B6 - Bay Parkway - Av J - Flatlands - Direction: B6 Rockaway Parkway Station. Walk to 8109 Bay Pkwy.

For more information please visit

www.bramsonort.edu/direction

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