

MISSION STATEMENT

Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

HILBERT COLLEGE PHILOSOPHY STATEMENT

Hilbert College strives to be faithful to the deep and diverse historical foundations on which it rests. From the founding congregation of the Franciscan Sisters of St. Joseph, we embrace the traditions of St. Francis: respect, service, hope, vision, joy, integrity, compassion, and peace. From the noble legacies of the liberal arts academy, we honor intellectual inquiry, freedom of thought, breadth of knowledge, and lifelong learning. And from our own history, we continue to reach out to students from all backgrounds. We are committed to providing them skills and resources to achieve success in a wide range of careers, recognizing that in today's world, that entails equipping students to respond to a rapidly changing global environment.

The faculty and staff of Hilbert College are dedicated to providing students with individual attention and support while also allowing them to grow and explore new challenges. We celebrate the richness that comes from a diverse campus of individuals from many faiths and cultures. We emphasize the importance of service to our community, and we endeavor to be a voice for social justice in the world.

FRANCISCAN VALUES

Hope

the desire for a future good, joined with perseverance and trust that it can be attained with God's help

Peace

God's love radiating from the core of one's being to others, resulting in non-violence, forgiveness, reconciliation, and harmony

Service

selflessly working and advocating for the well-being of others, especially the poor, the under-educated, and those in need

Joy

a conviction - outwardly manifested in an exuberant demeanor - that throughout the good and despite the bad times in life, the Spirit of God is always within us

Integrity

firm adherence to doing what is right no matter what the circumstances may be

Respect

recognition and reverence for God's presence in all creation including ourselves, others, and the environment

Compassion

heartfelt concern for another person's suffering or need, accompanied by action to help better the situation

Vision

the ability to imagine what can be with God's help

DISCLAIMER

All rules, regulations, policies, procedures, programs, courses, and staff are subject to change without notice. Hilbert College reserves the right to change the rules and regulations in this handbook as may be deemed necessary. Handbooks do not constitute a legal contract between students and the College.

CEEB College Code Number: 2334

ACT College Code Number: 2759

DIRECTORY INFORMATION

The College may release certain data on students to interested parties for the purpose of verification (e.g. prospective employers, insurance carriers, federal/state agencies). Such information may include name, address, phone number, date of attendance, quality point average, awards and degrees received. Such information is requested on an ongoing basis from the areas of student records, student finance, and career placement.

If a student wishes that no information be released, a written request must be filed with the Office of Student Records.

AFFIRMATIVE ACTION CIVIL RIGHTS COMPLIANCE STATEMENT

Hilbert College admits students without regard to their age, race, creed, sex, ethnic background, or physical handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

No student will be expelled or be refused admission to Hilbert College because he or she is unable to participate in any examination, study or work requirements because of his or her religious obligations and practices. Campus Coordinator for Title IX and Section 504 is Mr. James P. Sturm, Vice President for Student Life.

FAMILY RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Director of Student Records written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

ACADEMIC ADVISORS

Accounting

Sandra Augustine, Chairperson/Professor, Economic Crime Investigation

Ext: 250 Email: saugust@hilbert.edu

Daniel Roland, Professor, Business Administration

Ext: 351 Email: droland@hilbert.edu

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Ext: 409 Email: mthrasher@hilbert.edu

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Rodger E. Stone, Professor, Legal Studies

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Ext: 223 Email: delgie@hilbert.edu

Dr. Ron Eskew, Associate Professor, Psychology

Ext: 222 Email: reskew@hilbert.edu

Dr. Edward Pristach, Associate, Professor, Psychology

Ext: 227 Email: epristach@hilbert.edu

LISTING OF INFORMATION SOURCES

Academic Affairs-Vice President for Academic Affairs- Dr. Christopher Holoman

Ext: 325 - Email: choloman@hilbert.edu

Franciscan Hall - Administrative Wing

Academic Information - Academic Appeals

Academic Department Chairpersons

Academic Services - Director – Mich Sojda

Ext: 324 - Email: msojda@hilbert.edu

Bogel Hall – Room 107

Accidents and Medical Insurance – Student Life Office

Ext: 230

Franciscan Hall - Room 107

Alcohol/Drug Problems - Director of Counseling - Phyllis Dewey

Ext: 232 - Email: pdewey@hilbert.edu

Upper Level - Campus Center

Alumni Office - Director Alumni Relations –Craig Harris

Ext: 265 - Email: charris@hilbert.edu

Franciscan Hall - Room 202

Billing Information - Director of Student Financial Services - Julie Lanski

Ext: 208 - Email: jlanski@hilbert.edu

Franciscan Hall - Room 102

Bookstore - Manager - Karen McKee

Ext: 234 - Email: kmckee@hilbert.edu

Lower Level - Campus Center

Campus Ministry - Director - Sister Jacqueline Benbenek, CSSF

Ext: 253 - Email: srjackie@hilbert.edu

Franciscan Hall - Room 107

Campus Newspaper - The Hilbert Files - Dr. Charles Ernst

Ext: 315 - Email: cernst@hilbert.edu

Upper Level - Campus Center

Campus Safety - Director - Matthew Schamann

Ext: 224 - Email: mschamann@hilbert.edu

Maintenance Building

Career Development Center - Denise Harris

Ext: 236 - Email: dharris@hilbert.edu

Franciscan Hall - Room 105

Career Resource Laboratory - Franciscan Hall - Room 103

Counselor's Office - Director of Counseling - Phyllis Dewey

Ext: 232 - Email: pdewey@hilbert.edu

Upper Level - Campus Center

Clubs and Organizations - Student Government Association

Ext: 392

Campus Center - Lower Level

Development Office - Vice President of Institutional Advancement - Frances Vaughan

Ext: 302 - Email: fvaughan@hilbert.edu

Franciscan Hall - Room 202

Dining Services - Hallmark Management - Director of Dining Services - Laura Ferrara

Ext: 235 - Email: lferrara@hilbert.edu

Upper Level - Campus Center

Director of Residence Life - Kerry Levett

Ext: 362 - Email: klevett@hilbert.edu

Campus Center - Lower Level

Drop or Add a Course - Office of Student Records - Georgina Adamchick

Ext: 341 - Email: gadamchick@hilbert.edu

Franciscan Hall - Room 102

Early Admissions - Admissions Office - Director of Admissions - Timothy Lee

Ext: 244 - Email: tlee@hilbert.edu

Franciscan Hall - Room 101

Financial Aid and Loan Information - Director of Financial Aid - Beverly Chudy

Ext: 207 - Email: bchudy@hilbert.edu

Franciscan Hall - Room 102

Grade Reports/Transcripts - Office of Student Records - Georgina Adamchick

Ext: 341 - Email: gadamchick@hilbert.edu

Franciscan Hall - Room 102

I.D. Cards - Student Life Office

Ext: 230

Franciscan Hall - Room 107

Intercollegiate Athletics - Director of Intercollegiate Athletics - Richard Walsh

Ext: 233 - Email: rwalsh@hilbert.edu

Hafner Recreation Center Room 114

Assistant Athletic Director - Kara Rehbaum

Ext: 333 - Email: krehbaum@hilbert.edu

Hafner Recreation Center Room 116

Head Basketball Coach/Sports Information/Recruiting Coordinator- Rob deGrandpre

Ext: 248 - Email: rdegrandpre@hilbert.edu

Hafner Recreation Center Room 115

Athletic Facilities Coordinator/Asst. Women Basketball/Softball - Lindsay Peltier

Ext: 322 Email: lpeltier@hilbert.edu

Hafner Recreation Center Room 112

Assistant for Athletic Administration/Recruiter – Adam Waite

Ext. 115 - Email: awaite@hilbert.edu

Hafner Recreation Center

Lost and Found - Campus Safety Office - Maintenance Building

Switchboard - Bogel Hall

Notary Public Service for Hilbert Community Only - Cheyenne Jumanah

Ext: 243 - Email: cjumanah@hilbert.edu

Franciscan Hall- Room 107

Orientation - Director of Student Activities – Jason Enser

Ext: 335 - Email: jenser@hilbert.edu

Campus Center - Lower Level

Parking Permits - Campus Safety Office - Matthew Schamann

Ext: 244 - Email: mschamann@hilbert.edu

Maintenance Building

Photocopy Machine - Library Resource Center - McGrath Library

Physical Plant Operations - Superintendent - Gary Dillsworth

Ext: 295 - Email: gdillsworth@hilbert.edu

Franciscan Hall - Room 203

Public Relations - Paula Witherell

Ext: 255 - Email: witherell@hilbert.edu

Franciscan Hall - Room 202

Placement and Career Services - Career Development Center – Denise Harris

Ext: 236 - Email: dharris@hilbert.edu

Franciscan Hall - Room 105

Registration Information - Office of Student Records - Georgina Adamchick

Ext: 341 - Email: gadamchick@hilbert.edu

Franciscan Hall - Room 102

Report Absence - Extended Illness - (one week or more) –Dr. Christopher Holoman

Ext: 325 - Email: choloman@hilbert.edu

Franciscan Hall - Administrative Wing

Residence Facilities Information - Director of Residence Life- Kerry Levett

Ext: 362 - Email: klevett@hilbert.edu

Campus Center, Lower Level

Retention – Kate Munroe

Email: kmunroe@hilbert.edu

Scholarships and Awards - Director of Financial Aid - Beverly Chudy

Ext: 207 - Email: bchudy@hilbert.edu

Franciscan Hall - Room 102

Social Events - Director Student Activities - Jason Enser

Ext: 335 - Email: jenser@hilbert.edu

Campus Center Lower Level

Student Life Office - Vice President for Student Life - James P. Sturm

Ext: 231 - Email: jsturm@hilbert.edu

Franciscan Hall - Room 107

Students with Disabilities - Kate Munroe

Ext: 231 - Email: kmunroe@hilbert.edu

Bogel Hall – Room 107C

Traffic - Accidents, Parking Fine, Permits, Registration - Matthew Schamann

Ext: 244 - Email: mschamann@hilbert.edu

Campus Safety Office - Maintenance Building

Transfer and Graduate School Information – Denise Harris

Ext: 236 - Email: dharris@hilbert.edu

Franciscan Hall - Room 105

Veterans' Office -Office of Student Records - Georgina Adamchick

Ext: 341 - Email: gadamchick@hilbert.edu

Franciscan Hall - Room 102

Volunteerism - Sister Jacqueline Benbenek, CSSF

Ext: 253 - Email: srjackie@hilbert.edu

Franciscan Hall- Room 107

Work-Study Program - Student Finance Office - Suna Combs

Ext: 249 - Email: scombs@hilbert.edu

Franciscan Hall - Room 102

**CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF
HILBERT COLLEGE**

Preamble:

We, the students of Hilbert College, do hereby establish this constitution as the basis of our Student Government Association.

ARTICLE I. NAME AND PURPOSE

- Section I. This organization shall be known as the Student Government Association of Hilbert College henceforth referred to in this document as the SGA.
- Section II. The purpose of this organization shall be to represent the interests of the student body, to encourage the growth of self-government and to promote responsibility, loyalty, and cooperation among the students and in their relations with the faculty and administrative officers of the college.

ARTICLE II. Membership

- Section I. All current students of Hilbert College shall be referred to in this document as the Association.
- Section II. By law, a student is anyone who pays "tuition" to an institution/ agency for the purpose of studying a curriculum. Persons who pay fees for workshops or other non-credit offerings are not considered students, unless a "tuition" is paid.
- Section III. All members of the Association may participate in SGA meetings and may vote in elections of the SGA.

ARTICLE III. ORGANIZATION OF THE ASSOCIATION

- Section I. The Executive Officers of the SGA shall be a President, Vice President, Secretary, and Treasurer.
- Section II. The Executive Officers of the SGA shall also act as Executive Officers of the Student Senate.
- Section III. The voting members of the Senate shall consist of the Executive Officers, two Senior Class Senators, two Junior Class Senators, two Sophomore Class

Senators, two Freshman Class Senators, five Senators-at-Large, and two Part-Time Senators.

ARTICLE IV. SGA STUDENT SENATE

- Section I. The SGA shall be governed by a representative body known as the Student Senate, henceforth referred to in this document as the Senate.
- Section II. The duties of the Senate shall be as follows:
- a) To act for and on behalf of the student body in promoting and supporting all activities which enhance the purpose of the SGA.
 - b) To be responsible for the administration and allocation of all funds accruing to the SGA as directed by the Senate.
 - c) To represent the student body in relations with the faculty and administrative officers of the College.
 - d) To keep a permanent record of its proceedings, copies of which shall be made available to all members of the SGA and officers of the College.
 - e) To act with the officers of the College in setting policy for and maintaining administrative control over the organized activities of the student body.

ARTICLE V. QUALIFICATIONS, NOMINATIONS, AND ELECTIONS

- Section I. Qualifications:
- Clause I. Executive Officers and Senators shall be undergraduate students in good standing, as defined by the College.
- Clause II. Candidates for Executive Officer and Senator positions shall:
- a) Be full-time students at the college with 12 credit hours (unless running for a part-time Senator-at-Large position).
 - b) Hold a cumulative point average of at least 2.50.

- c) Not be on academic or disciplinary probations.
- d) Be a member of that respective class if running for class Senator.
- e) Be able to attend all weekly meetings.
- f) Be allotted three (3) absences per semester from the senate and committee meetings, unless otherwise excused by the President. The President will be allotted three absences per semester unless otherwise approved by the advisor. Anyone having more than three (3) unexcused absences will be considered for dismissal.

Clause III. Candidates shall meet specific requirements as set by the Rules and Regulations Committee.

Section II. Nominations:

Clause I. Candidates for all SGA positions shall present to the Rules and Regulations Committee a petition for Candidacy which has been signed by twenty-five (25) students.

Clause II. The Petition for Candidacy shall be approved by the Academic Dean and Director of Judicial Affairs as to the student's scholastic eligibility and the absence of disciplinary or academic probation.

Clause III. Each Candidate must complete a written platform, signed petition, and judicial form.

Section III. Elections:

Clause I. The Executive Officers and Senators of the SGA shall be elected by secret ballot of the members of the Association on dates set by the Rules and Regulations Committee.

Clause II. An election for the following SGA members will take place in the month of April:

- a) Four Executive Officers
- b) Two Senior Class Senators
- c) Two Junior Class Senators
- d) Two Sophomore Class Senators

An election for the following SGA members will take place in the month of September:

- a) Two Freshman Class Senators
- b) Five Senators-at-Large
- c) Two Part-Time Senators

Clause III. Freshman Senators, Senators-at-Large, and Part-Time Senators for the current academic year shall be elected no earlier than September 1, and no later than September 21.

Clause IV. The Executive Officers and Senators shall hold office from June 1st to May 31st.

Clause V. All newly elected senators shall begin their term of office immediately upon their installation and hold office until their eligibility changes or until new elections are held.

Clause VI. In the event of a vacancy in the Presidency, the Vice President shall assume the office. For any other vacancy, including one caused by the assumption of the Presidency by the Vice President, the remaining SGA Officers and the Senate shall, meeting as a single body, elect replacements who shall complete the unexpired term of the office. Candidates for such replacement positions shall follow procedures as stated for the nomination of those persons they are replacing and shall meet the same qualifications and requirements as stated for the original elections.

Clause V. If any of the positions are not filled at the time of elections or become vacant throughout the year, the SGA may appoint any student meeting the qualifications for general elections.

Clause VI. Class Standing: For purposes of election and holding office in any student organization, class status shall be defined by the College.

ARTICLE VI. STUDENT SENATE OFFICERS DUTIES

Section I.

President: It shall be the duty of the President to execute and enforce the provisions of the

Constitution. The President shall call and preside over all the meetings of the SGA. He/she shall appoint all necessary committee chairpersons and shall receive the reports of all committees on a weekly basis. The President shall serve as the official representative of the SGA to the duly constituted authorities of the College and the community. The President shall also perform other duties as required.

Section II.

Vice President: The Vice President shall perform all duties of the President in his/her absence. The Vice President shall develop a monthly calendar and supervise the various SGA Clubs. The Vice President shall create the Club Policies and Procedures Binders to distribute to all clubs each Fall. In extenuating circumstances and time sensitive matters, the Vice President may exercise discretion and process fundraiser requests. The Vice President shall also be responsible for submitting SGA articles to the H-Files. The Vice-President shall also perform other duties as required.

Section III.

Secretary: The Secretary shall record all the minutes of the meetings of the SGA and the Executive Board, and shall be responsible for the official correspondence of both. In addition, the secretary shall be responsible for all correspondence of the Student Government Association to the college and community. In June of each year, the Secretary shall deposit all SGA records with the Vice President for Student Life. The Secretary will also be responsible for publishing an SGA brochure/newsletter annually. The Secretary shall also perform other duties as required.

Section IV.

Treasurer: The Treasurer shall maintain financial records of the SGA and shall receive and disburse funds as directed by the Student Senate. The Treasurer shall submit financial reports to the Student Senate on a weekly basis. The treasurer shall chair the Finance committee which will prepare an annual budget and derive club funding. In extenuating circumstances and time sensitive matters, the Treasurer may exercise discretion and process fundraiser

requests. The Treasurer shall also perform other duties as required.

- Section V. **Senator:** Each senator shall represent the interests of the student body by attending each Student Government Association meeting and present the needs and wants of the Hilbert College student body. Further, each senator shall be an active member on one SGA committee and one College committee. It is strongly encouraged that each senator attends activities sponsored by the SGA and attends club functions when possible.
- Section VI. All members of both the Executive Board and the Student Senate will be required to sit on at least one (1) SGA committee and one (1) College Committee as a part of the general requirements of the SGA, pending available positions.
- Section VII. **Removal from office:** An Executive Officer or Senator of the SGA may be impeached for serious neglect of duty by a majority of the entire Senate. An Executive Officer or Senator shall be tried by the Senate and subjected to a two thirds vote in the affirmative from the senate to be removed from office.

Article VII. Meeting of the Senate:

- Section I. Regular meetings of the Senate shall be, Thursday from 3:15 PM to 5:15 PM.
- Section II. Special meetings of the Senate may be called for designated purposes by the Vice President for Student Life, the SGA Advisor, President of the SGA, or majority vote of the Student Senate. Notice of a special meeting shall be posted at least two days in advance in the SGA Office.
- Section III. All meetings of the Student Senate shall be open to the public, unless closed by a majority vote of the members of the Senate.
- Section IV. In the absence of the Student Government Association (SGA) and formal meetings during the months of May, June, July, and August, and

for the continuous advancement of the mission of the SGA and its objectives, the SGA Executive Board shall have full voting privileges on programs and expenditures.

- Section V. Quorum: A quorum for any meeting of the Senate shall consist of no less than fifty percent plus one, of the senators. The Senate shall consist of two freshman representatives, two sophomore representatives, two junior representatives, and two senior representatives, five representative at large positions, and two part-time representative positions. The quorum shall be comprised of the filled Senate seats.
- Section VI. All Senators are required to attend one SGA retreat per academic year.

Article VIII. Relations with the College:

- Section I. The Senate, its subsidiaries and all other student organizations will be governed by the official policies and administrative regulations of the College as expressed to such groups by their faculty/staff advisors.
- Section II. The Vice President for Student Life will appoint an advisor to the SGA, henceforth referred to in this document as the SGA Advisor.
- Section III. The Vice President for Student Life and the SGA Advisor cooperate in assisting faculty members to serve as advisors to the SGA, clubs and organizations.

Article IX. COMMITTEES:

- Section I. There shall be three standing committees of the SGA: Budget and Appropriation, Rules and Regulations, and Social Welfare.
- Section II. The President of the SGA shall delegate members of the Senate to serve on committees. Other members of the association may be appointed at the discretion of the SGA President.

- Section III. All committees shall present weekly reports to the Senate as to their progress on the duties set forth in the Constitution.
- Section IV. The SGA President may form special committees as deemed necessary and appoint any member of the Senate to serve as chair. The special committees will follow the same reporting procedure as the standing committees.
- Section V. In absence of a formal Activities Committee, the Campus Activities Advisory Board, henceforth to be referred to as CAAB, will oversee and plan extracurricular events on campus. Two Senate members may be appointed to CAAB, which fulfills their expected requirement of sitting on one SGA committee.
- Section VI. In an effort to better involve students in the college legal and regulatory affairs, Hilbert College's various College Committees have agreed to allow a member of the SGA to be a part of their meetings. These include, but are not limited to committees involved with the areas of College Academia, College Athletics, Student Life, Financing, and Campus Safety Issues.
- Section VII. The SGA committees and their specific duties shall be as follows:
- Clause I. The Budget and Appropriations Committee:
The Budget and Appropriations Committee shall:
- a) Assist the SGA Treasurer and the SGA Advisor in preparing the annual budget
 - b) Review, process, and allocate all annual club budget requests
 - c) Work with the SGA Treasurer to ensure that deposits and payments are made in a timely manner
 - d) Process club fundraiser requests and present to the SGA for approval. The status of fundraiser requests will be forwarded to the SGA Vice President to place on the master schedule and to communicate the status to the respective club
- Clause II. The Rules and Regulations Committee:

The Rules and Regulations Committee shall:

- a) Monitor and enforce the attendance of the SGA, its Committees, and subsidiary Clubs in coordination with the SGA Secretary. Irregularities in attendance of the SGA and Committees shall be reported to the SGA President for mediation and/or disciplinary action. Lack of compliance with the attendance policy of Clubs shall be reported to the SGA Vice President for mediation and/or disciplinary action
- b) Review and propose amendments to the SGA Constitution and By-laws on an annual basis
- c) Enforce the policies and procedures stipulated in the SGA Constitution and By-laws
- d) Ensure the proper rules of order are followed when SGA meetings are conducted
- e) Monitor club flyers for SGA compliance on a weekly basis and remove items in non-compliance
- f) Review all club charters on an annual basis and present to the SGA for approval
- g) Coordinate and conduct all SGA elections and review and recommend changes in election requirements and procedures to the SGA on an annual basis
- h) Verify that SGA candidates and members meet all qualifications for SGA membership
- i) Select member(s) to serve on the Student Life Judicial Review Committee as needed
- j) Monitor and maintain the SGA Bulletin Boards

Clause III.

The Social Welfare Committee:

The Social Welfare Committee shall:

- a) Assess the needs of the student body and articulate those needs to the representative offices and/or committees
- b) Conduct an annual campus safety walk in coordination with the Vice President for Student Life and the Director of Campus Safety and recommend changes accordingly
- c) Plan, organize, and direct the Student Awards Banquet in the Spring semester

- d) Recognize the role of club advisors by planning an appreciation function on an annual basis
- e) Conduct a student concern survey once per year and report the results to the Student Senate
- f) Monitor SGA website

ARTICLE X.

RECOGNIZED CLUBS AND ORGANIZATIONS

- Section I. Any group of students desiring to function as a student organization of Hilbert College, which has as its purpose the fulfillment of social, recreational, or cultural interests of the student body, may apply for recognition by the SGA and the College through the submission of a Request for Charter at any time throughout the academic year. The Charter Request Form must be completed and turned into the Vice President. At that time, the Senate shall then vote for approval. A newly chartered club may apply to receive up to \$100 per month remaining in the academic year.
- Section II. Clubs requesting to be re-chartered must fill out a re-chartered form in the Spring semester along with budget requests.
- Section III. The act of charter and recognition shall be evidence of the right of the organization to use the name of the SGA and the College and shall entitle the group to the use of College facilities in accordance with normal policies, procedures and regulations.
- Section IV. All student organizations shall be responsible to the SGA and the College shall be held responsible for the official acts of their officers and members.
- Section V. Chartered clubs may not use any funds given to them by the SGA for the use of alcohol purchase.
- Section VI. The SGA requires that each club have one representative at three meetings, the Club Orientation in September, the Budget Review Process at the start of the Spring semester, and the Budget Allocation Process in April.

Section VII. Clubs are required to submit monthly activity and financial report forms to the SGA Vice President on the first Monday of every month.

Article XI. RULES OF ORDER

Section I. The rules contained in Robert's Rules of Order (revised) shall govern the SGA and its subsidiaries in all cases and situations to which they are applicable, and in which they are not inconsistent with the constitution subsequent amendments, or terms of applicable charters.

Section II. This constitution may be amended by the following procedure: the 2/3 approval by the Student Senate, who shall be responsible to publish notice of the intended amendment at least two weeks prior to bringing to the floor or the Senate.

This Constitution of the Student Government Association of Hilbert College has been established by the officers of the Office of the Vice President for Student Life in June 1971 and amended in May 1999, June 2002 and March 2003, September 2005, October 2007, and April 2007.

All students at Hilbert College have the right to bring matters for discussion or issues to be considered by the Student Government Association. Please refer to the Student Handbook for the grievance policy and procedure.

SOCIAL ORGANIZATIONS ON CAMPUS INCLUDE:

	ADVISOR(S)
Adventure Club	Jim Sturm
Ambassador Program	Timothy Lee
Campus Ministry Club	Sister Jacqueline Benbenek
Campus Activities Advisory Board	Jason Enser
Common Grounds Club.....	Cheyenne Jumanah
Communication Club.....	Steve Jackson
Criminal Justice Association/Forensic Science Club.....	Yvonne Downes
D-Block Fitness Club	Cheyenne Jumanah
Dirty Dogs Lacrosse	Jim Sturm
Economic Crime Investigation	William Haslinger
Great Expectations.....	Amy Smith
Hilbert Files.....	Charles Ernst

Hilbert Horizons	Charles Ernst
Hockey Club.....	Don Suchan
Human Services Association.....	Colleen Kumiega
Phi Beta Lambda	Dan Roland & Pat Heraty
Psychology Community Outreach.....	Nicole Martin
Snow Society.....	John D'Amico
Society of Fine Arts.....	Charles Ernst
Student Athlete Advisory Committee.....	Kara Rehbaum
Students Against Destructive Decisions	Phyllis Dewey
Student Government Association	Jason Enser
Students In Free Enterprise.....	Daniel Roland

STUDENT PUBLICATIONS

The Hilbert Files, the student newspaper, is published four times per semester in the fall and spring for a total of eight issues. A publication of the Office of Student Life, the newspaper features news, stories, articles, and announcements of students, administration, faculty, and staff. The newspaper encourages guest editorships to allow more students to participate in the journalistic process. The faculty editor/advisor is Dr. Charles Ernst, supported by an Executive Board comprised of students. The newspaper office is located in a room accessed through Room 144 on the first floor of Paczesny Hall. All full-time or part-time students with an interest in writing, creative writing, photography, editing, and/or design are encouraged to become part of *The H-Files'* staff.

A volume of *Hilbert Horizons*, the student literary magazine, is published once every spring during the school year. Another publication of the Office of Student Life, the magazine presents creative work mainly by Hilbert students (and, when space is available, to alumni) in the form of poetry, short stories, essays, short plays, character sketches, reminiscences, dramatic monologues, and the like. Student editor and student staff participants are supported by the faculty advisor, Dr. Charles Ernst. All material submitted for consideration may be given to the student editor, or submitted or e-mailed to Dr. Ernst (Rm. 152, Paczesny Hall; cernst@hilbert.edu). All full-time or part-time students with an interest in creative writing, sketching/drawing, and layout/design are encouraged to join the *Horizons* staff.

Note: Student publications of any kind should clearly define the difference between fact and personal opinion and strive for objectivity in their content. Students have the responsibility to refrain from libel and obscenity and to observe the rules for responsible journalism, and can be held responsible for materials which are libelous or obscene. Such publications may be prohibited. Within these bounds, student publications have the right to funding as any other campus activity. The faculty advisor assists students in layout and design and provides direction for responsible journalism.

FACILITIES

BOGEL HALL

Bogel Hall, named in honor of Sister M. Edwina Bogel, F.S.S.J., who served as the first President of Hilbert College, is the center of academic activity on campus. Classrooms in Academic Services, and faculty offices are located in this building, as well as the Palisano Lecture Hall (Room 101), the Switchboard/Reception area, and the Student Lounge, SIFE Café.

CAMPUS CENTER

The Campus Center, located directly behind the Franciscan Hall, is the hub of the social activities on the Hilbert Campus. The lower level of the Center houses the Campus Bookstore, the offices of the Director of Residence Life, the Director of Student Activities, the Student Government Office, as well as a student lounge/recreation area. On the upper level of the Center, the main Dining Hall, the "Cove," and the Counseling Office.

FRANCISCAN HALL

Located next to the reflection pond, Franciscan Hall was designed as a central location for the offices of Admissions, Student Records, Student Finance/Financial Aid, and Student Life to meet the needs of students. These offices are located on the first floor with the Multicultural Affairs Office, the Campus Ministry Office, the Career Development Center, Career Resource Lab, and two conference rooms. The upper level of Franciscan Hall houses the College's executive offices, the Board of Trustee's Conference Room, the Development Office, and the Business Office.

HAFNER RECREATION CENTER

The Hafner Recreation Center is open daily for student, faculty, and staff use. The main portion of the building features a regulation basketball court with bleacher seating for 1,200 fans and is home to the Hawks men's and women's basketball and volleyball programs. The fitness center is a state of the art facility including free weights, nautilus and cardiovascular equipment, satellite cable viewable on five monitors, and a regulated air conditioning system. The sports medicine department includes several different modalities to aid in the treatment of recreational and athletic injuries to help improve the quality of care for the student population. The center also houses the athletic department staff and features a conference room equipped with smart-board technology. Along with two general population locker rooms, varsity locker rooms and a team meeting room have also been added for Hilbert's athletic teams. A snack bar and restrooms are featured near the main entrance to the building. Hours of operation for use of the various areas of the Recreation Center will be posted at the beginning of the Fall and Spring semesters. All individuals using the fitness center are asked to present their Hilbert College ID card prior to using the gym and fitness center.

MCGRATH LIBRARY

Books may be searched using the library's online catalog and checked out for three (3) weeks at a time. The Reference Collection is the only section that does not circulate. Hundreds of print periodicals are available for photocopying and thousands more are accessible online through databases on the library's website: <http://www.hilbert.edu/library2.asp>. Most databases are remotely accessible, but require passwords which can be obtained at the library's Information Desk. Wireless access is available although students are required to register laptops with the Hilbert College IT Help Desk. Computers for research and word processing are available on both floors but require the student's user ID and password issued at the time of registration. All printing and photocopying is free of charge. The McGrath Library provides ample studying and lounge space in a relaxing and colorful environment. Students are encouraged to take

advantage of leisure print and audio books made available as well as board games and daily newspapers.

During the Fall and Spring semesters, library hours are:

Monday – Thursday	8:00am-10:00pm
Friday	8:00am – 7:00pm
Saturday	noon – 5:00pm
Sunday	noon – 6:00pm

PACZESNY HALL

Overlooking the front of campus, Paczesny Hall is Hilbert's newly built 21,000-square-foot academic building housing high-tech smart classrooms, faculty offices and seminar rooms. It's also home to the college's Honors Program, Institute for Law and Justice and Center for Creative Media. The two-story academic building is named in honor of Sister Edmunette Paczesny, Ph.D., who served as Hilbert's president for 32 years.

WILLIAM E. SWAN AUDITORIUM

The 430-seat William E. Swan Auditorium, located next to Paczesny Hall, is part of Hilbert's recently completed academic-auditorium complex. The state-of-the-auditorium is an ideal venue for conferences, seminars, cultural activities, and other artistic programs for the on-campus and surrounding communities. The single-story building is named in memory of the late Bill Swam, former CEO of First Niagara Financial Group, as testimony to his dedication to the Franciscan spirit and ideals.

SERVICES

ACADEMIC SERVICES CENTER

The Academic Services Center is located in Room 107 of Bogel Hall. The Center provides a wide variety of services to aid the student in their academic success including:

Tutoring

Currently the Center offers both peer and faculty tutoring in Accounting, Writing, Statistics, and Math. The sessions are on a drop-in basis and the hours are posted outside the Center at the beginning of each semester. Tutorials are available on both hard copy and computer software covering a wide variety of areas such as psychology, math, accounting, criminal justice, Spanish, and writing. Tutorials are also available on computer to help students preparing for the Graduate Record Exam.

Testing

The staff in Academic Services administers placement tests and make-up tests. The Office of Admissions, after reviewing academic transcripts, determines which placements tests, if any, are necessary. The student and the course instructor arrange for make-up testing. Once an instructor has agreed to allow the student to make up a test, the student picks up a testing request form in the Center while scheduling an appointment, and gives the form to the instructor who then provides the test to the Center. All tests must be scheduled at least 24 hours in advance.

Study Skills

Students are encouraged to use the Center for assignments, to study, or review class notes. Study groups are welcome! Individual help is available to brush up on study skills, time management techniques, note taking styles and/or organizational skills. Ten computers are dedicated to student use only, for writing papers, internet research, accessing the on-line catalog and electronic databases of McGrath Library, and utilizing the on-campus e-mail system.

Special Needs Accommodations

The Center works with students who have special learning needs, to set up document

supported accommodations, academic adjustments and auxiliary aids. Examples of accommodations offered are: alternate testing location, extended time for testing, testing on computer, textbooks on tape, and use of a note-taker. Students requesting services are encouraged to contact the Center Director as early as possible to provide documentation and discuss their needs.

AUTOMATIC TELLER MACHINE

The Automatic Teller Machine (ATM), which is located in the Campus Center Lower Level is provided by Evans National Bank. The ATM services a variety of bank cards. For non Evans National Bank card customers there is a \$1.50 fee for use of these services.

CAMPUS MINISTRY

Drawing upon Hilbert's rich Franciscan history and tradition, Campus Ministry seeks to nurture an atmosphere of belonging, reverence and outreach to students of all faiths and cultures. Students are encouraged to discover and celebrate the Divine within themselves, in others and in all creation. Opportunities are available for spiritual, faith and moral development in the form of liturgies, interfaith and ecumenical services, faith sharing, spiritual/pastoral counseling and day/weekend retreats. Community service opportunities and spring break service trips with faith-based and non-profit organizations offer students a different perspective on life. To further balance Campus Ministry programming, recreational and relational functions are planned to provide holistic programming.

In the Catholic tradition, the liturgy of the Eucharist is celebrated on special occasions and a weekly Communion service is scheduled. Sacramental classes are available to students free of charge, including the RCIA program (Rite of Christian Initiation of Adults).

Franciscan values are integrated into all areas of Campus Ministry, including: hope, peace, love, respect, integrity, vision, compassion and service. Located in Franciscan Hall, Room 107, the office of Campus Ministry is situated in the Student Life Wing. Students and staff are welcome to stop in the Campus Ministry office at any time.

CAMPUS SAFETY

Hilbert College maintains a Campus Safety Department that provides 24 hour coverage, 365 days a year. The mission of the Department is to assist and protect all individuals on campus, protect college property, report and respond to infractions and provide uniform parking and traffic enforcement. Personnel are responsible for enforcing the college policies, rules and regulations set forth by the Administration and Student Life. The Campus Safety staff will also work as liaisons with the appropriate local, state and federal authorities.

The Campus Safety Department asks for your support in the timely reporting of incidents of crime such as assault, theft, criminal mischief or disorderly conduct. Injuries, illness, fires, and accidents are equally important and require that the Department be notified to assure that the proper assistance is rendered. The on-duty Campus Safety Officer can be reached immediately by phone by calling 479-1233. In-house phones have a button marked "Campus Safety" that can be used as well as the red phone in Bogel Hall's main lobby. With your help the campus will remain a safer and more prepared atmosphere for everyone to enjoy.

The Department's officers are not police officers, and do not have conventional police authority. However, they do have the authority to temporarily intervene and detain anyone on the campus who is behaving in a disorderly manner, committing a crime, or is a danger to themselves or others. Campus Safety Officers are representatives of Hilbert College and should be treated with civility and respect. Failure to honor the request of a Campus Safety Officer could lead to possible disciplinary sanctions under the Hilbert College Code of Rights and Responsibilities. By the same token, we expect that our Campus Safety Officers will treat you with courtesy and respect, and would expect you to report to the Vice President of Student Life, and/or the Director of Campus Safety if you are ever treated otherwise. The Campus Safety Office is located in the Maintenance building. A Campus Safety Officer is on duty 24 hours a day, seven days a week. However, because of the nature of the job, the office may not always be open. In this case, the on-duty officer can be contacted 24 hrs a day, 7 days a week by calling 479-1233 or using the emergency phone located in the maintenance building which is also open 24 hrs.

A more detailed directive on the services provided by the Campus Safety Department will be mailed or given to each new student, faculty, and staff member. Copies of this booklet are also available upon requests. Included in this publication are the Crime Statistics for the College over the past three years.

CAMPUS BOOKSTORE

Located in the lower level of the Campus Center, the Bookstore stocks all required texts for courses offered each semester, as well as a variety of school supplies, gift items, sundries, greeting cards, gift wrap, College sweatshirts, and jackets and other clothing items. Bookstore hours and policies are posted throughout campus at the beginning of each semester. The Bookstore buys back used books at the end of the Fall and Spring semesters only; dates and times will be posted.

CAREER DEVELOPMENT CENTER/TRANSFER OFFICE

The Career Development Center provides students with a number of interrelated services to assist them with the critical decisions they will be making about the future, career choices, as well as the job search. Students are urged to make contact with the office early in their college programs at Hilbert College. The office is located on the first floor of Franciscan Hall, Room 105. Services are free to current registered students and are available for a lifetime as a graduate of the College. There is no annual charge for alumni use of the office. Career tests and assessments are available at a minimal charge to students, alumni, and the public.

Individual Counseling: Counseling is provided to investigate career opportunities and assist with decision making related to the individual's interests. Testing is available to help the student assess such interests. Individual sessions can be scheduled with the student to create and critique resumes and cover letters.

Career Resource Lab: Contains a small collection of college catalogs for 2-year and 4-year transfer institutions as well as a variety of graduate school catalogs, career monographs, brochures, guides and directories describing specific occupations and career opportunities. The Career Resource Lab contains six computers with a link to the Internet. The Career Resource Library contains an extensive catalog of career and job related handouts which students may explore and obtain copies of relevant handouts. SIGI PLUS, a computer database used for transfer and a career exploration, and Graduate School Preparation Guide, computer software programs designed to help the student study for graduate school exams (GRE, GMAT and LSAT), are all available for student use in the Career Lab. Applications for the GRE, GMAT and LSAT are also available.

Registration: Is suggested for all incoming students as a way of beginning the career exploration process early on. Registration is a simple process whereby the student fills

out an information card and signs a release form, deposits copies of their resume (approximately 5) and letters of recommendation (at least 3) at the Career Development Center. With permission of the student, this information can be made available to prospective employers or transfer admissions officers who are considering this candidate. If registered with the Center, the student becomes part of our resume referral system which exposes them to area employers for summer jobs, full and part-time career opportunities and internship possibilities.

Job Vacancy Boards: Are located inside the Career Resource Lab, in Franciscan Hall, and in Bogel Hall. Current job openings are posted on the bulletin board for the students review. Each job opening is assigned a number which corresponds to an information sheet on that particular job. Copies of postings can be obtained from the file unit also located in the Career Resource Center in Franciscan Hall, Room 103.

Career and Graduate School Information Fair: Is held annually during the Fall semester. Students are welcome to mingle and network with prospective employers and internship supervisors. A variety of public and private agencies and businesses are represented. This is a chance for students to see what is out there for them and to further evaluate and explore interests they may wish to develop during their college career.

Spring Job Fair: Is held annually during the Spring semester. Students are welcome to bring resumes for distribution to employers who have full and part-time positions.

Career Connections Mentoring Program: Provides an opportunity for the student to spend a day with a prospective employer, one on one. This experience will allow the chance for firsthand field related information and future employment connections. Student must register to become part of this program. Brochures and registration forms are available in the Career Development Center.

Workshops: Are presented monthly for graduate school information and four times a semester for Internet job searching. Resume workshops are presented four times a semester. All workshops are open all to students and alumni.

COUNSELING - MENTAL HEALTH

The Counseling Center at Hilbert College offers a professional, confidential, safe environment where all concerns of the student are treated with dignity and respect. Using a holistic approach to counseling, the center offers educational encouragement for a healthy mind, body, and spirit. We are here to assist you with your college experience and will offer personal counseling, group support, and/or referrals depending on your needs. No personal conflict or concern is considered too great or too small; and confidentiality is our top priority. There is no charge for these services, whether the student is living on or off campus.

The counseling center is dedicated to serving our population with tools that will enhance a healthy lifestyle and offer a meaningful personal and educational experience here at Hilbert. Seminars and workshops will be available throughout the year and will be advertised in the school newspaper and posted around the campus. A wide range of resource materials concerning mental and physical health related issues are also available to visitors of the center.

Students, faculty, and staff are invited and encouraged to visit the center for all their counseling and wellness needs. We are located in the Campus Center (upper level and front foyer of the Dining Hall). For further information, please call 649-7900 Extension 232.

DINING SERVICES

Hilbert Dining Service is located on the second floor of the Campus Center.

Meal Plan Hours:

Monday - Friday Breakfast 8:00 a.m. -10:30 a.m.

	Lunch	10:30 a.m. -1:45 p.m.
	Dinner	4:30 p.m. -6:30 p.m.
Saturday - Sunday	Brunch	11:00 a.m. -12:30 p.m.
	Dinner	4:00 p.m. -5:30 p.m.
Sunday-Thursday	Late Night	8:00 a.m. -9:30 p.m.

The Dining Hall will be closed each day from 2:00 p.m. to 4:00 p.m.

Hours apply to students on a meal plan. An identification number is issued for each student's identification card at the beginning of each semester. This number must be given at the serving line and is not transferable. Any student allowing another person to use his or her meal plan number may lose all meal privileges. In order to accommodate varying schedules of working students, sport participants, etc., bag lunches are available as long as we receive 24 hour notice.

Hilbert Dining Service offers meals on a cash basis to commuter students, faculty, staff and visitors any time between the hours of 8:00 a.m. and 6:30 p.m. Meals are paid prior to entering the serving line. If the cashier is not immediately available, please contact any one of our staff. Discount coupon books are available.

DINING HALL RULES

Good manners, proper behavior, and respect toward others are expected of those who eat in the dining hall. The following violations are subject to disciplinary action, including suspension of dining hall privileges:

1. Allowing another person to use his or her meal plan number or acquiring extra food or beverages for another person
2. Use of a meal plan number or student identification card that is not one's own
3. Removing food or service ware (glasses, china, silverware) from the dining facility
4. Throwing food, beverages, or other objects
5. Failure to return trays and service ware to the dish room
6. Failure to wear shirt and shoes
7. Smoking
8. Unauthorized use of alcoholic beverages
9. Foul Language
10. Disrespect

Certain foods are allowed to be taken out of the dining hall under the meal plan: fresh fruit, cookies, pastries, and bagels. Please feel free to direct questions or suggestions to Laura Ferrara, Director, or anyone on the Dining Service Team.

FAX SERVICES

In an effort to provide students with pertinent services; student may utilize the fax machine in the Student Life Office at a cost of twenty-five cents per page.

FINANCIAL AID PROGRAMS

Refer to the Hilbert College Catalog.

HEALTH SERVICES

Your physical well-being is at all times the object of careful attention. Students who develop serious illness or sustain injury while on campus are referred to one of the nearby clinics or hospitals. First Aid Kits with standard medical supplies (adhesive bandages, ointment) are available at the following locations:

Bogel Hall - Switchboard Lobby

Franciscan Hall - Student Life Office and Student Lounge

McGrath Library - main entrance
Hafner Recreation Center - main lobby
Campus Center - Student Lounge
Residence Hall - R. A. Office
Maintenance - Director's Office - Campus Safety Office

Student injuries, including athletic injuries that require medical treatment **MUST** be reported to the Student Life Office within 2 days following the accident. It is the student's responsibility to file the accident report **IN PERSON**. Any injury **NOT** reported becomes the financial responsibility of the student.

As a precautionary measure, a current physical examination is required of all resident students before admission to the resident hall, and is also mandated for all students participating in varsity athletics. Further, proof of personal health insurance is necessary for students to take part in intercollegiate athletics.

I.D. CARDS

The Identification Card is issued during orientation to all new students at Hilbert College. Identification cards are validated each year for four years and can be acquired at the Student Life Office in Franciscan Hall. There is no charge for your first card. There is a \$7.00 fee for replacing your I.D. card. The card must be carried by all students while they are on campus; it serves as a means of identification and is needed to borrow books from the Library and to utilize the service of the Fitness Room. The student I.D. card also admits students to social events on the campus and open affairs on other area campuses. In addition, it is proof of students' status and may be used to provide discounts offered at local movies, plays, concerts and other cultural functions.

INTERCOLLEGIATE ATHLETICS

Hilbert welcomes the interest of any full-time student meeting NCAA, ECAC, and institutional eligibility requirements to tryout for any of the eight intercollegiate sports. Hilbert College is a full fledged member in both ECAC, and NCAA, and competes as a Division III member of both organizations. Hilbert offers the following intercollegiate sports: Men's and Women's Basketball (Fall and Spring), Men's and Women's Golf (Fall), Men's and Women's Volleyball (Spring and Fall), Men's and Women's Soccer (Fall), Women's Softball (Spring), Men's Baseball (Spring) and Men's and Women's Cross Country (Fall).

All students/athletes must have an approved written medical release before they are permitted to participate. Date and time of physicals given on campus will be posted. If the student/athletes are unable to attend the on-campus exam, they must make their own arrangements with their personal physician at their own expense. Students who take part in any intercollegiate athletic programs are responsible for all equipment assigned to them. Any equipment lost or damaged must be replaced at the student's expense or grade reports will not be released.

Student/athlete academic and athletic eligibility is determined by the Director of Intercollegiate Athletics. Student/athlete academic progress is monitored by each sport's head and assistant coach.

INTERCOLLEGIATE ATHLETICS DEPARTMENT

Richard Walsh	Athletic Director
Kara Rehbaum	Assistant Athletic Director
Rob de Grandpre	Sports Information/Recruiting Coordinator
Lindsay Peltier	Athletic Facilities Coordinator
Richard Walsh	Head Golf Coach

Rob Gladwell	Head Men's Baseball Coach
Rob deGrandpre	Head Men's Basketball Coach
Rick Couell	Head Men's Soccer Coach
Kara Rehbaum	Head Women's Basketball Coach
James Ruggiero	Head Women's Soccer Coach
Kerry Levett	Head Women's Softball Coach
Mick Kuberka	Head Cross Country Coach
Jim Bartkowski	Trainer / A.T.C. Sports Medicine
TBA	Head Women's Volleyball Coach
TBA	Head Men's Volleyball Coach

INTRAMURAL ATHLETICS

Hilbert College encourages participation in intramural activity, both at the team and individual level. The recreation center's weight room and training equipment are available to Hilbert students during the building's normal operational hours. Programs will be announced via the school newspaper and posters in campus buildings.

MAIL

Mail can be dropped off at in the switchboard area in Bogel Hall; stamps can also be purchased at the postal rate from the switchboard operator.

RESIDENCE LIFE

The focus of Residence Life is to educate the whole student. In addition to providing comfortable accommodations, the residence facilities offer opportunities for social, intellectual, cultural, and personal development. The Residence Life staff is available to promote the welfare of the students, encourage a positive atmosphere for learning within the facilities. All resident students, guests and their parents are expected to abide by any and all policies as stated in the Student Handbook, Residence Life Handbook, and the Residence Life Contract. For further information, call 649-7900 ext. 362, or visit the Residence Director's Office which is located in the Campus Center, Lower Level.

RESIDENCE APARTMENT INFORMATION

The Hilbert College Apartments are two-story buildings which can accommodate 17 students each in four apartments. Three apartments in each building house four students and one houses five students. Each apartment has two bathrooms. Each student has their own bedroom and shares a common area with the other students in their apartment. Students are responsible for cleaning their apartment throughout the year.

Apartments are carpeted (carpet color varies). Rooms have overhead lighting. All bedrooms have cable access, a phone jack (students must contact phone company to activate service) and internet access (wireless and hard-wire). Apartments are air conditioned. Mail is delivered to the apartment daily, and each apartment has its own mailbox. Vacuum cleaners, toilet paper, and light bulbs are available from the hall office. There is no summer housing or summer storage at this time.

RESIDENCE HALL INFORMATION

The Hilbert College Residence Hall is a two-story building with 46 student rooms which can accommodate 96 students. Forty-four of these rooms are double rooms which normally accommodate two students each, while two rooms are "quads" which can accommodate four students each. Rooms open off a main corridor in traditional dormitory style, and each two rooms share one bathroom. Students are responsible for cleaning their own room and bathroom throughout the academic year.

Each room in the residence hall is carpeted (carpet color varies). Rooms have overhead

lighting, cable access, two phone jacks (students must contact phone company to activate service) and wireless internet access. Residence hall rooms are **not** air conditioned. Mail is delivered to the residence hall daily, and each room has its own mailbox. Vacuum cleaners, toilet paper, and light bulbs are available from the hall office.

S.G.A. EMERGENCY LOAN FUND

The Hilbert College S.G.A. has established a loan fund to provide funding for emergencies. The maximum amount of money that can be borrowed is \$20.00. There will be a \$5.00 late fee for borrowed money repaid after 21 days and a \$10.00 administrative fee if the loan is defaulted to the Finance Office. An affidavit has to be signed in the Student Life Office by any student who borrows money to ensure the money will be paid back. The borrowed money should be repaid in 14 days. This service is available to full-time students only.

STUDENT ACTIVITIES

The Office of Student Activities is responsible for scheduling extra-curricular activities for students on and off campus. The programs enhance the social, educational, and cultural experiences for students at Hilbert College. The Student Activities office works directly with the Student Government Association and the Campus Activities Advisory Board at Hilbert College. The office also assists all student organizations on campus, as well as coordinating Orientation. Some of the events planned by the office include concerts, comedians, hypnotists, and speakers brought right on campus for the students to enjoy. In addition, trips off campus for such events as hockey games, movie nights, football games and bowling nights allow our students the opportunity to get away from campus and enjoy events in surrounding communities. Larger events, like Family Weekend, Fall Fest, and Quad Party, are exciting events that students look forward to each year. Events sponsored by Student Activities are planned by the Director and the Campus Activities Advisory Board (CAAB). Members are always needed, and ideas and input are appreciated. Full and part-time students interested in serving should stop by the student activities office in the lower level campus center or call 649-7900 x335

TRANSFER ADVISEMENT

The Career Development Center provides transfer advisement to students who plan to transfer to another four-year college or graduate school. SIGI PLUS is available to students to investigate the various academic offerings at a variety of transfer institutions. Responsibility for planning while at Hilbert rests entirely with the student. Students may use catalogs and a computer-assisted program to acquaint themselves with transfer colleges, basic requirements for the major field of concentration, and the requirements of that college. Applications to most area transfer colleges and graduate schools, including the SUNY system, can be obtained from the Career Resource Lab.

Graduate School Workshops: Presented throughout the Fall and Spring semesters to familiarize the prospective graduate student with graduate admission tests such as GRE, GMAT, and LSAT. Test applications, financial aid opportunities, and graduate catalogs are available in the Career Resource Lab.

POLICY

ABSENCE - RELIGIOUS OBLIGATION

Hilbert College will accept the responsibility of making available to each student who is absent from school because of his or her religious obligations and practices an equivalent opportunity to make up any examination, study or requirements which may have been missed because of such absence on any particular day or days.

ACADEMIC STANDING, POLICIES, AND WITHDRAWAL

Refer to the Hilbert College Catalog.

Consistent with Hilbert College's goal of high quality teaching, students are asked to complete a "Student Evaluation of Faculty" questionnaire at the end of each semester. Your feedback, given in confidentiality and with anonymity, provides the Instructor with valuable suggestions and insights as a student in the course.

ANTI-HARASSMENT

Hilbert College is committed to providing an environment for work and study free from harassment. Accordingly, harassment of faculty, staff or students of the College, or retaliation against individuals who exercise their rights under this policy, will not be tolerated.

The College recognizes and responds to its obligation to educate its faculty, staff, and students with regard to respect for the rights of individuals. As an educational institution with a long standing Franciscan tradition, the College neither condones nor tolerates any verbal or physical conduct which would constitute harassment of any member of the College community including guests or other third parties.

Prohibited Forms of Harassment

Harassment is conduct which makes fun of, belittles or shows hostility or dislike to an individual because of his/her race, color, religion, creed, age, gender, disability (or perceived disability), sexual orientation, marital status, veteran status, national origin, or ancestry, or any other basis protected by applicable law, and which:

- Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment
- Has the purpose or effect of unreasonably interfering with another individual's work or academic performance
- Otherwise adversely affects an individual's employment opportunities or academic achievement

Harassing conduct includes, but is not limited to:

- Epithets
- Slurs
- Negative stereotyping
- Degrading comments
- Threatening, intimidating or hostile acts (even if claimed to be "jokes" or "pranks) which relate to race, color, religion, creed, age, gender, disability (or perceived disability), sexual orientation, marital status, veteran status, national origin, or ancestry.
- Written or graphic material (including, but not limited to computer images) which makes fun of, belittles or shows hostility or dislike toward an individual or group because of race, color, religion, creed, age, gender, disability (or perceived disability), sexual orientation, marital status, veteran status, national origin, or ancestry

Any harassment of faculty, staff or students is a violation of this policy and is prohibited and will not be tolerated.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment

Sexual harassing behavior includes, but is not limited to:

- Insulting or degrading sexual remarks, jokes, innuendoes or other sexually oriented conduct
- Subtle pressure for dates or sexual activity
- Threats, demands or suggestions that an individual's work or academic status depends in any way upon tolerating or accepting sexual advances or sexually oriented conduct.

Retaliation

Retaliation against an individual for exercising his/her rights under this policy is strictly prohibited and will not be tolerated. This would include retaliation against an individual for inquiring about his/her rights, making an honest complaint of a violation, or for truthfully assisting in a complaint investigation.

Reporting

Investigation of allegations should be conducted by an Anti-Harassment Officer in consultation with the Director of Human Resources and other appropriate administrative officer(s). The investigation will be conducted in an expeditious and confidential manner, but consistent with the principles of due process and fairness as follows:

- Such situations must be reported immediately
- The complaint must be reduced to writing with sufficient specificity
- The right to confidentiality of all parties involved in a harassment complaint shall be strictly adhered to in as much as it does not interfere with the College's legal obligation to investigate allegations of harassment when brought to the College's attention, and to take corrective action

Due to the private nature of most complaints, the College encourages individuals who feel they have been harassed to clearly and promptly notify the offender that their behavior is unwelcome. If the individual is not comfortable with that approach, he/she may choose to seek resolution through the informal or formal procedure.

Informal Procedure

In appropriate circumstances, and with the approval of both the complainant and the alleged harasser, the Anti-Harassment Officer may attempt informal methods in an effort to resolve the alleged complaint without the need for additional proceedings. These

methods would be handled in a non-threatening manner. Pursuing informal resolution is voluntary and access to a formal investigation is available at all times to the complainant.

Formal Procedure

In instances where formal methods are warranted and/or requested by the complainant, the following procedure will be followed:

- Investigation of a complaint will normally include interviewing all parties and witnesses who shall be protected from retaliation for their assistance in the investigation
- After an impartial investigation, if a complaint is found to be valid, appropriate corrective action will be taken against the offender, up to and including termination
- A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to corrective action, up to and including termination

If a valid complaint is made against a student or a student has made a false complaint, the judicial procedures in the Student handbook will be followed.

AREAS OFF LIMITS

The Convent grounds and Immaculata Academy are off limits to Hilbert students. Boating, fishing, and skating on the pond are prohibited.

HILBERT COLLEGE BIAS-RELATED CRIME POLICY

Prepared in compliance with the New York State Education Law (Section 6334).

Hilbert College promotes the personal safety of our entire academic community through awareness and respect for others. The information in this report is available to all incoming and current students, as well as employees. It is made available to prospective students and employees upon request.

Applicable Laws, Ordinances, and Regulations:

A hate crime, also known as a bias-related crime, is a criminal offense committed against a person, property, or society which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

According to the Hate Crimes Act of 2000 (article 485), a person commits a hate crime when he or she commits a specified offense and either: (a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of the defendant, the victim or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence.

Criminal Penalties:

When a person is convicted of a hate crime and the specified offense is a violent felony offense, the hate crime shall be deemed a violent felony offense. When a person is

convicted of a hate crime and the specified offense is a misdemeanor or a class C, D or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant's conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.

When a person is convicted of a hate crime and the specified offense is a class B felony:

- (a) the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of this chapter;
- (b) the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of this chapter;
- (c) the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of this chapter;
- (d) the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of this chapter; and
- (e) the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of this chapter.

When a person is convicted of a hate crime and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.

Hilbert College Sanctions:

Where there is a probable cause to believe that such violations have occurred, the College will pursue strong disciplinary action through its own channels, in accordance with the procedure outlined in the Student Handbook. This discipline includes the possibility of suspension or dismissal from the college.

Victims of bias-related crimes have the right and the opportunity to bring charges under the Student Code of Rights and Responsibilities by contacting the Assistant Vice President for Student Life. Judicial proceedings will follow the format explained in the Student Handbook.

It is important to note that both the accuser and the accused are entitled to have others present during disciplinary proceedings. Both the accuser and the accused will be informed of the outcome of any campus disciplinary proceedings.

Hilbert College will make every reasonable attempt to help any student who is a victim of an alleged bias-related crime to change his or her academic or resident situations, if so requested.

The victim can bring a complaint either through the College judicial system or in criminal courts, or in both. Students are encouraged to speak with the Vice President for Student Life, the Director of Counseling, or a Safety Officer to discuss various legal courses open to them.

College Procedures:

When a bias-related crime is reported, the Student Life Office will assemble a response team to include the Assistant Vice President for Student Life, the Director of Judicial Affairs, and representatives of other offices such as Counseling Services, Campus Safety, and Public Relations.

In the event of a physical confrontation or bias-related vandalism, Campus Safety should be contacted immediately. Campus Safety will act to provide support to the victim, arrange for immediate care if required, prepare the appropriate reports, notify local law enforcement, and notify the Vice President for Student Life who will coordinate the College's response plan.

In the event of bias-related graffiti, mail, posters, or flyers, the Vice President for Student Life will contact Campus Safety who will take photographs of the material as part of the investigative process. Campus Safety will then contact Maintenance for immediate removal of the material.

The Campus Safety and Security Committee, which is comprised of students, faculty, and administrative staff, is charged with the responsibility for reviewing and drafting appropriate policies in the area of personal safety, including bias-related crimes.

Counseling and Support Services:

Counseling is available to victims of bias-related incidents through the Counseling Center, located in Franciscan Hall. This service is free and confidential. The Student Life Office can also serve as a resource and referral agent to students in the event of a bias-related incident.

Common Circumstances Related to Bias-Related Crime on College Campuses:

A common goal of colleges and universities is to bring together students from all types of cultural backgrounds and to provide an environment in which they might live with and learn from one another. As a result, students enter college with diverse backgrounds, experiences, and characteristics, and interact with one another, often for the first time, within the college environment. This can lead to discomfort, distrust, and even hostility. This most commonly manifests itself in the form of name calling, stereotyping, graffiti or other vandalism, or physical assault.

College Programming:

The opportunities for intellectual, social, cultural, and spiritual growth encourage all members of the Hilbert College community to develop a respectful attitude toward learning, a reverence toward persons and things, and a desire to fashion their lives and their communities for the better. Toward this end, discussions, courses, workshops, and programs throughout the academic year address the topic of multiculturalism. Through these events and presentations the College works to eliminate bias-related incidents; however, should an incident occur, assistance and cooperation of witnesses is needed to ensure that proper action is taken.

Reporting A Bias-Related Crime:

Students are encouraged to immediately report all types of bias-related incidents precipitated by intolerant behaviors. In the case of physical confrontation, assault, threat, or injury, resulting from a bias-related crime, contact Campus Safety immediately. For all other bias-related incidents, contact the Student Life Office.

Upon receiving a complaint, the Student Life Office will assume responsibility for the reported incident. The Student Life Office will collaborate with Campus Safety in determining whom to call and identifying what additional procedures, if any, are needed. The Student Life Office will notify other College constituencies, such as Public Relations, when appropriate.

Should a student witness a bias-related incident, he/she may provide a valuable resource to the College in reconstructing the incident so that an appropriate response can be made. His/her willingness to step forward and assist the College can be invaluable. After reporting an incident a witness should record his/her observations of what occurred and what precipitated the incident and attempt to identify as many participants in the incident as possible.

Information on Security Procedures:

The campus community is advised and updated on safety and security through the publication of the Annual Security Report, which focuses on crime awareness and personal safety. The report is mailed to all students and made available on the Hilbert College website.

Notification is also made to the campus community, as appropriate, on specific threats to campus safety through campus media, publications, posters, and other methods.

RESPONDING TO BIAS-RELATED INCIDENTS

If you observe or are confronted with what you feel might be a “bias-related incident” take action. Contact the College staff listed below to review the situation and develop a positive strategy for response to the problem.

James P. Sturm - Vice President for Student Life, ext. 231

Phyllis Dewey - Director of Counseling, ext. 232.

BULLETIN BOARDS

Bulletin Boards are designated for on-campus use by student government, various clubs and academic departments. Off-campus postings should be cleared through the Student Life Office before being placed on bulletin boards. Signs and posters must be placed on appropriate bulletin boards and tile walls only. *They must not be placed on glass or painted walls!*

CAMPUS SEX CRIMES PREVENTION ACT

In accordance with federal law, as of October 1, 2003 Hilbert College maintains a registry of sex offenders living or working on campus which is available to students, faculty, and staff. The registry is located in the Office of Campus Safety.

CAMPUS-WIDE EVENTS

1. Only recognized organizations may sponsor campus-wide social events.
2. The event organizers should check the potential event date with the Office of Student Life to ensure that it will not conflict with other campus events.
3. Event organizers must then complete a facilities reservation form at Business Office, at least two weeks in advance of the event date.
4. Once the facilities are reserved, the sponsoring organization should submit the event to the Office of Student Life for the master calendar.
5. If alcohol is to be served, the following guidelines must be observed:
 - a. An alcohol permit must be obtained from the Office of Student Life and completed, with all necessary signatures;
 - b. If alcohol is to be sold, a license must be obtained at the organization’s expense from the New York State Liquor Authority;
 - c. Only a designated vendor may sell beer, wine, or wine coolers at campus-wide events. The permission of the President and/or Board of Trustees is required for any other type of liquor to be sold.
 - d. Students and guests must be appropriately identified by age.
 - e. Open containers may not leave designated areas.

COMPUTER USE

Hilbert College Computer Use Policy

I. Guiding Principles

Hilbert College’s computing and network resources are to be used for College-related research, instruction, learning, and administrative activities. Unlawful or inappropriate use of these resources can be grounds for disciplinary action, legal action, or academic dismissal. The College expects faculty, staff, and students to use electronic resources in a lawful and responsible manner.

II. Conditions

Section 1. Hilbert College computer users shall use the college’s computer and network facilities in a responsible manner consistent with the goals of the College.

- Hilbert College computer users shall use computer and network facilities in a manner consistent with all applicable Hilbert College handbooks and policies.
- Computer users are subject to all applicable federal, state, and local laws.
- Computer users who access external networks from Hilbert College will comply with the appropriate guidelines for use of those networks. Any personal use of Hilbert College computer and network services by Hilbert College employees shall not interfere with their official responsibilities and shall not violate any Hilbert College practice or policy.
- Use of Hilbert computing facilities for commercial, for-profit activities or for viewing or exchanging pornography is prohibited.
- Computer users shall not develop or intentionally spread viruses while using the Hilbert College computing facilities.
- Computer users shall not damage software or the computer hardware.
- Computer users shall not excessively waste paper.
- The College's network is a shared resource. Excessive or improper use of network resources that inhibit or interfere with the normal functioning of the network is strictly prohibited.

Section 2. Computer users shall access Hilbert computing facilities only with an authorized username and password.

- Hilbert College computer users shall not send electronic mail messages, print files on shared printers, or access off-campus computing facilities without being properly "logged in" with an authorized username assigned by the Hilbert College Information Services Department.
- Computer users should protect their passwords and not share their usernames and passwords with others.
- Computer users should also make sure that they are properly "logged out" of the computer when finished.
- Forgery, attempted forgery, spamming, or spoofing of electronic mail is prohibited.
- Computer users shall not falsify their network identity.

Section 3. Computer users shall respect the privacy of others.

- Computer users shall not intentionally read the information in anyone else's computer file(s), make copies of anyone else's computer file(s), write information back to anyone else's computer file(s), or engage in unauthorized transfer of file(s).
- Computer users shall not seek anyone else's passwords or modify anyone else's passwords.
- Hilbert College computer users shall not use electronic mail, Internet chat, or similar technologies as a means to harass, threaten, or send "hate mail" to others.

Section 4. Computer users shall respect the integrity of Hilbert College computing systems.

- The sharing of data on hard drives, or the operation of computer servers, gateways, hubs, switches, and routers by anyone other than authorized Hilbert College staff or faculty is strictly prohibited.
- Attempted to break-in to Hilbert College servers, attempts to gain access to Hilbert data, or de-facing of web pages is strictly prohibited.
- The use of "hacking tools" in an attempt to gain access to Hilbert's data is strictly prohibited.
- Computer users shall not send chain letters through electronic mail or spam e-mail.

- Hilbert College reserves the right to record and review any computer or network data for purposes of evaluating network performance, maintaining the College's computing environment, and the legal protection of the College.

Section 5. Computer users shall respect the legal protection provided by copyright and use licenses.

- Computer users shall not make copies of licensed Hilbert College computer programs to avoid paying appropriate license fees.
- Users shall respect all copyrights while using the Hilbert College network, Hilbert's software, and the Internet. This extends to the legal copyrights of music, video, or other materials that can be downloaded through the Internet.

Section 6. Expected Behavior in Hilbert College Computer Labs During Class.

- As a courtesy to fellow Computer Users and the instructor, Computer Users should avoid browsing the Internet, instant messaging, and other computer use that may prove disruptive to the instructor's presentations.
- The viewing of offensive or disruptive material during class is prohibited.

III. Additional conditions for resident computer users

Users of the Hilbert College Residence Hall Network are subject to the following conditions:

Hilbert College provides two computing environments within the Residence Facilities.

- **ResNet Wireless Network** – Internet Access for residents via the Hilbert ResNet Network for a nominal licensing fee. (See ResNet Application below)
- **Student Computer Lab** – A computer lab for residents is located in the Residence Hall. In addition to Internet access, this lab provides access to the Hilbert Intranet and various specialized computer applications used in the classroom.

RESNET Users:

- Only computers and wireless network adapters that have been registered with the Hilbert College Information Services Department may be used access the ResNet Wireless network. (See ResNet Application below)
- Computer Users may only access the network with a valid username and password.
- Computer Users may not use hubs, routers, wireless access points, or similar signal splitting devices to share ResNet services with unauthorized users. Connection to unauthorized network jacks or splicing of any kind is prohibited.
- Since the wireless network is designed to be a "shared" medium, computer users should exercise discretion when downloading large files from the Internet. Your actions affect your neighbors, and ultimately yourself.
- The Hilbert College Information Services Department shall have the sole authority to assign host names, network addresses, usernames, and passwords for computers attached to ResNet. Thus, users may not manually configure their computers to use network settings or network adapter cards other than the settings authorized.
- Hilbert College reserves the right to immediately disconnect any computer that is suspected of sending disruptive traffic to the network or causing problems on the network. This includes problems caused by defective cables, Ethernet cards, or other hardware/software problems. It will be the student's responsibility to correct any such problem before the computer will be allowed back on the ResNet network.

IV. Privacy Not Guaranteed on College Network

Information stored on the computer is normally treated by Information Technology Services as confidential and private. Nevertheless, computer users should be aware that privacy cannot be guaranteed in the case of legal or disciplinary proceedings. Computer

users should be aware that information may appear on system backups, and even the deletion of messages or files may not eliminate information from the system. Claims of copyright infringement will result in removal of offending materials from Hilbert College computer systems under the Digital Millennium Copyright Act (DMCA). Where it appears that the integrity, security or functionality of the College's computer or network resources are at risk or in instances of abuse of College policies, standards, or local, state or federal laws, Hilbert College reserves the right to take whatever actions it deems necessary (including, but not limited to monitoring activity and viewing files) to investigate and resolve the situation. In such instances, a written report of the findings will be forwarded to the appropriate College officials. In order to assure continuity for academic and administrative departments, similar procedures may be used after an employee is separated from Hilbert or is no longer able to perform the required duties.

RESNET USER INFORMATION

Resident Students:

Hilbert College provides Internet via Wireless & Hard Line ResNet. To be connected, resident students are required to:

- Have a Hard Line or Wireless Adapter Card. For Hard Line 10/100 NIC Card, and for Wireless, 802.11G compliant card will work, but the card must be capable of WEP 128 bit encryption. The College Bookstore carries approved wireless cards for desktop and laptop computers.
- Have **Window XP Pro** installed on your machine.
- Purchase a one year license for "Norton Antivirus Corporate Edition 9.0 for Desktops" License **ONLY** available at the College Bookstore.
- Hilbert Information Services will contact you with your access information.

Off-Campus Students:

Hilbert College provides Internet via Wireless ResNet **IN THE LIBRARY ONLY**. To be connected, off-campus students are required to:

- Have a Wireless 802.11G compliant card capable of WEP 128 bit encryption. The College Bookstore carries approved wireless cards for desktop and laptop computers.
- Purchase a one year license for "Norton Antivirus Corporate Edition 9.0 for Desktops" License **ONLY** available at the College Bookstore.

CONSENSUAL RELATIONSHIPS

Hilbert College acknowledges its responsibility to provide clear direction to the College community about the professional risks associated with consensual romantic and/or sexual relationships in which a definite power differential between the parties exist. Therefore, the College actively discourages all consensual relationships between faculty and student, supervisor and employee, and staff person and student in cases where the staff person can exert authority because the relationship may pose a conflict of interest and the difference in power can give rise to the appearance of impropriety.

If a consensual relationship does exist, it is required that the participants in such a relationship act immediately to remove the conflict of interest. In addition, the person in the more powerful position in such a relationship is required to report it to their supervisor or one of the Anti-Harassment Officers.

CRIME STATISTICS

Campus Crime statistics are available at the following web address:

<http://www.hilbert.edu/StudentLife/CampusSafety/stats.asp>

The Hilbert College Campus Safety Committee will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information is sent to all students annually, and is available in the Student Life Office. You may request this information by calling (716) 649-7900, extension 230.

Additional Information on crime statistics and reporting may be obtained from the United States Department of Education website: <http://www.ope.ed.gov/security/>

DISRUPTIVE STUDENT BEHAVIOR IN THE CLASSROOM

Preamble

This policy is intended to help assure each student and course instructor at Hilbert College that the classroom environment is supportive of teaching and learning by providing procedures for dealing with the problem of the student who is perceived to be disruptive in the classroom. This policy is also intended to provide due process in the treatment of the student who is involved in an incident of disruptive behavior in the classroom. Should any provision of the policy appear to be in conflict with existing legal statutes or administrative regulations or should the policy be silent on an issue, those statutes and regulations shall govern.

Definition

A disruptive student is a student who engages in behavior in the classroom that interferes with the process of teaching and learning. (e.g. repeated talking, laughing, sleeping/snoring, cracking gum, etc.)

Procedure For Dealing With Incidents Of Disruptive Behavior

- A. Any student whose classroom behavior is judged by the instructor to be disruptive shall be informed by the instructor that his/her actions are disruptive. (Specific expectations of classroom behavior(s) may be noted in the syllabus of faculty.) This explanation and request may take place in the classroom at the time of the behavior or at another time and place deemed appropriate by the instructor (e.g. during office hours).
- B. A student may be dismissed by the instructor from any class period in which disruptive behavior persists following the instructor's request that it cease. The instructor shall then explain how the behavior disrupts the teaching/learning process, inform the student that if the behavior continues it will be reported in writing to the Judicial Advisor and request that the student cease the behavior. Attendance at subsequent class periods is allowed unless the disruptive behavior continues. If the student refuses a request by the instructor to leave the classroom following persistent disruptive behavior, Campus Safety should be called.
- C. If at any time, the instructor believes the student poses a physical threat to him/her or to other students, Campus Safety should be called immediately.
- D. If a student's disruptive behavior continues following the request that it cease, the instructor shall refer the case to the Judicial Advisor for handling. The Judicial Advisor will deal with the case according to established student discipline procedures and sanctions. Disenrollment from the class is a discipline sanction that may be used, as determined by the Vice President for Academic Affairs.
- E. A student involved in an incident of disruptive behavior who believes he/she has been improperly treated may seek relief through established Hilbert student grievance procedures.

DRUG FREE SCHOOL PROGRAM

A. College Drug and Alcohol Policy

As part of its mission and objectives, Hilbert College is committed to providing all

students, faculty, and staff with a safe, healthful and pleasant environment in which to study and work. Part of this commitment is that the College will be completely free from the presence and adverse effects of illegal drugs and unauthorized use of alcohol.

This Program was developed to accomplish the above objective and to comply with the College's legal obligation. The Higher Education Amendment of the Drug-Free Schools and Communities Act of 1989 require that all institutions of higher education prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Similarly, the Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants to maintain a drug-free environment. The above laws require that Hilbert College adopt and implement certain mandatory rules of conduct, and strictly enforce these rules by disciplinary measures.

Each student, faculty, and staff member is personally responsible to ensure his or her compliance with all rules, procedures and other requirements that are mandated by the College. The Rules of Conduct and the Student Alcohol and Drug Policy contained in this program are no different in this regard. If any student, faculty, or staff member has a problem with drug or alcohol dependency which could lead to a violation of the Rules of Conduct and result in disciplinary action, he or she must do what is necessary to see that a violation does not occur. If professional treatment or other outside assistance is needed to help resolve the dependency problem, it is the responsibility of the student, faculty, or staff member to obtain such assistance and work toward a successful resolution of the problem. The Counseling Office is available to provide information and confidential, professional referrals to students who conscientiously request such assistance. The Employee Assistance Program is available to members of the faculty and staff who require assistance. If assistance is desired or questions arise concerning any drug or alcohol related matter, contact should be made with the Director of Counseling. Inquiries will be kept confidential.

B. Rules of Conduct and Discipline for Alcohol & Drugs - Students

The following Rules of Conduct constitute conditions of enrollment with the College. All students agree to abide by these rules, and any violations of these rules will be dealt with by whatever disciplinary measures the College deems appropriate, as described below.

1. The unlawful manufacture, distribution, selling, intending to sell, dispensing, possession or use of a controlled substance or illegal drug on College property or as part of any College activity is prohibited.
2. Possession or consumption of beer, wine, liquor or any other form of alcohol on College property unless in accordance with policies pertaining to parties, campus wide events, and residence facilities as stated below. (The rule applies to all students and includes any bottle, can, mug, or any other container used to transport alcohol).
3. Unlawful possession or use of controlled substance or illegal drug.
4. Providing a controlled substance or illegal drug to another person.
5. Possession of paraphernalia for illegal drug production or use.
6. The unlawful or unauthorized consumption of alcoholic beverages on College property or as part of any College activity is prohibited.
7. Public intoxication or drunk and disorderly conduct are prohibited.
8. Giving or selling alcoholic beverages to anyone under the age of 21
9. Giving or selling alcoholic beverages to anyone who is intoxicated.
10. Driving under the influence of any substance while on campus.
11. Violation of federal, state, and local ordinances with respect to possession, purchase, transport, and use of alcohol, controlled substances or illegal drugs.
12. Regulations specifically concerning consumption of alcoholic beverages in residence

facilities:

- a. The consumption of alcohol in residence facilities will be subject to all state and federal laws governing the consumption of alcohol as well as any and all regulations mandated by Hilbert College regarding the use of alcohol.
- b. No student or guest under the age of 21 should have full or empty beer, wine, or any other alcohol bottles or cans in his/her possession. Residents of legal drinking age will be permitted to consume alcohol ONLY in 21+ student bedrooms or apartments. Alcohol is not permitted to be served while underage people are present in 21+ rooms or apartments. It is considered a violation of our policy if alcohol is consumed by any student or guest, no matter their age, outside of these designated 21+ areas unless at a sanctioned event compliant with the Policy Regarding Alcohol at Campus Events.
- c. Alcohol will not be permitted in any common area including lobbies, lounges, laundry rooms, or hallways.
- d. The amount of alcohol allowed for residents 21 years of age or older for personal consumption in a 24-hour period should not exceed 12 cans of beer, 1 liter of wine, 4 wine coolers or malt beverages or other commercially marketed beverages of similar nature per within a 24 hour period. Apartments units with residents 21 years of age or older should not exceed 24 cans of beer, 2 liters of wine, 8 wine coolers or malt beverages or other commercially marketed beverages of similar nature within a 24 hour period. Empty containers must be properly disposed of daily.
- e. No hard alcohol, beer kegs, and/or beer balls are allowed in any of the residence facilities. Liquor bottles, full or empty, are not allowed in residence facilities. Open containers are not allowed outside student rooms.
- f. Resident students are permitted to have a maximum of 6 people in a room or 10 in an apartment at any given time, including themselves.
- g. Resident students are responsible for the behavior of their guests and the rules and regulations of the Alcohol and Drug Policy. Resident students are responsible for any damage caused by their guests to their rooms and/or residence facilities. Such guests must follow the rules and regulations of the Alcohol and Drug Policy.
- h. Students assume responsibility for their behavior regarding use of alcohol in residence facilities. Students, who are in an intoxicated state and if it is deemed necessary to have an ambulance called, will be responsible to pay the full cost associated with the EMS services provided.

The foregoing rules are not exclusive and the College will enforce any other common sense rule or practice that is consistent with the policy expressed in this program.

C. Disciplinary Sanctions and Legal Penalties for Alcohol & Drugs

Hilbert College will impose disciplinary sanctions on students for violations of the Rules of Conduct established by this Program. The College, in its sole discretion, will determine whether a violation has occurred and what the appropriate disciplinary measure will be. Disciplinary sanctions will include, among others, the following:

1. Mandated alcohol and/or drug education workshop
2. Mandated appointment with the college counselor for alcohol assessment/participation in substance abuse group which may be held on or off campus*
3. Suspension from participating in college activities or functions
4. Suspension from classes
5. Community service

6. College probation, suspension, or dismissal
7. Monetary fines
8. Referral to the proper legal authorities for possible prosecution
9. The college reserves the right of family notification in cases where it is deemed appropriate and beneficial to the student.
10. Suspension of on-campus vehicle privileges.

*Students may be held responsible for any fees, charges and transportation associated with these programs.

For students, you may receive some or all of the sanctions listed for an alcohol offense:

- a. First offense - disciplinary probation for one year, parental notification, mandated alcohol education program (see description below), suspension from participating in activities or functions, a monetary fine, and/or community service
- b. Second offense - deferred suspension from the residences and/or the college for one week up to one year, substance abuse counseling, parental notification, suspension from participating in activities or functions, a monetary fine, and/or community service
- c. Third offense - suspension from the residences and/or college for one year or longer and parental notification. The student will be held responsible for the full cost of the residence hall for the remainder of the semester.
 - The Alcohol education program is called “We Care” and lasts for 2-3 hours and is generally held on a Saturday. If the violator fails to attend this mandated program, further sanctions can be incurred. Fines collected for alcohol/drug violations will be used for counseling and alcohol/drug education programs.

In addition to the disciplinary sanctions that the College will impose on violators of its Rules of Conduct, students should also be aware of the applicable legal sanctions under state and federal law for the unlawful sale or possession or use of illicit drugs and alcohol.

D. Rules of Conduct and Discipline - Employees

Hilbert College expects and demands a drug-free workplace and strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employee while on duty. Employees in violation of this policy will face serious penalties including possible immediate discharge and/or mandatory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

E. Physical Effects Of Drugs And Alcohol

All students are encouraged to learn more about the problems of drugs and alcohol including the serious threat these substances pose to health and safety, how to spot the signs of dependency and abuse, and ways of dealing with dependency and abuse. Hopefully, an awareness of these harmful side effects will discourage use of alcohol and drugs and will also help in identifying others who may be users in order that assistance can be offered and obtained.

F. Assistance to Students

Any student, or recovering, student who would like to discuss an alcohol or drug related problem may contact the Director of Counseling. Your discussion will be kept confidential. In addition, any student desiring professional treatment or outside assistance to help resolve a dependency problem may contact any related community organization.

G. Policy Regarding Alcohol at Campus Events

The following outlines the “policy”/procedures for the “serving” of alcohol at “controlled” events on the Hilbert College campus. A “controlled” event is defined as one sponsored by a specific group of faculty/staff for a predetermined amount of time with a predetermined, and self-provided, amount of beer and/or wine. These events must have an approved “party permit” from the Office of Student Life.

In accord with this definition, “serving” will mean the storing of the beer/wine in the food service cooler for up to 24 hours prior to the event and the providing of glasses, ice, and “service/storage” device (e.g., bowl, etc.). The members of the group will, unless otherwise requested, bear total responsibility for the dispensing of the beer/wine among themselves.

A party is defined as a social gathering of 6 or more persons with alcoholic beverages present. An individual or organization wishing to host a party must register the event with the Student Life Office one week prior to the event.

Any event on campus which includes alcohol is subject to the following guidelines:

1. The individual or organization representative registering the party must complete the Party Registration form and have it approved by the appropriate official in the Student Life Office by the end of office hours one week prior to the event.
2. A \$50.00 damage/clean-up deposit payable to the Student Life Office will be required. This deposit is fully refundable provided there are no problems in connection with the party and the area is restored to normal condition.
3. Publicity and advertising for approved events shall avoid any reference (either written or illustrated) to alcoholic beverages or alcohol consumption.
4. The individual(s) or organization(s) registering the party may not sell alcoholic beverages.
5. The individual(s) or organization(s) registering the party is responsible for enforcing all College policies and applicable laws.
6. Adequate amounts of non-alcoholic beverages and food must be prominently available and equally accessible throughout the duration of the event.
7. Visibly intoxicated persons may not be served.
8. Hilbert College Food Service and/or their agents will serve as monitors of identification and servers of alcoholic beverages. No persons other than Hilbert College Food Services and/or their agents will serve in these capacities.
9. Open containers may not leave the designated party area.
10. Visitors to Hilbert College are obligated to follow the rules and regulations of the Alcohol and Drug Policy. Violators may be expelled from Hilbert College property.
11. The number of persons at an event shall not exceed the capacity of the designated area.
12. All parties must have an established ending time to be determined by the Office of Student Life or the applicable state or local law.
13. All trash must be removed from the designated area and adjoining areas, and the area must be restored to its normal condition.
14. In the event damage is done by a guest of those responsible for the party in the designated area or any other area of the campus including the grounds, the responsible party agrees to accept complete financial responsibility.
15. All guests must be properly identified as to age and alcoholic beverages will only be served to those persons appropriately identified and of legal age.
16. In the event that Hilbert College personnel deem that it is necessary to provide

additional Hilbert College Campus Safety officers to assist with the event, the individual(s) or organization sponsoring the event will be responsible for this cost.

This policy is in furtherance of the College's policy to provide a campus and workplace free of illicit drugs and unauthorized alcohol. It is also designed to comply with applicable laws. This program may be changed or amended as the College deems appropriate or to comply with any changes in applicable laws.

Note: If alcohol is to be made available for purchase at any event held on Hilbert College, a temporary beer and wine permit must be issued by the New York State Liquor Authority. Applications for the permit are available in the Office of the Vice President for Student Life and require at least 15 business days for processing. There is a charge for this permit which must be paid by the club/organization sponsoring the event.

EMERGENCY ANNOUNCEMENTS

Because colleges do not transport students, they remain open when school districts close. It then becomes a personal decision to attend classes if the college remains open under conditions you consider too hazardous for travel.

There are also occasions when only the day or the evening class session may be canceled when the other is not. You are advised to stay tuned to radio stations for an up-to-date report.

When classes and other college activities have to be canceled because of severe weather conditions, an announcement is made on the college website and on the following am/fm radio and TV stations:

B 92.9 FM	WBLK 93.7 FM	WJYE 96.1 FM
WYRK 106.5 FM	WECK 1230 AM	WBEN 930 AM
WGR 550 AM	WTSS 102.5 FM	WKSE 98.5 FM
WGRZ – TV CHANNEL 2	WIVB – TV CHANNEL 4	WKBW – TV CHANNEL 7

FIRE ALARM

The New York State Fire Code requires that buildings must be completely evacuated when a fire alarm sounds. Calls for assistance should be made immediately to Campus Safety and/or Residence Life staff by any person who discovers or suspects a fire. Students should make sure they are familiar with residence hall exits and strictly follow fire evacuation procedures. Failure to cooperate with staff in evacuating a building subjects a student to disciplinary actions. Residence hall staff may check student rooms for compliance with evacuation procedures. Any student who needs special assistance should make prior arrangements with his/her R.A.

FIRE FIGHTING EQUIPMENT

Tampering with fire alarms and fire prevention, fire detection, and fire fighting equipment is a violation of both the New York State Fire and Penal Code and is considered a major conduct violation. Fire alarms and fire fighting equipment including (but not limited to) fire extinguishers, fire doors, heat and smoke detectors are for the protection of residents. Any tampering with or misuse of fire equipment is punishable by College and/or court action. Residents and/or their guests who tamper with or misuse fire fighting or fire detection equipment in the residence halls will face serious disciplinary action.

HEALTH INSURANCE

All students are encouraged to carry medical/health insurance; student athletes and resident students are required to show proof of personal medical/health insurance. Hilbert does provide a health insurance plan for students, which is renewed annually. Information on obtaining such insurance at a group rate is available in the Student Life Office. The College also carries a secondary insurance policy that supplements the full-

time student's coverage for medical expenses due to accidental injury. An accident report must be filed in the Student Life Office within 48 hours of the occurrence or no benefits are available under this policy.

LEAVES OF ABSENCE

COLLEGE POLICIES REGARDING LEAVES OF ABSENCE FOR PERSONAL/PSYCHOLOGICAL OR MEDICAL REASONS, WITHDRAWAL FROM AND READMISSION TO THE COLLEGE

The College administers a leave of absence for personal/psychological or medical reasons for students whose personal, emotional, psychological, or medical concerns become so severe as to preclude their achieving reasonable, educational benefits from their educational experience. This leave program is one which is administered by the Vice President for Student Life. Students who wish to initiate such a leave, or appropriate staff members who believe that such a leave is necessary, should consult with the Director of Counseling. If the recommendation is accepted, the student will be granted a leave of absence for personal, psychological or medical reasons.

At times, it will be necessary to require that a student leave College, if in the opinion of the Vice President for Student Life, a leave is necessary.

NEW YORK STATE CONSUMER COMPLAINT PROCESS

Section 494 (j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident.

HOW TO FILE A COMPLAINT

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)
2. If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form. Please telephone (212) 951-6493 or write to:
New York State Education Department
Postsecondary Complaint Registry
One Park Avenue, 6th Floor
New York, NY 10016
3. The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
4. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and,

when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.

5. The Department will make every effort to address and resolve complaints within ninety days from receipt of the complaint form.

Complaint Resolution:

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matter receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

EXCERPTS FROM SUBPART 145-8 OF THE REGULATIONS OF THE COMMISSIONER OF EDUCATION RELATING TO COMPLAINTS

145-8.4-Review standards for the Title IV review of institutions which offer curricula registered pursuant to Part 52 of this Title.

Student complaints

- (1) An institution shall establish, publish, and consistently administer internal procedures to receive, investigate, and resolve student complaints about eligible programs and, at minimum, the requirements established in this section.
- (2) An institution may have informal means by which student's case seek redress of grievances.
- (3) An institution shall have a formal complaint procedure which shall include, but need not be limited to:
 - (i) steps a student may take to file a formal complaint;
 - (ii) reasonable and appropriate time frames for investigating and resolving a formal complaint;
 - (iii) provision for the final determination of each formal complaint to be made by a person or persons not directly involved in the alleged problem;
 - (iv) assurances that no adverse action will be taken against the student for filing a complaint; and
 - (v) notice to students about the State consumer complaint process established in section 145-8.9 of this Subpart and other appropriate sources for redress of student grievances.
- (4) An institution shall maintain adequate documentation about each formal complaint and its disposition for a period of at least six years after final disposition of the complaint.

145-8.5-Review standards for the Title IV review of institutions which do not offer curricula registered Pursuant to Part 52 of this Title.

145-8.6-Student complaints

- (1) An institution shall establish, publish, and consistently administer internal procedures to receive, investigate, and resolve student complaints about eligible programs and, at minimum, the requirements established in this section.

- (2) An institution may have informal means by which students can seek redress of grievances.
- (3) An institution shall have a formal complaint procedure which shall include, but need not be limited to:
 - (i) steps a student may take to file a formal complaint;
 - (ii) reasonable and appropriate time frames for investigating and resolving a formal complaint;
 - (iii) provision for the final determination of each formal complaint to be made by a person or persons not directly involved in the alleged problem;
 - (iv) assurances that no adverse action will be taken against the student for filing a complaint; and
 - (v) notice to students about the State consumer complaint process established in section 145-8.9 of this Subpart and other appropriate sources for redress of student grievances.
- (4) An institution shall maintain adequate documentation about each formal complaint and its disposition for a period of at least six years after final disposition of the complaint.

145-8.9-Consumer Complaints.

- (a) Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994 may file a written complaint with the department within three years of the alleged incidents, pursuant to this section.
- (b) Complaints shall be received in a form prescribed by the Department.
- (c) In response to a written complaint, the Department shall:
 - (1) send to the complainant a notice acknowledging such written complaint and requesting further information if necessary;
 - (2) when appropriate, advise the institution involved that a written complaint has been received and, when appropriate, the nature of the complaint; and
 - (3) either:
 - (i) conduct a complaint review to respond to the complaint pursuant to the authority in Education Law or the Regulations of the Commissioner of Education, or
 - (ii) dispose of the complaint by referring it to an appropriate entity for resolution.
- (d) Upon conclusion of the Department's complaint review or upon disposition of the complaint by referral to another entity for resolution, the Department shall issue a written notice to the complainant and, when appropriate, to the institution involved, describing the disposition of the complaint.
- (e) All institutions shall adequately publicize this consumer complain process.
- (f) The Department shall maintain written records of all complaints for a period of six years after final disposition of the complaint.
- (g) The Department shall determine when complaints justify a request to the U.S. Secretary of Education to commence a Title IV review, pursuant to the criteria established in 20 USC 1099a-3 (a) and (b) (United States Code, 1988 edition, Volume 8; Supplement IV Volume 3 to the 1988 edition; Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; 1989, 1993—available at the Office of Higher and Professional Education, Cultural Education Center, Room 5B28, Albany, NY 12230).
- (h) Complaints subject to the requirements of section 5003(1)(c) of the Education Law shall be handled in accordance with the requirements of that section.

PROXIMAL COMPLICITY

If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area that he or she is in, the student should immediately leave. Otherwise, by choosing to remain, the student assumes responsibility for all behavior and items in that room, regardless of his/her participation, unless it can be clearly demonstrated that the student had no knowledge of the incident.

- a. All students in a residence hall room, apartment or area may be held responsible for any violation of the Student Code of Conduct, Residence Life policies, or other Hilbert College policies in that room, apartment or area, even if they are not active participants in the activity or in direct possession of any prohibited items.

PUBLICITY

The Office of Public Relations will assist in publicizing campus events. Students should discuss with the Public Relations Office department events which are open to the public. Projects that will solicit contributions from the community should be discussed with the Vice President for Institutional Advancement. College news, including notice of extracurricular events, is sent to the media only through the public relations office. This office will publicize student activities if full information is provided at least three to four weeks in advance of the event (*public service announcements require at least a three-week lead time*).

RAPE AND SEXUAL ASSAULT POLICY

Prepared in compliance with the federal Student Right to Know and Campus Security Act (Title II – Crime and Awareness and Campus Security, Section 668.47 (a) 12) and New York State Education Law (Section 6450 (1) a).

Hilbert College promotes the personal safety of our entire academic community through awareness and respect for others. The information in this report is updated regularly and is available to all incoming and current students, as well as employees. It is made available to prospective students and employees upon request.

Applicable Laws, Ordinances, and Regulations:

All federal, state, and municipal laws apply on campus and are considered part of the Hilbert College Student Code of Rights and Responsibilities. This includes the New York State Penal Law, which details the criminal statutes dealing with sex offenses. According to New York State statutes, there are varying degrees of sexual assault. **Sexual Assault of any kind is a crime.** In compliance with the Student Code, any student who is found to have committed physical violence or abuse (including acquaintance rape, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person) is subject to disciplinary action.

New York State defines rape as forced or nonconsensual sexual intercourse which is accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent or is prevented from resisting due to drug or alcohol consumption, unconsciousness, being asleep, mentally defective, or less than 17 years of age. Be aware that having sex with someone who is unable to give consent by being mentally incapacitated or unconscious (passed out) is rape.

New York State law recognizes that a married woman can be raped by her husband. Marriage does not necessarily imply consent. Note that the threat of force is sufficient; many women report fearing for their lives even when their attacker is not carrying a weapon.

Sexual assault is a broader term than rape. Sexual assault is any actual or attempted non-consensual sexual activity including, but not limited to, forcible anal or oral sex,

attempted intercourse, rape by a foreign object, sexual battery, or sexual touching, by a person(s) known or unknown to the victim.

Forcing or coercing someone to have sexual intercourse or engage in unwanted sexual contact or penetration is against the law and unacceptable on our campus.

Penalties and Sanctions:

Under New York's Penal Law, criminal sex offenses are classified from Class A Misdemeanors through Class B Felonies. These offenses, including sexual abuse, sexual misconduct, and rape, are punishable by sentences ranging from six months to 25 years imprisonment, and fines. Depending on the violation – sexual abuse, aggravated sexual misconduct, or any of the three degrees of rape – a guilty individual may receive a prison sentence of 15 days to 25 years and/or a fine up to \$5,000.

Where there is a probable cause to believe that such violations have occurred, the College will pursue strong disciplinary action through its own channels, in accordance with the procedure outlined in the Student Handbook. This discipline includes the possibility of suspension or dismissal from the college.

The victim can bring a complaint either through the College judicial system or in criminal courts, or in both. Students are encouraged to speak with the Vice President for Student Life, the Director of Counseling, or a Safety Officer to discuss various legal courses open to them.

Rape and Sexual Assault Programs:

The Vice President for Student Life, the Director of Counseling, the Director of Residence Life, and the Director of Safety work together to develop educational programs related to promoting awareness of personal safety and campus security specifically focused on rape and sexual assault.

The campus education program on rape and sexual assault consists of the following:

1. Providing information during student orientation about rape and sexual assault.
2. Distributing educational information on definitions of sexual assault and possible penalties for assailants, including guidelines on how to avoid sexual assault.
3. Providing educational programs as part of curricular and co-curricular activities.
4. Providing information for on-campus and off-campus support services.

The Campus Safety and Security Committee, which is comprised of students, faculty, and administrative staff, is charged with the responsibility for reviewing and drafting appropriate policies in the area of personal safety, including rape and sexual assault.

Campus Safety is available, on a request basis, to escort students during day or evening hours.

Sexual Assaults on College Campuses:

College students are more vulnerable to sexual assault than any other age group. Nationally, the majority of reported victims and offenders are of college age, with the rate of victimization highest among 16 to 19 year olds. The second highest victimization rate is experienced by women between 20 and 24 years of age. Offender populations show a similar age distribution.

Traditionally-aged-college students are vulnerable to being victims of violence. They are typically in a new setting with a variety of environmental stressors, and away from direct parental supervision and past support systems. They are under peer pressure, their identities are not yet firm, their competence is not yet established, and they often have mistaken beliefs about their invincibility. They live among others who are experimenting with new freedoms. Thus, college students are a population at risk.

The most prevalent form of rape on college campuses is acquaintance rape. The

acquaintance may be a date or friend of the victim, or someone the victim knows only casually, from a residence hall, a class, or through mutual friends. More than 60% of all reported rapes occur between acquaintances and 40% of these occur in the home.

Regardless of the relationship between them, if one person uses force to coerce another into submitting to sexual behaviors, or if consent is not given by the other party, the act is unlawful. The same criminal laws and penalties apply in cases of acquaintance rape and stranger rape, and other forms of sexual assaults.

Many acquaintance rapes involving college students follow similar patterns. Acquaintance rapes often occur at parties or in residential settings. Frequently, the students involved in these assaults have been drinking heavily or using drugs. Crime reports and prevention information can be obtained from Campus Safety.

There are many suggestions on how campus community members can reduce the risks of sexual assault, including:

- Walk with confidence and be alert. Assailants are less likely to target a person who appears assertive and difficult to intimidate.
- Be aware of your surroundings and the people around you.
- Avoid shrubbery, dark doorways, and other places of concealment while walking. Shun shortcuts through poorly lit areas.
- Avoid areas where there are few people.
- Leave your car in places that will be lighted when you return at night.
- Walk or run with a friend.
- Before entering a room or car, check to ensure it is safe to proceed.
- Change directions if you sense you are being followed or someone suspicious is near. Don't be afraid to run or call for help. Go to a store, police or fire station, or a nearby house.
- Wear clothes and shoes that provide for freedom of movement.
- Contact Campus Safety for escort service.
- Have first dates in public places. Separate transportation should be considered.
- Sexual desires and limits should be clearly communicated. Be careful to avoid giving or receiving mixed messages. Remember that leaving a party or other social event with someone you have just met can be dangerous.
- Be aware that use of force, pressure, or coercion is unacceptable and can lead to sexual assault charges.
- Don't take silence as consent. Respect the word "NO." Don't have sex with anyone who is drunk or passed out. Intercourse with someone who is unable to give consent or is physically helpless is rape, as defined by state criminal statutes.
- Seek education on rape prevention.
- Many acquaintance rapes involve alcohol or drugs. Avoid drugs and excessive alcohol in a dating situation. Judgment should not be allowed to become impaired.

Reporting Options:

Victims of campus sexual assaults are advised to:

1. Report the assault. Call Campus Safety or, if the assault occurs off campus, the Police at 911. Hilbert College strongly encourages assault reporting, but reporting does not mean that you must prosecute.
2. Contact a close friend or relative for support.
3. Seek medical attention immediately. Whether or not you report the assault, you should have a medical examination immediately. The exam is confidential. Medical

personnel will test for sexually transmitted diseases, look for physical injuries, and collect physical evidence. If you report the assault, Campus Safety or the police can provide transportation to the hospital and arrange for a Crisis Services sexual assault advocate to meet you there. If you choose to go to the hospital without notifying Campus Safety or the police, the hospital can still collect physical evidence, while protecting your anonymity, in case you later decide to prosecute.

Several options exist for reporting a sexual assault:

- File a report with Campus Safety or the local police. Reporting the assault immediately and preserving evidence will give you a foundation for prosecution. If you later decide not to prosecute, the report may help authorities identify the offender and prevent the victimization of others.
- You may file an anonymous proxy report of the details of the assault with the Counseling Center, or other campus department. While no police action can be taken against the assailant, the report may help identify a multiple assailant or other patterns.
- You may also file a judicial complaint for disciplinary action against the assailant, if the assailant in an on-campus incident is a student. This can be done in conjunction with criminal prosecution, or instead of it.

When you report an assault, you have the right:

- To have all incident and medical records kept confidential,
- To be treated without prejudice regarding race, academic class, lifestyle, sex, sexual orientation, age, occupation, religious beliefs, or physical disabilities,
- To be made aware of and receive medical treatment, psychological support, and legal counseling,
- To prosecute or not to prosecute, and
- To answer only those questions relevant to the crime.

Campus Safety and local public prosecutors work together closely to explore all options and to obtain convictions in sexual assault cases. Hilbert College personnel will assist students in notifying authorities and arranging for a sexual assault advocate, if requested by victim.

If You Are Raped or Sexually Assaulted:

- Go to a safe place
- If you want to report the rape or assault, notify the police or campus safety immediately. Reporting a crime can help you regain a sense of personal power and control.
- Call a friend, a family member, or someone you trust and ask her or him to stay with you.
- Preserve all physical evidence of the assault. Do not shower, bathe, douche, or brush your teeth. Save all of the clothing you were wearing at the time of the rape or assault. Place each item of clothing in a separate paper bag. Do not disturb anything in the area where the assault occurred.
- Go to a hospital emergency room that provides medical care for rape or sexual assault victims within 72 hours. Even if you think that you do not have physical injuries, you should still have a medical examination and discuss with a health care provider the risk and prevention of sexually transmitted diseases and the possibility of a resulting pregnancy.
- If you suspect that you may have been given a rape drug, ask the hospital to take a urine sample which will be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than blood.

- Write down as much as you can remember about the circumstances of the rape or sexual assault, including a description of the assailant.
- Talk with a counselor about the emotional and physical impacts of the assault.
- If you want further information about legal issues, medical care, or other concerns related to the rape or sexual assault, contact one or more of the following numbers:

Crisis Services (24 Hour Hotline)..... 834-3131
 Director of Counseling 649-7900 Ext. 232
 Campus Safety..... 479-1233
 Hamburg Police Department 911
 Vice President for Student Life 649-7900 Ext. 230
 Director of Residence Life..... 649-7900 Ext. 362

You have the right and the opportunity to bring charges under the Student Code of Rights and Responsibilities by contacting the Vice President of Student Life. Judicial proceedings will follow the format explained in the Student Handbook.

It is important to note that both the accuser and the accused are entitled to have others present during disciplinary proceedings. Both the accuser and the accused will be informed of the outcome of any campus disciplinary proceedings.

Hilbert College will make every reasonable attempt to help any student who is a victim of an alleged rape or sexual assault to change his or her academic or resident situations, if so requested.

Counseling and Support Services:

Counseling is available to victims of sexual assault through the Counseling Center, located in the Campus Center. This service is free and confidential. The Office of Student Life can also serve as a resource and referral agent to students in the event of a sexual assault.

Community resources such as Crisis Services are available. Victims are highly encouraged to make contact with at least one of these resources.

Information on Security Procedures:

The campus community is advised and updated on safety and security through the publication of the Annual Security report, which focuses on crime awareness and personal safety. The report is mailed to all students and made available on the Hilbert College website.

Notification is also made to the campus community, as appropriate, on specific threats to campus safety through campus media, publications, posters, and other methods.

Campus Sex Crimes Prevention Act:

In accordance with federal law Hilbert College maintains a registry of sex offenders living or working on campus which is available to students, faculty, and staff. The registry is located in the Office of Campus Safety.

Staff Protocol:

In an effort to provide an appropriate and coordinated response to campus victims of sexual assault, this protocol, resource listing, and proxy reporting process have been established. This protocol provides staff persons, to whom an assault may be reported, an opportunity to respond in a manner designed to best serve victim's needs and meet institutional responsibilities. This protocol should be used in conjunction with campus sexual assault policy.

Note: Campus personnel, other than those with significant counseling responsibilities (such as licensed professionals or certified counselors), must file a report when informed

by a student of a sexual assault, to maintain compliance with the federal Crime Awareness Act. For further information on reporting requirements, contact Campus Safety.

Any time you are informed by a student that they have been a victim of sexual abuse or sexual assault you should do the following:

1. Ascertain whether the victim needs immediate medical assistance. Ask victims directly how they are physically and if medical treatment is needed. Explore this issue beyond initial questioning and observation if you feel it is necessary.
2. Make sure the victim has as much privacy as desired when speaking with you. Having anyone else in the room should be the victim's decision. Ask victims if they want someone with them at the time of your conversation. If a third party is present, assure that this person will hold information in strict confidence.
3. Find out the victim's most critical concern and respond in a non-judgmental, informed way.
4. Advise the victim of options regarding further steps in the process. Some of the options relate to personal, medical matters, and some to legal, practical matters. If the assault has just occurred, some of the medical options need to be addressed quickly, while other decisions may be deferred temporarily, depending on the particular circumstances and concerns of the student victim. The victim may choose to do one or more of the following:
 - a. Call Campus Safety. The victim may wish to report the incident. After providing victim support, an investigation will be conducted to determine crime and suspect.
 - b. Call the Police. The victim may wish to report the incident directly to local police. The police, however, are not required to notify Hilbert College and may be willing to consider the victim's wishes when determining whether, and how, Hilbert should be informed.
 - c. Students should also be advised that they cannot control the extent of an investigation, or the outcome, once local police become involved. Although police will give the victim's wishes serious consideration, there may be circumstances (multiple assaults, for example) where local authorities determine evidence is sufficient and justice requires that one or more assailants be charged, despite victim objection.

Students should know that local prosecutors will counsel them about their involvement in a criminal case (some victims have elected to consult and retain local attorneys to represent their interest in the courts, but it is certainly not necessary to do so). Victims should also know that individuals and groups, on and off-campus, are available to support them throughout this process.

Call Crisis Services. The victim may wish to discuss the incident with Crisis Services, a community response agency, in person or on the telephone. A Rape Advocate Counselor from Crisis Services will meet a victim or go to the hospital for support. Tell the victim Crisis Services will provide a formal assessment of immediate medical and psychological needs. It will also evaluate the victim's needs, provide immediate counseling and support, and can make referrals for longer term care on personal concerns.

Go to the Emergency Room. The victim may wish to go directly for medical help and/or a forensics analysis. Hospital emergency rooms are the *only place where evidence necessary for medical and/or forensic evaluation and court testimony can be collected*. Victims should be advised not to shower, bathe, or change clothing prior to going to the Emergency Room as this will destroy important physical evidence.

Arrangements should be made to have someone accompany victim to the hospital (you, friend, staff member, resident advisor, etc.).

For physical evidence to be useful, it is best collected as soon as possible. The collection of medical evidence does not presume that charges will be pressed. As part of evidence collection, emergency room protocols involve testing for pregnancy and sexually transmitted diseases. Emergency room personnel can also offer the victim immediate counseling services, as well as local victim advocacy services.

Call-Counseling. All contacts with the counselor are confidential. The counselor will provide counseling support or crisis intervention services. Immediate contact with a counselor can be arranged through Campus Safety.

Contact Judicial Affairs. If the victim is interested in information about the campus disciplinary process and how it might apply to a case, a meeting with Judicial Affairs can be arranged as soon as the victim wishes. At that meeting, the disciplinary process will be reviewed, explaining what the student's participation in the process would involve, so that an informed decision can be made on whether to file a formal complaint on campus.

Contact Student Life. The Student Life Office is always available to provide personal and administrative support. The office may be able to assist in making arrangements with academic departments for leaves, extend deadlines for class assignments, postpone exams, change class schedules to separate victim and assailant, and change housing situations. They can also provide information about the College's formal judicial process.

Contact Family. Victims may wish to speak with their parent(s) or another family member. The College strongly encourages open communication between parents and students.

Contact a Friend. Victims may wish to seek support from a relative, friend, clergy member, residence hall advisor, faculty member, etc.

Victims may elect to consult with a personal attorney.

Take No Action. Victims may wish to do nothing other than have a conversation with you.

Consider Assistance for Others. While the victim's care and support is the first priority, roommates or friends may be in need of counseling and support as well. Who are they? Where are they?

Contact State Crime Victim's Board. Compensation for losses and reimbursement for assault-related expenses might be available through this service, if a police report is filed within five days of an attack (charges do not have to be pressed, however, to qualify).

Victims are encouraged to officially report any sexual assault. If the student chooses not to report the assault, campus personnel, other than those with significant counseling responsibilities (such as licensed professionals or certified counselors), must file a report when informed by a student of a sexual assault, to maintain campus compliance with the Federal Crime Awareness Act.

Confidentiality

Confidentiality should be provided to both the victim and the accused to the extent possible and consistent with one's authority to do so.

Victim Assistance

Victims/survivors of sexual assault may experience emotional trauma caused by the loss of trust, control, self-esteem, power and judgment. Common symptoms include shock, fear, anxiety, depression, withdrawal, loss of normal coping mechanisms, insomnia, and headaches. The healing process begins when victims/survivors are able to tell someone about their experience. The initial care and support they receive can help reduce the sense of loss. It is crucial that respondents understand and be sensitive to the emotional after effects of sexual assault. Specifically, respondents should be aware that:

- Many victims/survivors of acquaintance rape do not immediately identify their

experience as rape. They may feel that something is wrong, i.e., emotional upheaval, depression, but may not connect their feelings with the assault.

- Many victims/survivors feel they are to blame for the assault. This accounts for their feelings of shame and self-doubt.
- Victims/survivors experience different emotions at different times and in different ways. There is no “correct” reaction and no average length of time between assault and disclosure of the experience.

The following guidelines are offered by counseling experts as advice to those who want to help someone recover from the trauma of sexual assault.

Support the victim:

- Accept what you hear. Many acquaintance rape victims/survivors fear that their experience will be minimized as “not important.”
- Listen. Allow victims/survivors to disclose as little or as much about the assault as is comfortable for them.
- Comfort them. Be reassuring in a gentle, non-disapproving way. Avoid questions that are judgmental. Don’t ask questions that suggest that victims/survivors are responsible for their assailant’s conduct, such as “Why didn’t you say no?” Avoid “why, what, or where” questions as well.
- Help victims/survivors organize their thoughts, but let them decide how to proceed. Support their decisions. Try to separate how you feel about what has happened from what is best for their own recovery.
- Because a critical part of healing is regaining some sense of control over their lives, victims/survivors must be allowed to direct their own recovery and to have control over their thoughts, feelings, and actions.

SAFE GUARDING CUSTOMER INFORMATION NOTICE

Recent legislation enacted by the Federal Trade Commission requires colleges and universities to act in compliance regarding the safeguarding of customer information. Hilbert College acknowledges this requirement and publicizes this notice to alert its customers those policies and procedures are in place to protect all nonpublic personal information about its customers. A copy of our safeguarding customer information policy is available upon request. This notice applies to students as customers.

INFORMATION COLLECTED BY HILBERT COLLEGE

Hilbert College collects nonpublic personal information about its customers from the following sources:

- Applications, financial aid and other forms;
- Financial transactions and methods of payment.

INFORMATION DISCLOSED BY HILBERT COLLEGE

Hilbert College does not disclose any nonpublic personal information about its customers or former customers to anyone that is not affiliated with Hilbert College, except as permitted by law.

Hilbert College discloses customer information to its affiliates that are service providers to the school. Service providers include companies such as banks and other lending institutions, collection agencies, loan processing agencies and credit card processing companies. The customer information accessed by service providers includes name, address, date of birth, phone number, social security number, driver’s license number and state, loan amount, loan number, loan period, tuition cost, tuition payments, balance owed, financial aid awarded, cost of attendance, expected family contribution, enrollment status and graduation date.

KEEPING CUSTOMER INFORMATION SECURE

Hilbert College restricts access to nonpublic personal information to those employees who need to know that information in order to provide service to customers. Hilbert College maintains physical, electronic and procedural safeguards that comply with Federal Trade Commission standards to protect customer nonpublic personal information. Information on this issue can be found at the following website: <http://www.ftc.gov/privacy/glbact/index.html>

SMOKING POLICY

The New York State Clean Indoor Air Act enacted 1/1/90, bans smoking in colleges and universities. Hilbert College is committed to a healthful environment for all members of the community at all locations. Smoking of any material is prohibited in all college facilities, including residence hall rooms, and college owned vehicles. Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

The New York State Clean Indoor Air Act is enforced on a local level by both the Erie County Health Department (Section XXI of the Erie County Sanitary Code) and the New York State Health Department. Violators of this act are subject to fines of up to \$500.00 if levied by the County and \$1,000.00 if levied by the State.

SPEAKERS

Recognized organizations may invite speakers to the campus given the following conditions:

- A. Space reservations must be properly secured in advance through the Office of the Vice President for Business Finance
- B. That the majority of the organization's members are in accord regarding the extending of the invitation. The faculty advisor to the organization should also express his/her preference for the invitation.
- C. That the Vice President for Student Life be notified by an officer of the student group of the name of the intended guest speaker and the topic of his/her speech, at least a week prior to the contemplated date of sending the invitation.

It is assumed that faculty and student groups will exercise objective judgment in issuing invitations to guest speakers. The College requires that mere physical presence on campus of a particular speaker does not imply approval by the College of his/her views. The College requires that speakers agree to an open forum after formal remarks.

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES (UPDATED APRIL 2005)

Hilbert College is dedicated to the search for and communication of truth. The education process should assist the student in understanding the rights and responsibilities that are part of the academic community. It is the purpose of the Student Code to provide the student with the knowledge so that he/she may become a contributing member of the academic community

Students receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap. Those who believe any of these rights has been transgressed have the opportunity to utilize the Grievance/Disciplinary Procedure as outlined below:

ARTICLE I: DEFINITIONS

- A. The term "College" means (Hilbert College).
- B. The term "student" includes all persons taking courses at the college, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than the College

and who reside in College residence halls. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" as are person who are living in the College residence halls/apartments, although not enrolled in the institution.

- C. The term "faculty member" means any person hired by Hilbert College to conduct classroom or teaching activities or who is otherwise considered by Hilbert College to be a member of its faculty.
- D. The term "Hilbert College Official" includes any person employed by Hilbert College, performing assigned administrative or professional responsibilities.
- E. The term "member of the Hilbert College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Vice President for Student Life.
- F. The term "Hilbert College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Hilbert College including adjacent streets and sidewalks.
- G. The term "organization" means any number of persons who have complied with the formal requirements for Hilbert College.
- H. The term "Student Conduct Board" means any person or persons authorized by the Vice President for Student Life to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- I. The term "Student Conduct Administrator" means a Hilbert College official authorized on a case-by-case basis by the Vice President for Student Life to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Life may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. Nothing shall prevent the Vice President for Student Life from authorizing the same Student Conduct Administrator to impose sanctions in all cases.
- J. The term "shall" is used in the imperative sense.
- K. The term "may" is used in the permissive sense.
- L. The Vice President for Student Life is that person designated by the Hilbert College President to be responsible for the administration of the Student Code.
- M. The term "policy" means the written regulations of Hilbert College as found in, but not limited to, the Student Code, Residence Life Handbook, web page and computer use policy, and Undergraduate Catalogs.
- N. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Hilbert College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- O. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

- P. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
- Q. The term “Accused Student” means any student accused of violating this Student Code.

ARTICLE II: JUDICIAL AUTHORITY

- A. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear the matter.
- B. The Student Conduct Administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings which are not inconsistent with provisions of the Student Code.
- C. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.
- D. A Student Conduct Board may be designated as mediator within the student community in cases which do not involve a violation of the Student Code. All parties must agree to mediation, and to be bound by the decision with no right of appeal.

ARTICLE III: PROSCRIBED CONDUCT

- A. Jurisdiction of Hilbert College Student Code

The Hilbert College Student Code shall apply to conduct that occurs on Hilbert College premises, at Hilbert College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Life shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

- B. Conduct Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- 1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any Hilbert College official, faculty member or office.
 - c. Forgery, alteration, or misuse of any Hilbert College document, record, or instrument of identification.
 - d. Tampering with the election of any Hilbert College recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Hilbert College activities, including its public-service functions on or off campus, or other authorized non-Hilbert College activities, when the act occurs on Hilbert College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of Hilbert College or property of a member of the Hilbert College community or other personal or public property.
5. Stalking [is] defined as repeatedly contacting another person when (a) the contacting person knows or should know that the contact is unwanted by another person, and (b) the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this subsection, "contacting" includes but is not limited to communicating with or remaining in the physical presence of the other person.
6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
7. Failure to comply with directions of Hilbert College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any Hilbert College premises or unauthorized entry to or use of Hilbert College premises.
9. Violation of published Hilbert College policies, rules or regulations published in hard copy or available electronically.
10. Violation of federal, state or local law on Hilbert College premises or at Hilbert College sponsored or supervised activities.
11. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
12. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by the law and Hilbert College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Hilbert College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
14. Participation in an on-campus or off-campus demonstration, riot or activity which disrupts the normal operations of Hilbert College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on Hilbert College premises or at Hilbert College sponsored or supervised functions.

16. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Hilbert College premises or at functions sponsored by, or participated in by, Hilbert College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
17. Use of personal portable sound amplification equipment (e.g. radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program from the college.
18. Extortion.
19. Gambling.
20. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computer facilities and resource to send obscene or abuse messages. Use of computer facilities and resources to interfere with normal operation of the College computing system.
 - f. Use of computing facilities and resources in violation of copyright laws.
 - g. Hilbert College Acceptable Computer Use Policy.
21. Smoking in unauthorized areas on campus.
 - a. Hilbert Colleges is committed to a healthful environment for all members of the community at all locations.
 - b. Smoking of any material is prohibited in all College facilities, including residence hall rooms, and College owned vehicles.
 - c. Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.
22. Abuse of the Student Conduct System, including but not limited to:
 - a. Failure to obey the notice of a Student Conduct Board or Hilbert College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a student conduct proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct

- Board prior to, and/or during the course of, the student conduct proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

23. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. Violation of Law and Hilbert College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the Hilbert College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).
2. Hilbert College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, of both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Life. Determination made or sanction imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of Hilbert College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
3. When a student is charged by federal, state or local authorities with a violation of law, Hilbert College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Conduct Board under the Student Code, however, Hilbert College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally with the Hilbert College community. Hilbert College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the Hilbert College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: JUDICIAL POLICIES

A. Charges and Hearings

1. Any member of the Hilbert College community may file charges against any student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 21 days.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct

Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. When a complaint of alleged Student Code violation is presented to the Student Conduct Administrator and the Administrator determines that there may be sufficient cause to believe the alleged violation may have occurred, the student will be contacted to schedule a hearing before the Student Conduct Board. The Student Conduct Board typically includes, at least two students appointed by the Hilbert College Student Government Association, two faculty members, and one administrative staff member selected by the Vice President for Student Life. The Student Conduct Administrator will serve as a nonvoting member of the Student Conduct Board.

During a hearing, the student has the following rights:

- a. To give answer to the charge or accusation and to offer any additional information that might be helpful in resolving the case.
 - b. Not to answer any question that may be asked during the hearing.
 - c. To present witnesses on his or her behalf.
 - d. To be informed fully of the appropriate procedures for requesting an appeal.
5. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV (A) (8) below:
 - a. Student Conduct Board Hearings normally shall be conducted in private.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Accused Student have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the Hilbert College community and may not be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. Limited right to have counsel present only if case is presented on behalf of the College by counsel. Counsel does not have the right to cross

examine witnesses or even participate in the process of the hearing.

- e. The Complainant, the Accused Student and the Student Conduct Board may arrange witnesses to present pertinent information to the Student Conduct Board. Hilbert College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
 - f. Pertinent records, exhibits and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
 - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code. The charges against an accused student need only be proven by "substantial information." Substantial information is defined as, such information that a reasonable mind might accept as adequate to support a conclusion.
 - j. Formal rules of process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court, are not used in Student Code proceedings.
6. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of Hilbert College.
 7. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 8. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit televisions, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Vice President for Student Life to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - d. Fines - Previously established and published fines may be imposed.
 - e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions - Work assignments, essays, Community Service, service to Hilbert College or other related discretionary assignments (such assignments must have the prior approval of the Student Code Administrator).
 - g. Residence Hall/Apartment Suspension - Separation of the student from the residence halls and/or apartments for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. Residence Hall/Apartment Expulsion - Permanent separation of the student from the residence halls/apartments.
 - i. Hilbert College Suspension - Separation of the student from Hilbert College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - j. Hilbert College Expulsion - Permanent separation of the student from Hilbert College.
 - k. Revocation of Admission and/or Degree - Admission to or a degree awarded from Hilbert College may be revoke for fraud, misrepresentation, or other violation of Hilbert College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
1. Withholding Degree-Hilbert College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. (a) Other than Hilbert College expulsion or revocation or withhold of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall/apartment expulsion, Hilbert College suspension or Hilbert College expulsion or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involved the imposition of sanctions other than residence hall/apartment expulsion, Hilbert College suspension, Hilbert College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record 10 years after final disposition of the case.
(b) In situations involved both an Accused Student(s) or group or organization) and a student(s) claiming to be the victim of another student's conduct, , the records of the process and of the sanctions imposed, if any, shall be considered to

be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV(B)(1)(a)-(l).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including Hilbert College recognition, for a specified period of time.
5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of all members of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Vice President for Student Life, or a designee, may impose a Hilbert College or residence hall/apartment suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only:
 - a. To insure the safety and well-being of members of the Hilbert College community or preservation of Hilbert College property;
 - b. To ensure the student's own physical or emotional safety and well-being; or
 - c. If the student poses a definite threat of disruption of or interference with the normal operations of Hilbert College.
2. During the interim suspension, a student shall be denied access to the residence halls/apartment and/or to the campus (including classes) and/or all other Hilbert College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Life or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required. However, the student should be notified in writing of this action and the reasons for the suspensions. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat [and at which they may contest whether a campus rule was violated].

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by Accused Student(s) or Complainant(s) to the Vice President for Student Life within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Life or his or her designee.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that if believed by the fact finder, were sufficient to that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the Student Conduct Board Hearing.
3. If an appeal is upheld by the Vice President for Student Life, the matter shall be remanded to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved, except when the sanction of expulsion is involved. This sanction may be appealed to the President of the College. However, such an appeal shall be entertained solely at the discretion of the President.
4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Vice President for Student Life must not result in more severe sanction(s) for the Accused Student. Instead, following an appeal, the Vice President for Student Life may, upon review of the case, reduce but not increase, the sanctions imposed by the Student Conduct Administrator.
5. In cases involving appeals by persons other than students accused of violating the Student Code, the Vice President for Student Life may upon review of the case, reduce or increase the sanctions imposed by the Student Conduct Administrator or remand the case to the original Student Conduct Board and Student Conduct Administrator.

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Life or his or her designee for final determination.
- B. The Student Code shall be reviewed every three years under the direction of the Student Conduct Administrator.

SUICIDE PREVENTION POLICY

Procedures

When the Suicide Prevention Team is in receipt of a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, the student will be required to attend four one hour sessions of professional assessment with a licensed mental health professional who

agrees to participate in the program's requirement of a comprehensive and in-depth assessment of the precipitation incident, prior attempts and threats, and current suicidal intent. In addition, the professional must be willing and available to engage in counseling and/or therapy, if the student so consents.

The first assessment will occur within a week of the incident or release from the hospital. The remaining assessments will ideally occur at weekly intervals.

Students are required to participate only in an assessment of their past and current suicidality. Students are not required to engage in counseling or therapy. A student may elect to go beyond the required assessment and participate in counseling or therapy, only after the professional secures the student's permission through verbal consent.

Students can obtain the assessments with a private practitioner with comparable credentials at his or her own expense and after signing an authorization allowing that practitioner to communicate with members of the Suicide Prevention Team. All professionals will make the incident, its roots and implications a significant focus of each of the four assessments.

Students seeking to obtain the four assessment appointments with a private practitioner must sign a release allowing the practitioner to make contact with a member of the Suicide Prevention Team. As was the case with College professionals, before meeting with the student, the private practitioner must be provided with independent sources of information regarding the suicidal incident, if such reports exist. These include suicide notes, police reports, emergency room reports and eye witness accounts.

Private practitioners will be required, during the period in which the four session assessment occurs, to provide the College with reports of instances in which the student threatened or attempted suicide, engage in efforts to prepare to commit suicide or expressed a preoccupation with suicide.

The Suicide Prevention Team will advise the Vice President for Student Life in the event that a student does not comply with the policy.

Failure to adhere to this standard of self-welfare or failure to fulfill the requirements of the assessment following a suicidal incident may result in disciplinary action, academic encumbrance, suspension and/or withdrawal. The appropriate actions associated with this policy will be determined by the Vice President for Student Life.

The Vice President for Student Life may take other steps, including contacting the student's parents and/or other significant others in the event of a particularly *potentially* lethal suicide attempt or in the event of repeated suicide attempts.

Confidentiality

All records associated with the reported incident are kept separately by the Suicide Prevention Team and do not appear as part of the student's academic record.

All records associated with the mandated assessment are protected by state laws regarding confidentiality.

Appeals

A student may appeal the accuracy of the report to the Suicide Prevention Team. In some instances, in order for the appeal to go forward, a student will be required to sign a release of information authorizing the members of the Suicide Prevention Team to contact and interview witnesses to the incident.

The policy of four sessions of professional assessment is applied uniformly to all students who cross the threshold described above. The requirement of four professional assessments is not subject to appeal.

If a student disagrees with other aspects of the program, such as whether the events in question cross the threshold of what constitutes a suicide threat or attempt or whether the

professional he or she has retained meets the requirements of the program, he or she can appeal the Suicide Prevention Team's decision to the Vice President for Student Life or designee. The Vice President's decision is final.

SUSPENSION AND MANDATORY LEAVE POLICY AND PROCEDURES

General Definition and Purpose

When a student or a group of students pose a threat to themselves, or to other members of the College Community, or when their continued presence on campus would be likely to cause serious disruption in campus activities, the Vice President for Student Life, in consultation with appropriate College officials, may issue a summary suspension or mandate a leave of absence for one or more individuals to preserve campus security and tranquility.

The threat may be construed to be physical, behavioral or psychological. When a summary suspension or mandated leave of absence is enacted, individuals will be required to immediately remove themselves from the college until it is determined that it is safe for the individual(s) to return to the campus. Such determination will be made by the Vice President for Student Life in consultation with appropriate College personnel.

GUIDELINES RELATED TO THE IMPLEMENTATION OF A SUMMARY SUSPENSION OR A MANDATORY LEAVE OF ABSENCE

1. The initial communication of the summary suspension of mandatory leave will be made orally to the student(s) affected.
2. The College will take reasonable steps to notify the affected student(s) in writing of the decision within 72 hours. If the student(s) has been required to leave campus before such written notice is delivered, the written notice will be mailed to the student's address as indicated on the student's personnel file (or other such documentation of the College) within 72 hours of the oral notification. The notification will also include information regarding any stipulations peculiar to this decision.

RIGHTS AND RESPONSIBILITIES IN ACADEMIC AREAS

See College Catalog

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER

In compliance with New York State Law, this statement of policy regarding campus disorder was prepared and adopted by the Board of Trustees. It provides for the conditions whereby order as needed to achieve its stated purpose may be maintained on the campus by the College.

Pursuant To Article 129-A, Section 6450, of The Education Law of The State of New York at Hilbert College Hamburg, New York;

Hilbert College believes that academic freedom is a precious liberty, and so, while some might protest, the majority should be able to continue their education without interruption.

This document shall apply equally to students, instructional faculty, administrative faculty, staff (not under contract), members or invitees.

SECTION I

1. In compliance with Article 129-A of the State Education Law, Hilbert College recognizes the following as violations of rules of public order.
 - a. The use of force or violence against any member or guest of the College.

- b. Deliberate interference with academic freedom and freedom of speech (including disruption of a class and interference with the freedom of any speaker invited by members of the College community to express his/her views).
- c. Forcible interference with the freedom of movement of any member or guest of the College.
- d. Theft, willful destruction, or interference with College property or of the property of members of the College community.
- e. Obstruction of the normal function essential to the purposes of the College community. Specific regulations relevant to obstruction are as follows:
 - (1). No group may enter a private office unless invited, and they are not in excess of the number designated or invited by the occupant. Passage through reception areas leading to private offices must not be obstructed.
 - (2). Corridors, stairways, doorways and building entrances of college facilities must not be blocked or obstructed. Clear and unimpeded passageways must be maintained at all times.
 - (3). Rooms or facilities which are used for instruction, research or study may be used only when assigned through established procedures as set by the College.
 - (4). Any noise or disturbance which interferes with the work or study of persons in a building will not be permitted.
 - (5). Buildings must be cleared at the normal closing time for each building unless other arrangements are approved in advance.
 - (6). Any action or situation which recklessly or intentionally endangers mental or physical health, causes bodily or physical harm, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

SECTION II

1. The Procedure to be followed by the College in the event of public disorder is:
 - a. The Vice President for Student Life or members of his/her staff shall have principal authority for the enforcement of these rules.
 - b. The Vice President for Student Life shall determine if there is a violation of public order (in this and in all subsequent instances the Vice President for Student Life may then issue a warning to the party or parties concerned as to the said violation of the rules of public order.)
 - c. Discussion may begin immediately as to the cause of the violation(s). If the party or parties fail to make the prescribed adjustments, the Vice President shall rule that the act or actions of said party or parties is a violation of public order and shall offer immediate termination of the violation(s). Individuals who fail to disperse shall be liable to the discipline described below in Section III.
 - d. Any student engaged in an action declared unlawful by the Vice President for Student Life must, upon request, identify himself/herself to the Vice President for Student Life or his/her agent. Failure to do so subjects the individual to college discipline.
 - e. In the event that a clear and present danger or disorder is imminent or there is an imminent threat to public order, the President of Hilbert College or the agent designated by him/her, reserves the right of summary suspension of either students and/or faculty engaged in this unlawful act.

SECTION III

Disciplinary Proceedings

1. Students - Penalties for student violators of campus rules and regulations will range from a letter of warning and/or reprimand to irrevocable expulsion. Penalties will be imposed after a hearing before the Judicial Hearing Board on Conduct and the final determination of the degree of guilt, if any. In more serious cases, to wit, flagrant violations of Section I, a hearing will be set by the joint Administrative Council and the Judicial Hearing Board.
2. Faculty - Penalties for faculty members in violation of the rules and regulations of Section I, may include censure, suspension, or expulsion. A hearing with provisions for due process will be held before the Administrative Council and a Faculty Committee which has been called especially for such an occasion.
3. Staff - and other members of the College community, maintenance personnel, gardeners, etc., will be asked to accept the rules and regulations of the College as a condition to employment. Violations of these rules and regulations may be cause for immediate dismissal.
4. Non-Members - of the College community including visitors, licensees, and invitees, are granted access to the campus at the invitation of the President or his/her agent of the College and may be considered persona non grata for any attempted violation of Section I.

TRAFFIC AND PARKING

Hilbert College traffic and parking regulations apply to all students, faculty, guests, and visitors to the campus. The Office of Campus Safety is responsible for the regulations and enforcement for traffic and parking at Hilbert College.

APPEAL PROCESS

- Any person who has received a violation is eligible to appeal it. The appeal must be filed within 7 calendar days of the date the violation was written. No appeals will be considered after the 7 day period.
- The appeal must be in writing and delivered to the Campus Safety Office, attn: Director of Campus Safety.
- After 7 days, the unpaid violation will be forwarded to the Business Office for collection.
- The appeal process will consist of two steps:
 1. Director of Campus Safety
 2. Appeal committee consisting of a faculty member, staff member and student
- If the violation is upheld, you must pay the violation at the Business Office within 7 working days.

COLLECTION OF VIOLATIONS

Violation fines must be paid by cash or check to the Business Office.

- Unpaid and/or uncollected violation fines are subject to notification of the appropriate department heads.
- Failure by students to pay fines may result in being denied grades, transcripts, diplomas and registration for classes.
- Failure by faculty and staff to pay fines may result in loss of parking privileges on campus.

GENERAL INFORMATION

- Hilbert College assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus. All employees and students of Hilbert College holding a valid operator permit issued by the Division of

License in their state are privileged to use properly registered motor vehicles on the campus. All persons who drive a vehicle on campus are expected to comply with all traffic and parking regulations.

- A person who registers a vehicle is responsible for assuring that the vehicle is operated in conformance with all campus regulations regardless of who drives the vehicle.
- Weather conditions do not affect the applicability or enforcement of these regulations. These regulations apply all year long, including academic breaks.

PARKING REGULATIONS

The absence of "NO PARKING" signs does not imply that regardless of who drives the vehicle parking is allowed. Parking in marked lots is restricted to parking within the marked spaces. Parking outside of marked spaces is prohibited.

- Vehicles shall not be parked in such a manner as to obstruct vehicular/pedestrian traffic or access to ramps or loading zones, nor shall they interfere with normal college operational activities or so as to create a hazard. Vehicles parked in such a manner are subject to tow.
- Double parking is prohibited.
- Parking on the grass, sidewalks, crosswalks, service drives, fire lanes, loading zones, maintenance zones or on the street, unless properly marked, is prohibited. Violators will be subject to immediate tow or immobilizing.
- Disabled vehicles or abandoned vehicles may be towed away at the owner's expense.
- If your vehicle is disabled, contact Campus Safety.
- Unauthorized parking in spaces marked RESERVED is prohibited.
- Major repairs to vehicles shall not be performed on campus.
- A reasonable amount of time will be given to vehicles loading and unloading.

REGISTRATION REGULATIONS

- All vehicles driven on campus by College employees and students must be registered with the Campus Safety Office and have a current parking decal.
- Vehicles may be registered at the Campus Safety office, during the formal registration at the beginning of each semester or during the hours of 7:00 AM to 3:00 PM Monday thru Friday.
- After hour registration can be done by calling the on-duty Campus Safety Officer at 479-1233, or by using the red phone in the main lobby of Bogel Hall.
- Vehicles must be registered within 5 days of being brought on campus.
- Any employee of Hilbert College or student attempting to obtain a parking decal must show a valid ID card upon request. Additionally, vehicle registration papers must be presented to help complete the registration process.
- A student may not acquire a decal for another student's vehicle.
- The parking decal is issued for a specific vehicle and as such is nontransferable.
- Decals must be properly affixed and/or displayed. Instructions for placement of decal will be printed on the decal.
- Lost or stolen decals require immediate replacement.
- College decals and permits shall not be reproduced or altered.
- All decals issued to students will carry an expiration date.

REGULATIONS REGARDING BICYCLES, MOTOR BIKES AND MOTORCYCLES

Bicycles, motorbikes and motorcycles are permitted on campus. Parking is in designated spaces on the campus. Bicycles are to be placed in the bike racks only. None of these forms of transportation are permitted in any building without the permission of the Director of Campus Safety.

- All traffic regulations apply to these vehicles.
- Employees and students of Hilbert College must register their motorcycle or motorbike with Campus Safety.

SANCTIONS

- The accumulation of 3 or more unpaid parking or moving violations in any one semester may result in the loss of driving privileges on the campus. Further violations may be referred to the Student Life Office.
- All violations shall show the nature of the violation, the fine, and the identity of the issuing officer.
- The person whose name is on the registration at the Campus Safety Office shall be responsible for the violation. A person who has been issued a violation must pay the fine at the Business Office (Monday-Friday 9:00AM-5:00PM) or request an appeal.
- The following is a list of violations and the associated fines for traffic and parking violations while on Hilbert College property:

Fire Lane\$ 35.00

Handicap Zone\$ 35.00

Impeding Snow Removal\$ 25.00

No Parking Permit\$ 25.00

Decal not properly Displayed\$ 10.00

Excessive Speed.\$ 35.00

Obstructing Traffic.\$ 10.00

Parking In Reserved Zone\$ 10.00

Unauthorized Parking\$ 10.00

Other (discretion of issuing officer)\$ 10.00

STUDENT PARKING

- All residential students are permitted to park in Lot E and; lot E and F is between the Residence Hall and the Hafner Athletic Center. If Lot E and F are filled, residential students are permitted to park in Lot G, behind McGrath Library.
- Guests of Residence Hall students must register their vehicle with the Residence Hall Office, located in the Residence Hall. Parking for guests is limited to lot G.
- Only resident students have overnight parking privileges all others must contact campus safety.
- All commuter students are permitted to park in Lots D, E & G.

TOWING

- Vehicles are subject to being towed at the owner's expense for the following reasons:
 - Parking in a reserved space.
 - Parking in a handicap space without a handicap-parking permit.
 - Obstructing vehicular or pedestrian traffic, handicapped spaces or wheelchair ramps.

- Interfering with College operations, or creating a hazard to persons or equipment.
- Blocking a fire lane or hydrant.
- Parking in maintenance, cafeteria, delivery, Campus Safety, or resident staff spaces.
- Parking on the campus after driving and parking privileges have been revoked.
- Accumulation of three or more parking or moving violations.
- Disabled or abandoned vehicles.
- Vehicles towed from the campus become the custody of the towing service until the owner/operator pays the required fee.

TRAFFIC REGULATIONS

Traffic rules and regulations and directive signs governing the use of other vehicles are in effect at all times, unless specifically limited by Campus Safety.

- Motorist must yield the right-of-way to pedestrians and bicyclists crossing a roadway.
- All vehicles must comply with the posted speed limits on campus. The posted speed limit is 20 M.P.H.
- Driving or parking on service drives, sidewalks, paths, grass, off road, or curb is prohibited.

Tearing down, altering, defacing or removing a traffic control device or sign is prohibited.

SPECIAL EVENTS/MAINTENANCE

Campus Safety has the authority to close streets, lots, and parking spaces to facilitate College special events, and to perform necessary maintenance.

STUDENT GRIEVANCE POLICY

Preamble

Hilbert College wishes to provide a means of informal dispute resolution for any student who has a complaint against a Hilbert College employee, coach, or volunteer. Disputes involving grade, academic issues, or sexual harassment are covered by separate policies.

Complaint

Should any student believe that he/she has been unfairly treated by college personnel, informal contact between the student and faculty or staff member is encouraged to attempt to clarify or rectify the situation. Students are encouraged to discuss such incidents with the Department Chair or staff persons' immediate supervisor. Students are reminded that the College administration maintains an "open door" policy. Students should feel free to discuss matters with the appropriate College Vice Presidents. Continued dissatisfaction would require that the matter be referred to the next stage of the process described below. Serious, protracted complaints may be processed through other established grievance procedures. The complaint procedure may also be invoked for alleged violation stemming from Executive Order 11246 (Title IX, Equal Opportunity Commission, the Equal Pay Law).

A. Definition of Terms

1. **Complainant:** The person(s) submitting the complaint.
2. **Respondent:** The person(s) against whom the complaint is made.
3. **Complaint Committee:**

Complaint Committee, appointed by the President of Hilbert College at the beginning of the academic year, will be comprised as follows:

- a. The Committee will consist of one representative from each of the following groups and one additional alternate:

1. Faculty - member chosen by the Faculty Senate
 2. Administration - selected by the President
 3. Student - member chosen by S.G.A.
 4. Support Staff - selected by the Vice President for Business/Finance
 5. Professional Staff - selected by the Administrative Council
- b. The term of service in the Committee will be for one (1) year with the possibility of re-appointment.
- c. The Committee will operate as follows:
1. This is a five (5) person committee.
 2. The Committee will elect a Chairperson.
 3. A quorum shall consist of four (4) members.

B. Process

Step 1

A Complainant shall initiate the complaint process by discussing the problem with the respondent(s) involved in the complaint. At the option of the Complainant, this meeting may be with the respective departmental chairperson, supervisor, or college officer. The objective of this meeting is to resolve the matter at this stage. The appointment for this meeting should be made in writing and the purpose of the meeting should be expressed. If the complaint is resolved at this meeting, both parties should sign a brief statement to that effect. Copies of this statement should be given to both parties and to the appropriate Vice President. This is considered to be an informal step.

Step 2

Should the complaint remain unsatisfied, a written review may be submitted to the appropriate Vice President. Such written review shall set forth specifically the nature of the complaint, the facts relating thereto, and the Complainant's reasons for rejection of the decision rendered in Step 1. The Respondent may submit a written reply to the Complainant with any appropriate and relevant documentation. The Vice President should proceed to invoke a Complaint Committee as identified in A (2) above. Within twenty (20) working days after receipt of the review, the Complaint Committee shall make a written recommendation(s) of action in writing to the respective administrative faculty officer/s and simultaneously inform the Complainant and Respondent. This is considered to be a means of informal dispute resolution.

Step 3

If still dissatisfied, the Complainant may request review by the College President, in writing, of the recommendation(s) of the Complaint Committee and/or the action of the respective administrative faculty officer/s if that action is contrary to the recommendation of the Complaint Committee. Within ten (10) working days after receipt of the appeal, the President shall render a decision in writing. The decision of the President is final.

C. Operation of the Complaint Committee

1. Authority of Committee - The Committee is empowered to hear a specific complaint and to render a decision regarding it. The Complaint Committee shall adopt standards and procedures of review which are suited to the process of informal dispute resolution.

Procedure of the Meeting

a. Rules of Operation

1. First Meeting - The Chairperson is to call a meeting of the Complaint Committee within ten (10) days of receiving a complaint and to set the time and place for the meeting. The Complainant and the Respondent are

to be informed in writing of the time and place of the meeting and be supplied with a copy of the procedures to be followed by the Committee.

2. Process - Any questions regarding process or procedure are to be settled by a majority vote of the Complaint Committee.
- b. Documentary Material
Documentary material may be submitted that is relevant to the complaint. The person supplying this should submit one original and four duplicates to the office of the Chairperson of the Committee, at least seventy-two (72) hours prior to the meeting of the Committee. It is the duty of the Chairperson to disseminate this material with the other members of the Committee.
- c. Participants and Observers
The Complaint Committee shall make every effort to hold its meetings to respect the individual privacy of the participants.
- d. Length of Meeting
The Chairperson shall establish the length of the meeting, set the agenda, and decide on the relevancy of verbal and/or written communication, subject to a majority vote of the Committee.
- e. Role of advisors
Each principal (Complainant or Respondent) is entitled to bring an advisor to the meeting. The advisor is not a legal representative. The function of the advisor is to give counsel to the principal whom they accompany. However, the advisor may not enter into any discussion with the Committee or question the other principal, or challenge the documentary material. The Committee may also appoint an advisor who may interact with the Committee at any time. The term "advisor" in this context does not necessarily mean the student's academic advisor.
- f. Questioning by the Committee
The Chairperson of the Committee has the right to interrupt the speaker at any time, or may recognize a committee member for this purpose, to ask for clarification, proof, or questioning of any statement. The principals will have an opportunity to question one another, subject to the discretion of the Chairperson.
- g. Record of Meeting
The meeting is intended to be an informal means of dispute resolution. Hilbert College and the Complaint Committee will be responsible to make one authorized audio recording.
- h. Decision of Committee
The Committee will vote in executive session on the recommendation(s) it will make regarding the complaint. These deliberations will not be recorded. The decision will be reached by majority vote. The Chairperson of the Committee is responsible for sending its decision in writing to both principals and to the President of Hilbert into the Chairperson's report.
- i. Publication of Decision
The decision of the Committee will be communicated to the principals within 10 days after the completion of the executive session of the Committee/

TRAVEL POLICY (STUDENT)

Students participating in College-sponsored travel must acknowledge and agree to the following conditions set forth by Hilbert College:

1. I voluntarily participate in this activity.
2. I accept full responsibility for my actions and conduct while traveling and realize that I am expected to positively represent Hilbert College by my conduct.
3. I will conduct myself in accordance with the applicable laws and with the Hilbert College Student Code of Rights and Responsibilities.
4. I agree that I will not transport alcohol, illegal drugs, or weapons during this activity. Neither will I use illegal drugs, or alcohol (if under the legal drinking age) throughout the duration of this activity.
5. I will comply with all rules established by the trip leader, and will treat the trip leader with respect.
6. Should I believe the trip leader is behaving in an inappropriate manner, I will report such behavior to the appropriate Vice President immediately upon my return to campus.
7. I certify that I am in good health and have no physical, mental, or emotional impairments, conditions, or concerns that might jeopardize my safety or the safety of others involved in the activity.
8. I understand that there are certain risks inherent in participation in this activity, including (but not limited to) illness, accidents and injuries. I voluntarily accept this risk associated with participating in this activity.
9. I understand that if I am found in violation of any of the above conditions I will be removed from the trip. I understand that I will be responsible for reimbursement of all costs incurred for such a removal.
10. Violation of this policy can also result in judicial action in accordance with the policies stated in the Hilbert College Student Handbook, including sanctions, suspension, or expulsion from Hilbert College.
11. In the event of an emergency, the trip leader has my permission to contact the individual(s) I have designated as emergency contacts.
12. I certify that I am at least eighteen (18) years of age and am competent to sign this policy. If I am under age 18, a parent or legal guardian must also sign.

UNACCEPTABLE OFF-CAMPUS BEHAVIOR

Hilbert College acknowledges that one's status as a student in no way alters the individual's rights or responsibilities as a citizen. While the College does not become involved in the private actions of students, it does reserve the right to take appropriate action if such private actions adversely affect the good name of the College and of its constituencies. Such measures will follow the right of due process for all concerned.