



Hilbert College

Hilbert College 2024-2025 Catalog

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THE COLLEGE

Hilbert College is a Catholic independent, co-educational, four-year institution whose degree programs are registered by the New York State Education Department and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Governed by a Board of Trustees, the College is authorized to offer baccalaureate degrees in Accounting, Biology, Business Management, Digital Media and Communication Studies, Criminal Justice, Cyber Security, English, Forensic Science, Crime Scene Investigation, Human Services, Liberal Studies Psychology, and Sports Industry Management, as well as associate degrees in Alcohol and Substance Abuse Counseling, Business Administration, Criminal Justice, Human Services, and Liberal Arts.

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.

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.

CORE VALUES

The core values that provide a framework for the Hilbert community to accomplish the college mission are respect, service, hope, joy, integrity, vision, compassion, and peace. Defined in our Franciscan tradition, they are as follows:

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

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

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

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

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

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

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

HILBERT COLLEGE BLUEPRINT

The Hilbert Blueprint represents our college's understanding of the distinctive educational experience that students receive at our institution. This model is both progressive and holistic: by offering students a step-by-step pathway to develop their academic voices, clarify their values, and develop projects with real-world significance, the Blueprint fosters students' abilities to integrate their learning—across courses and disciplines and beyond academic boundaries.

The structure of the Blueprint is shaped by and supports the three foundational pillars outlined in our mission and vision statements: our Catholic, Franciscan tradition; the classical ideals of liberal arts education; and the principles of civic engagement and service learning. The objective of the Blueprint is to provide students with individual and shared learning experiences that emphasize the following goals:

- HB 1: Demonstrating curiosity and developing the reasoning and problem-solving skills of an engaged college learner.
- HB 2: Becoming a critical interpreter of our global community and its cultures.
- HB 3: Supporting multiculturalism and demonstrating an openness to diversity and inclusion.
- HB 4: Critically reflecting on connections between academic learning, civic engagement, service to the community, and spiritual growth.
- HB 5: Employing the college's Franciscan values in academic and co-curricular settings.
- HB 6: Creating a foundation for the lifelong pursuit of skill development, vocation discernment, professional achievement, and personal passions.

The Blueprint consists of both academic and co-curricular experiences. During their freshmen year, students will take BLU 101: Freshmen Foundations and BLU 151: Public Speaking. During the sophomore year, students participate in BLU 201: Service Learning and Civic Engagement. The junior year includes BLU 301: Junior Symposium, providing students with an opportunity to discuss and debate global issues. Finally, in their senior year, students participate in a discipline-specific capstone experience. In addition to the curricular requirements, students will have numerous opportunities to participate in co- and extra-curricular experiences. Each experience, whether academic or co-curricular, is designed to prepare students to live out Hilbert College's mission of educating students in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

COMMITMENT TO DIVERSITY

The office of Diversity, Equity, and Inclusion provides leadership and strategic vision in the effort to cultivate and sustain a diverse, equitable and inclusive campus environment. The office of Diversity, Equity, and Inclusion collaboratively develops programming and services designed to enhance the recruitment, success, retention, and well-being of underrepresented students. Additionally, this office works to ensure that campus programs, policies, and procedures foster a college wide commitment to diversity, equity and inclusion.

Hilbert College is committed to building an environment that values and respects every individual regardless of race, gender, age, sexual orientation, socioeconomic level, physical ability, cultural background, religion, nationality, or beliefs.

Our mission is grounded in Franciscan values, and we are committed to creating an inclusive campus environment that embraces these core values (e.g., respect, service, compassion, peace, integrity, and vision) through the promotion of diversity education, celebration, and evaluation.

We acknowledge that all Hilbert College community members have intrinsic worth and that the Hilbert College community benefits from its members who bring varied backgrounds and diverse perspectives. We strive to increase diversity in all parts of the Hilbert College community and we will continue to cultivate a community that is committed to Hilbert College's Catholic Franciscan values

Located in Franciscan Hall, the Office of Diversity, Equity and inclusion is part of the Office of Mission & Equity. Everyone is welcome to stop by for either an informal visit or a scheduled appointment.

NOTICE OF NON-DISCRIMINATION

Pursuant to College policy, Hilbert College is committed to ensuring equal employment opportunity, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

Hilbert College does not discriminate on the basis of sex and prohibits sex discrimination in any Education Program or Activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Hilbert's non-discrimination policy and grievance procedures can be found [here](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the [Hilbert College website](#).

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence. Inquiries regarding the application of the Americans with Disabilities Act, Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Laura Edholm
Title IX Coordinator
Franciscan Hall 107
5200 South Park Avenue
Hamburg, NY 14075
Telephone: 716-926-8843
Email: ledholm@hilbert.edu

Inquiries may also be directed to the United States Department of Education - Office for Civil Rights.

SAFEGUARDING CUSTOMER INFORMATION

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 that those policies and procedures are in place to protect all non public 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 non public 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 non public 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 non public 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 non public personal information. Information on this issue can be found on the Federal Trade Commission website.

IDENTITY THEFT PREVENTION PROGRAM

Hilbert College has developed this Identity Theft Prevention Program pursuant to the Federal Trade Commission's Red Flag Rule, which implements Section 114 of the Fair and Accurate Credit Transactions act of 2003. See 16 C. F. R. § 681.2. More information regarding the Identity Theft Prevention Program and the Red Flag Rules can be found on the [Hilbert College website](#).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Hilbert College complies with the Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment. Pursuant to this law, the college shall maintain the confidentiality of student education records and shall not release them to any person or entity without the written consent of the student except as set forth below. Moreover, the College shall provide students access to their education records pursuant to the procedures outlined in this policy.

To access the full policy, please visit the [Hilbert College website](#).

STUDENT RECORD RELEASE UNDER THE SOLOMON AMENDMENT

The Solomon Amendment is a federal law that mandates colleges receiving federal financial aid funding to provide student recruiting information upon request to military recruiting organizations. The request and information released by the College is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. The release of student recruiting information generally follows the FERPA guidelines defining student directory information (see above). Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then the College may not release this information to military organizations. The directory information released is limited to the current semester or the previous semester. If the request is received between semesters, the requestor must specify previous semester or upcoming semester. Further, students must be in an enrolled status (incomplete and complete registration status).

HILBERT COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AMERICANS WITH DISABILITIES ACT (ADA)

The College prohibits discrimination against a qualified individual with a disability in regard to admissions, registration, access to instruction, hiring, compensation, and advancement

CAMPUS SECURITY ACT AND CRIME REPORT

Hilbert College is in compliance with the Crime Awareness and Campus Security Act of 1990 which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current and potential students and employees, and to any applicant for enrollment or employment, upon request. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. 1092(f), with regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. Hilbert's Annual Campus Security Report may be accessed on the [Hilbert College website](#).

This report includes statistics for the three most recent calendar years concerning the crimes on campus, in or on non-campus buildings or property, and public property. Printed copies are also available upon request through security

ACCREDITATION

MIDDLES STATES COMMISSION ON HIGHER EDUCATION (MSCHE)

Hilbert College is an accredited institution and a member of [the Middle States Commission on Higher Education](#) (MSCHE or the Commission). Hilbert College's accreditation status is accreditation reaffirmed. The Commission's most recent action on the institution's accreditation status on November 20, 2014 was to reaffirm for accreditation status. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.



NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENTS (NC SARA)

Hilbert College has been approved to participate in the National Council for State Authorization Reciprocity Agreements.

Hilbert College is approved by the New York State Education Department (NYSED) for participation in the State Authorization Reciprocity Agreements. The National Council for State Authorization Reciprocity Agreements, commonly known as SARA, provides a voluntary, regional approach to state oversight of postsecondary distance education. For more information about SARA, visit their website at <https://nc-sara.org/>.

Faculty & Staff

ADMINISTRATION		
Dr. Michael Brophy	President	BA, MA, The College of Saint Rose MFA, Long Island University PhD, University of Wisconsin Madison
Dr. Kristine Still	Provost and Executive Vice President	BS, University of Akron MA, Walsh University PhD, University of Akron
Ryan Caster	Chief Financial Officer	BS, Canisius University
Kathleen Christy	Vice President of Institutional Advancement	BA, The College of Saint Rose MPA, Hilbert College
Dr. Deidre DeBose	Vice President for Mission and Equity	BS, SUNY Fredonia MSW, SUNY at Buffalo EdD, St. John Fisher College
Meghan Harmon	Vice President for Enrollment Management	BS, MS, Buffalo State University
Don Lando	Vice President for Hilbert College Global	BS, SUNY at Buffalo MBA, University of Phoenix
Todd Harris	Vice President for Student Life and Dean of Students	BA, MeD, North Carolina State University EdD, University of North Carolina at Wilmington
Tim Seil	Athletic Director	BS, MS Canisius University
Jeremy Trumble	Chief Information Officer	BA, SUNY Potsdam MS, Rochester Institute of Technology
ADMINISTRATIVE AND PROFESSIONAL STAFF		
ACADEMIC AFFAIRS		
Dr. Charles Ernst	Director, Center for Excellence in Learning	BA, Muhlenberg College MA, PhD, University of Pennsylvania
Dr. Martin Floss	Director, Institute of Law and Justice	AS, Erie Community College BS, MS, Buffalo State University PhD, Rutgers University
Krisi Kopp	Director of Academic Operations	BA, Hilbert College MA, Buffalo State University MLS, SUNY at Buffalo
Melissa Laidman	Interim Library Director	BA, SUNY at Fredonia MA, MLS, SUNY at Buffalo
Dr. Katelyn Letizia	Assistant Provost for Institutional Effectiveness; Registrar	BA, Buffalo State University MS, Canisius University EdD, University of Rochester
Debra McLoughlin	Associate Vice President for Student Success	BA, SUNY Cortland MS Ed, Canisius University

ADMINISTRATION		
Kate Scibilia	Associate Registrar	BS, Medaille University
Jaime Schulte	Registration Specialist	BA, D'Youville University MS, SUNY at Buffalo
Dr. Amy E. Smith	Academic Dean; Director of Honors	BA, Allegheny College MA, PhD, SUNY at Buffalo
Dr. Sandra Washington-Copeland	HEOP Director	BA, MS, Buffalo State University PhD, SUNY at Buffalo
Dr. John Wise	Director for Institutional Research and Assessment	BA, Regent's College MS, PhD, Penn State University
Katie Wryk	Access and Academic Success Coordinator	BS Ed, SUNY Geneseo MS Ed, SUNY Cortland
ATHLETICS		
Jonny Black	Campus and Clinics Coordinator	BS, Anglia Ruskin University
Nicole Bullock	Athletic Travel Coordinator; Head Coach, Women's Basketball	BS, Southwest Minnesota State University MA, San Diego State University
Michael Carberry	NCAA Compliance and Student Services Coordinator; Head Coach, Men's Lacrosse	BS, Canisius University
Calvin Crosby	Athletic Operations Coordinator; Head Coach Men's and Women's Volleyball	BS, Medaille University
Rob deGrandpre	Assistant Athletics Director; Athletics Recruiting Coordinator; Head Coach, Men's Basketball	BS, MS, SUNY Brockport
Ted Egger	Head Football Coach	BS, Lock Haven University MA, Adams State
Andrew Fittry	Assistant Sports Information Director; Head Coach, Baseball and Golf	BS, Niagara University
Dr. Rylee Haffey	Head Athletic Trainer	DAT, Indiana State University
Emma Knoll	Interim Head Women's Hockey Coach	BS, King's College
Hailey Lucas	Assistant Athletic Trainer	MS, Pennsylvania Western University
Scott MacLean	Head Coach, Women's Soccer	BS, SUNY at Buffalo MBA, American Intercontinental University
Kara Rehbaum	Assistant Athletic Director; Senior Woman Administrator; Sports Information Director	BS, Canisius University
BUSINESS AND FINANCE		
Julie Banach	Human Resources Generalist	AAS, Bryant & Stratton
Bobbie Bilotta	Director of Human Resources	
Vivian Liberto	Payroll/Benefits Manager	BBA, Niagara University
April Michalek	Accounting Clerk	BS, SUNY Empire State College

ADMINISTRATION		
ENROLLMENT MANAGEMENT		
Beverly Chudy-Szczur	Associate Bursar	BA, Canisius University
Christina Clarke	Admissions Counselor	BS, Buffalo State University
Brian Filjones	Executive Director of Enrollment Operations	BA, SUNY Fredonia
Lauren Gill	Director of Admissions	BS, Hilbert College MS, Canisius University
Katie Halper	Assistant Director of Enrollment Operations	BA, Hilbert College MS, Bellevue University
Camilo Hoyos	Coordinator for Diversity Recruitment and Access	BA, Buffalo State University
Julie Lanski	Director of Student Financial Services/Bursar	AAS, Bryant & Stratton BS, D'Youville University
Stephanie Schroeder	Director of Financial Aid	BS, Buffalo State University
Joanna Zadvorney	Assistant Director of Financial Aid	BA, Buffalo State University
HILBERT COLLEGE GLOBAL		
Sheri Davern	Hilbert College Global Admissions Coordinator	BS, SUNY Fredonia
Lisa Liebzeit	Assistant Director of Lifelong Learning	BS, Buffalo State University MEd, SUNY at Buffalo MPA, Hilbert College
Jack Napier	Project Management Specialist	BS, MBA, Medaille University
Nina Saladino	Hilbert College Global Director of Admissions	AS, Erie Community College BS, Medaille University
Kaylea Schiedel	Hilbert College Global Retention Specialist	BA, Hilbert College MA, Buffalo State University
Suzanne Vizzini	Hilbert College Global Admissions Specialist	BS, SUNY Empire State
INFORMATION SERVICES		
Brandon Daniels	User Services Manager	AAS, Erie Community College
Brandon Martinez	Smart Classroom and A/V Specialist	BS, SUNY Fredonia
Nikolas Steriovski	Network Support Technician	BA, SUNY at Buffalo
Jeffrey Wirth	Technical Director	AAS, Erie Community College

ADMINISTRATION		
INSTITUTIONAL ADVANCEMENT		
LeeAnne Petronsky	Director of Annual Fund and Alumni Engagement	BA, Hilbert College MBA, D'Youville University
Patricia Quinn	Senior Support Specialist	BA, Slippery Rock University
MARKETING AND COMMUNICATIONS		
Shelby Braidich	Director of Creative Services	BFA, Villa Maria College
Carrie Brittin	Senior Director of Marketing & Digital Services	BA, Cazenovia College
Christina Stannard	Director of Conference and Events	BS, MS, SUNY Cortland
STUDENT AFFAIRS		
Grace Adams	Director of Residence Life and Community Standards	BS, Hilbert College MEd, Baldwin Wallace University
Barbara DeLaRosa	Administrative Assistant	AAS, BS Hilbert College
Abigail Dent	Residence Life Coordinator	BS, Hilbert College
Alexander Gill	Director of Student Involvement	BS, MS, Hilbert College
Dr. Christopher Siuta	Assistant Vice President for Student Life - Counseling, Health and Wellness	BA, Buffalo State University MEd, St. Bonaventure University PhD, Capella University
Rachel Wozniak	Assistant Vice President for Student Life - Career Development, Service Learning & Community Engagement	BBA, MBA, Medaille University
FACULTY		
ACADEMIC DEPERATMENT CHAIRPERSONS		
Dr. Habibul Bakht	Chair, Division of Natural and Behavioral Sciences; Assistant Professor, Biological Sciences; Pre-Health Advisor	BS, MS, University of Dhaka MS, PhD, University of Maryland
John G. D'Amico	Chair, Division of Professional Studies; Professor, Business	BS, Canisius University MA, SUNY at Buffalo
Laura Dannebohm, Esq.	Chair, Division of Law & Justice; Associate Professor, Criminal Justice	BS, Newman University MA, Bowling Green State University JD, Western Michigan University TMC Law School Licensed Michigan Attorney
Dr. Megan Burke Witzleben	Chair, Division of Arts and Letters; Tenured Associate Professor, English	BA, Georgetown University MA, SUNY at Buffalo M.Phil, PhD, Fordham University

ADMINISTRATION		
FACULTY FULL-TIME		
Dr. Dana Bagwell	Professor, Graduate Studies	BS, University of Florida EdD, D'Youville University
Jason Becker	Assistant Professor, Business	AS, Jamestown Community College BA, SUNY Oswego MSA, Canisius University
Kristen Connolly	Assistant Chair, Division of Law and Justice Assistant Professor, Criminal Justice	BS, Hilbert College MS, PhD, SUNY at Buffalo
Taylor Doherty	Associate Professor, Theater	BA, Hilbert College MAH, SUNY at Buffalo
Dr. Charles Ernst	Tenured Professor, English	BA, Muhlenberg College MA, PhD, University of Pennsylvania
Dr. Jessica Finkeldey	Associate Professor, Criminal Justice	BA, Wright State University MA, Bowling Green State University PhD, Bowling Green State University
Dr. Martin Floss	Professor, Graduate Studies	AS, Erie Community College BS, MS, Buffalo State University PhD, Rutgers University
Chris Gallant	Tenured Associate Professor, Digital Media and Communication	BS, MFA, SUNY at Buffalo
James M. Hall	Assistant Professor, Criminal Justice	BS, Houghton University MPA, Marist College
Dr. Andrew Hill	Assistant Professor, Biology	BS, University of Rhode Island PhD, University of Massachusetts
Dr. Anthony D. Hughes	Tenured Professor, English	BA, MA, PhD SUNY at Buffalo
Dr. Jessica Hoffman	Associate Professor, Sociology	BA, MA, PhD, SUNY at Buffalo
Patrick Johnson, CPA	Tenured Professor, Accounting	BBA, Niagara University MBA, St. Bonaventure University
Dr. Herb Kauderer	Tenured Associate Professor, English	AA Hilbert College BA, MA Buffalo State University MFA Goddard College AGC, PhD, SUNY at Buffalo
Tara Kazmark	Assistant Chair, Division of Arts and Letters Assistant Professor, English	BA, Canisius MS, SUNY at Buffalo
Dr. Andrew Kolin	Tenured Professor, Political Science	BA, Lehman College, City University of New York MA, PhD, City University Graduate Center
Colleen Kumiega	Assistant Chair, Division of Natural and Social Sciences Professor, Human Services	AAS, BS, Hilbert College MS, Canisius University
Dr. Julie Kusmierz	Tenured Professor, Human Services	BA, D'Youville University MSW, PhD, SUNY at Buffalo

ADMINISTRATION		
Jenelle Lukasik	Program Coordinator, Division of Natural and Social Sciences Associate Professor, Mathematics	BA, Canisius University MA, SUNY at Buffalo
Dr. Jonas Patricko	Program Coordinator, Division of Professional Studies Associate Professor, Cybersecurity	BS, MS, SUNY Empire State College MSEd (CTE), SUNY at Buffalo DBA, California Intercontinental University
John K. Payne	Assistant Professor, Crime Scene Investigation	BS, MS, Hilbert College
Doreen Prendergast	Assistant Professor, Chemistry	BS, University of Notre Dame MS, Canisius College MA, SUNY at Buffalo
John Reinholz	Associate Professor, Crime Scene Investigation	BS, Houghton College MA, SUNY at Albany New York State
Dr. David Reis	Associate Professor, Religious Studies	BA, History, Santa Clara University MA, History, Creighton University MA, PhD, Claremont Graduate University
Daniel Roland	Assistant Chair, Division of Professional Studies Professor, Business	BS, MS, SUNY at Buffalo MBA, St. Bonaventure University
Dr. W. Gordon Snow	Tenured Professor, Liberal Studies	BA, Hampshire College MA, PhD, SUNY at Buffalo
Jonathan Sullivan	Assistant Professor, Intelligence	BS, Hilbert College
Dr. Caitlin Szalkowski	Program Coordinator, Division of Natural and Social Sciences Assistant Professor, Psychology	BS, Canisius University MA, PhD, University of Connecticut
Dr. Donald Vincent	Assistant Chair, Division of Arts and Letters Associate Professor, Digital Media and Communication Studies	BA, Geneseo College MA, PhD, SUNY at Buffalo
FACULTY PART-TIME		
Peter Arcara	Communications	
Melvin Bankhead	Communications	
Layla Bartram	Cybersecurity	
Rachel Blachowicz	Business	
Christopher Bosley	Social Sciences	
Kimberly Bourke	Biology	
Josh Bowers	Graduate Studies	
Patrick Boyle	Foreign Languages	
Amanda Brown	Psychology	
Gordon Carpenter	Criminal Justice	
Caitlin Cole-Conroy	History	
Kevin Cunningham	Physical Education	

ADMINISTRATION		
Amanda Currie	Cybersecurity	
Shannon Curry Izzo	Psychology; Alcohol and Substance Abuse Counseling	
Christopher Decker	Cybersecurity	
Dr. Tera Domaradzki	Biological Sciences	
Brooke Driscoll	Forensic Biology	
Danielle Dylik	Human Services	
Tom Ferro	Biology and Environmental Science	
Katherine Grenell	History	
William J. Grogan	Physical Education	
Drew Hemler	Nutrition	
Paul Jackson	Criminal Justice; Crime Scene Investigation	
Erik Johanson	Criminal Justice	
Taylor Kaufman	Cybersecurity	
Kara Kovach	Forensic Biology	
Katelyn Letizia, EdD	Art; Graduate Studies	
David Lukow	Business Management	
Charlene Mahony	Criminal Justice	
John Manth	Criminal Justice	
Steven MacMartin	Cybersecurity	
Neil McGillcuddy	Alcohol and Substance Abuse Counseling	
Megan Morrano	Alcohol and Substance Abuse Counseling	
Michael Morcelle	Religious Studies	
Alyce Narvaez	American Sign Language	
Blase Nicolai	Accounting	
Andrew Nostrant	Crime Scene Investigation	
Kristen Pleace Fazzolari	Psychology	
Michael Pliszka	Criminal Justice	
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Mary-Diana Pouli	Graduate Studies	
Richard Qualey	Criminal Justice	
Marcia Rich	Communications	
Marta Rizzo	Foreign Languages	

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Marc Spaugh	Cybersecurity	
Jeffrey Staruch	Mathematics	
David Stott	Cybersecurity	
Richard Strahan	Sociology	
Kristen Sullivan	Alcohol and Substance Abuse	
Cassidy Territo	American Sign Language	
Zoya Vidrak	Cybersecurity	
Daniel Walczak	Criminal Justice	
Paul Werner	Foreign Languages	
Patrick Winney	English	
Maggie Young	Psychology	
Shawn Young	Criminal Justice	
Jon Ziders	Criminal Justice	
Brian Zelli	Cybersecurity	
Robert Zimmerman	Mathematics	

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Attorney at Law

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Waring Financial Group, LLC

Merle Whitehead
President/CEO
Realty USA

PRESIDENT EMERITA

Sister Edmunette Paczesny

MEMBERSHIPS

The College is affiliated with a number of professional organizations which represent the interests of its students, faculty, and administration. Membership in these groups assists the College in meeting its own goals and objectives as a higher education institution.

Academy of Criminal Justice Sciences
Academy of Security Educators and Trainers
Allegany Mountain Collegiate Conference
American Academy of Forensic Sciences Institute
American Association of Colleges or Universities
American Association of Collegiate Registrars and Admissions Officers American Association for Higher Education American
Association for Paralegal Education
American Association of University Women
American College Personnel Association
American Correctional Association
American Library Association American
Probation and Parole Association
American Society of Criminology
American Sociological Association
Association for Student Judicial Affairs
Association of American Colleges and Universities
Association of Catholic Colleges and Universities
Association of College Administration Professionals
Association of College Unions International
Association of Franciscan Colleges and Universities
Association on Higher Education and Disability
Buffalo Chamber of Commerce
Catholic Campus Ministry Association
Catholic Library Association
College Student Personnel Association
Commission on Independent Colleges and Universities
Council for Advancement and Support of Education
Criminal Justice Educators
Association of New York State Council of Independent Colleges
Eastern Association of College and University Business Officers
Eastern College Athletic Conference
Financial Management Association
Hamburg Chamber of Commerce
International Leadership Association
Middle States Association of Colleges and Schools
National Association for Campus Activities
National Association of College Admissions Counselors
National Association of College Auxiliary Services

National Association of School Financial Aid Administrators
National Association of College and University Business Officers
National Association of Social Workers National Association of
Student Personnel Administrators
National Business Educators' Association
National Collegiate Athletic Association
National Collegiate Honors Council
National Council for Resource Development
National Criminal Justice Association
National Federation of Paralegal Association
National Rehabilitation Association
New York Leadership Educators Consortium
New York Library Association
New York State Association of College Admissions Counselors
New York State Economics Association
New York State Financial Aid Administrators Association
New York State Human Services Educators Association
New York State Rehabilitation Association
New York State Society of Bursars and Business Administrators
New York State Transfer and Articulation Association
Niagara Frontier College Placement Association
Niagara Frontier Residence Hall Association
Northeastern Association of Criminal Justice Sciences
Orchard Park Chamber of Commerce
Professional and Organizational Development Network
Rotary Club Hamburg/Sunrise

Hilbert College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

All college degree programs are registered by the New York State Education Department.

New York State Education Department Office of Higher Education and the Professions Cultural Education Center Room 5B28 Albany, New York 12230 (518) 474-5851

The Paralegal Studies Degree Programs are approved by the American Bar Association.

UNDERGRADUATE ADMISSIONS

The Office of Admissions attracts, informs, and evaluates all prospective undergraduate students looking to pursue higher education at Hilbert College. The Hilbert College On-Ground Programs Admissions Office is located on the lower level of Franciscan Hall where the staff provides necessary information, resources, and opportunities for prospective students to learn more about the options available at Hilbert College. The Hilbert College Global Admissions Office for students interested in online programs is located in Bogel Hall.

Applications for admission are accepted on a rolling basis, until capacity is reached. Students are encouraged to apply early in order to be considered for the most optimal financial aid package, program placement and housing assignment.

In all cases, applicants are considered for admission without regard to their age, race, creed, sex, ethnic background, or physical handicap.

The College seeks to make all programs and services available to all students within the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1988, and the Civil Rights Act of 1991.

Hilbert College reserves the right to withdraw an offer of admission under various conditions including if an admitted student engages in behavior that brings into question his or her honesty, maturity, or moral character.

The Office of Admissions at Hilbert College also abides by the National Association for College Admissions' [\(NACAC\) Guide to Ethical Practice in College Admission](#).

UNDERGRADUATE ADMISSIONS REQUIREMENTS

Complete the application for admission carefully and completely. The Undergraduate Admissions application is accessible on the [Hilbert College website](#).

All official transcripts should be mailed to:

Office of Admissions
Hilbert College
5200 South Park Avenue
Hamburg, New York 14075-1597

This would include transcripts from high school, General Education Diploma or test scores, previously attended colleges and universities, Military, and pre college programs (Advance Placement Exam and College Level Examination Program). Official copies may also be emailed to admissions@hilbert.edu directly from the sending institution.

Applicants for admission must possess, or be candidates for, a high school diploma, or must have received satisfactory scores on a high school equivalency examination. Applicants must demonstrate a minimum cumulative grade point average of 80/100 or 2.0/4.0. Candidates who do not meet this criteria will be considered for opportunity program or conditional admission prior to official denial from the institution. Additional application materials, such as an essay may be required as part of the opportunity program or conditional admission review process.

Students can choose to submit the following information to potentially support or enhance their candidacy for admission:

- Scholastic Aptitude Test (SAT) scores (College Code: 2334)
- American College Testing Program (ACT) scores (College Code: 2759)
- Student Essay
- Letter(s) of Recommendation

Admission decisions, along with merit based scholarship decisions are rendered on a rolling basis, and are delivered by mail or email. Verbal or text message admissions are considered unofficial.

FIRST TIME COLLEGE STUDENTS

Admission for first time college students is based upon past academic performance, rigor of course selection, demonstrated scholastic ability, and personal characteristics. Standardized test scores (SAT/ACT) are not mandatory for admission.

A student is considered a first-time college applicant when the Office of Admissions has received a completed application and an official copy of the student's high school transcripts and/or official college transcripts reflecting 12 or fewer credits. Students are still considered first time college applicants even if more than 12 credits were earned while still enrolled in high school.

TRANSFER STUDENTS

A student is considered a transfer when they have earned ≥ 12 transferrable credits from an accredited college/university after high school graduation. These students will be considered for admission based upon their performance at the college level. Students who have earned less than 12 transferrable college credits will have their admission decision based upon past academic performance and evaluation of final high school transcripts.

In order for an admission decision to be made, transfer students must submit all official transcripts from previously attended colleges and universities to the Office of Admissions. Pre-college credits earned in high school, Advanced Placement and/or International Baccalaureate credits may be submitted after a transfer admission decision has been rendered. Departmental representatives will evaluate all transcripts and additional submitted documents.

Students considering application into Hilbert College from another institution may have their credits unofficially evaluated before they transfer into one of Hilbert's degree-granting programs, upon request. Additionally, students who were academically dismissed from another college are eligible for transfer admission consideration, following an enrollment lapse of one semester.

READMIT STUDENTS

A student who attended Hilbert previously is considered a readmit applicant if two academic semesters have passed since the last date of attendance. If a previous Hilbert student has matriculated at another institution after departure, a designation of transfer student is assigned. Academic Department representatives reserve the right to accept a readmit student on the curriculum that they see fit, so long as it meets the provisions outlined in the Time Limit for Completing Degree policy. Readmit students are not guaranteed to be accepted under their previous academic plans.

Merit scholarships are awarded to re-admit students based upon the discretion of the Director of Admissions in consultation with Director of Financial Aid. Prior merit scholarships awarded upon first time admission to Hilbert are not guaranteed.

Applicants seeking re-admission to the college must be cleared of any registration holds whether financial, disciplinary, or academic.

HOME SCHOOL STUDENTS

Home-schooled applicants must submit proof of graduation requirements met by an accredited school district or General Education Diploma prior to enrollment.

GRADUATE ADMISSIONS

ADMISSIONS PROCEDURE FOR GRADUATE DEGREE PROGRAMS

To be considered eligible for entrance into the graduate CJA, CST, or MPA program, applicants must:

- Hold a baccalaureate degree from an accredited college or university having earned a cumulative 3.0 grade point average.

- Possess relevant work experience.
- Complete the Hilbert College [online graduate application](#), including an updated resume, all previous college transcripts, and a 300-word statement that addresses:
 - Career goals alignment with the program of choice
 - Professional pathway and impacts of the program.
 - Strategies to be successful in a rigorous 16-month graduate program.
 - Commitment to equity, diversity, and inclusion.

CONDITIONAL ADMISSIONS POLICY

Under special conditions or extenuating circumstances, applicants who do not meet the above requirements may be admitted on a conditional basis. Applicants will be evaluated on evidence of leadership, work experience, writing ability, and promise of contribution.

Students admitted under this policy must earn a minimum grade of B (3.0) in all courses during their first semester. If a student does not meet this requirement, they will not be allowed to return for the following semester.

Students are encouraged to use available academic support resources to help achieve these grades. There is an appeals process for those who believe extenuating circumstances affected their performance.

All conditions will be clearly communicated upon admission.

INTERNATIONAL GRADUATE ADMISSIONS

Applicants should review the international admissions criteria on the [International Student Admissions](#) page.

NON-MATRICULATED ADMISSIONS

Individuals may enroll as non-matriculated students on a space-available basis at the discretion of the Graduate Studies Program chair.

IMMUNIZATION RECORDS POLICY

State law requires Hilbert College to collect immunization records from students taking six or more credit hours in any semester.

International Student Admissions

INTERNATIONAL STUDENT ADMISSIONS

In order to be considered for admission, results of a recent TOEFL exam should be submitted to Hilbert College; a minimum score of 500 (PBT) or 70 (IBT) is required. A 5.4 on the IELTS is also acceptable. Official high school/ secondary school transcripts and academic records verifying successful completion of secondary education are required prior to enrollment. If you have not yet graduated at the time of application, please have your secondary counselor send your most current official transcripts. Students with a high school degree but no university credit will be considered as first time college and students with some university coursework equivalent to at least 12 US college credits will be considered as transfer students. You must also submit official transcripts from all colleges or universities (post-secondary institutions) that you attend(ed). If you are interested in transferring previous course credit from a foreign University to Hilbert, course descriptions or syllabi (in English) are required in order to evaluate your credit for transferability. Transcripts without course descriptions or syllabi are acceptable for admission purposes but will not be evaluated for possible transfer credit.

All international documents must be accompanied by official English translations if the originals are in another language and all documents must be original to be considered official. Faxes or photocopies are not acceptable unless certified by a Ministry of Education, school, or US embassy official and will be evaluated on a case-by-case basis. Transcripts that are emailed cannot be considered as official. It is mandatory to have your official transcripts evaluated by one of the following third-party foreign credential evaluation services:

- [World Education Services](#)
- [International Academic Credential Evaluators, Inc](#)
- [Josef Silny and Associates](#)

Once accepted, please complete the [CSS profile](#).

Students must complete the I-20 paperwork upon the decision to attend Hilbert College. When applicable, complete the proper paperwork for the F-1 visa to study in the USA. The paperwork necessary to apply for a student visa can be found by using the [US Department of State site](#). Please print out the forms, fill out the information requested and attach any supporting documents required. Please note, visa appointments may not be available prior to the start of the term.

More information can be found on the [International Student Services webpage](#).

SPECIALIZED ADMISSIONS PROGRAMS

ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)

In partnership with the State of New York, The Arthur O. Eve Higher Education Opportunity Program (HEOP) program provides a broad range of services to New York State residents who, because of educational and economic circumstances, would otherwise be unable to attend a postsecondary educational institution. Through the financial and academic support provided, HEOP students will strengthen their skill sets and achieve lifelong success at Hilbert College.

Hilbert College will consider all New York State resident students who meet the academic requirements of HEOP. To identify financial eligibility, the Office of Admissions will contact first-time applicants to Hilbert College and request the following information to be submitted:

- One (or more) letter(s) of recommendation
- A 500 word (or less) personal statement or essay
- Complete the financial verification form

After all documentation has been reviewed and the student is determined to be both academically and financially eligible for HEOP, the student will be invited to an interview. If admitted, submission of the Free Application for Federal Aid (FAFSA) and New York State Tuition Assistance Program (TAP) application is required for enrollment. Participation in a four-week summer preparation program is also mandatory and a first-semester 12 credit-hour limitation may be imposed.

First-time college students that are not accepted into HEOP may be offered acceptance under the Assisi Scholars Program instead. Students wishing to transfer into HEOP at Hilbert College must currently be, or have previously been enrolled in an approved HEOP, EOP, SEEK, or College Discovery Program. Transfer admission for HEOP is on a space-available basis. To qualify, students must first be accepted as a transfer student before seeking HEOP. Upon acceptance, students must then complete the Transfer HEOP Form.

ASSISI SCHOLARS PROGRAM

The Assisi Scholars program is a first-year experience initiative designed to offer expanded services and support to college students that do not meet the GPA requirements for standard admission. Applicants who are not eligible for the HEOP program will have the opportunity to participate in the Assisi Scholars Program. Students are selected by the Office of Admission. As an Assisi Scholar, you will have the benefit of a carefully constructed admission program tailored specifically to your academic needs. A member of the academic services team will assist you in the development of your success plan and may require additional conditions of your enrollment. These conditions may include required participation in preparatory coursework or skill building lab, a credit hour limitation or deferred enrollment into your choice major. These requirements will enhance your ability to reach the academic and career goals you have set for yourself, and we could not be more excited to work with you.

Scholarships are available for those who qualify. Students receiving Assisi Scholarships must maintain 2.0 cumulative grade point averages to continue to receive the scholarship in subsequent semesters. Space in this student success program is limited so students are encouraged to complete the process as early as possible.

HILBERT COLLEGE GLOBAL ONLINE PROGRAMS

Applicants to the Hilbert College Global Online programs are subject to the same admissions standards as those applying for programs offered on campus. Applicants who do not meet the standard admissions requirements of an 80% high school average or transfer GPA of 2.0, may be considered for admission under special circumstances deemed appropriate by the Vice President for Hilbert College Global. Students currently enrolled in an on-ground program are eligible to switch to an online program, but only one time. Students in an online program may switch to an on-ground program only one time as well.

HILBERT COLLEGE GLOBAL & CAMPUS ACTIVITIES

Students who choose to enroll in Hilbert College Global Online programs are permitted to reside on campus and/ or participate in athletics programs. However, permission must be granted by a committee comprised of the Vice President for Student Life, the Vice President for Hilbert College Global, The Vice President for Enrollment Management and the Director of Athletics prior to enrollment. HCG students who have been approved to reside on campus or participate in athletics must agree to pay Wellness & Activities fees in addition to the Hilbert College Global Tuition charges. All students participating in Athletics or residing in a Hilbert College residence hall must also submit proof of immunizations and provide a current physical in addition to other health documents required for competitive play.

ADMISSIONS POLICIES

AUDIT FOR TRADITIONAL STUDENTS

Courses may also be audited with the approval of the instructor and the Vice President for Academic Affairs and payment of the audit fee. Auditors receive neither credit nor grades. Due to limited space, requests for auditing computer classes cannot be processed until current student registration is finalized.

SENIOR CITIZENS ADMISSIONS/FEEES

Persons over 60 years of age may take courses of their choice on a space available basis, tuition free. If they desire credit, full tuition will be charged.

APPLICATION UPDATE POLICY

Students who have previously applied for admission are eligible to defer their start term with that application for a sequential period of two terms. In order to do this they would have to contact the Office of Admissions.

Students who were not offered admissions or those who have exhausted the update eligibility period, are not eligible for an application update and must submit an entirely new application.

VERIFICATION OF IMMUNIZATION

Verification of immunizations is a requirement in compliance with the New York State Public Health Law (NYS PHL) §2165, all students enrolled for six or more credit hours and were born on or after January 1, 1957 and who are enrolled in an on-campus program, playing any sport representing Hilbert College or those who are residing on campus must submit verification of immunization or proof of two measles, one mumps, and one rubella inoculations, signed by a doctor or designated health official. Proof of the required immunizations must be on file in the Office of Student Life within 30 days of the first day of class.

In addition, New York State Public Health Law (NYS PHL) §2167 requires institutions, colleges and universities, to distribute information regarding meningococcal disease and vaccination to all students enrolled for at least six credit hours, whether they live on or off campus. A response to receipt of this information is required in the form of a signed acknowledgement. These forms are included in the Student Life packet and must be returned to the office of Student Life. These forms may also be [submitted online](#). Resident students and student athletes are strongly encouraged to receive the meningitis vaccination.

HILBERT COLLEGE DISCIPLINARY REVIEW POLICY

Hilbert College and Hilbert College Global require all prospective student candidates to disclose past criminal convictions and collegiate disciplinary dismissals as part of the admissions process. All prospective student candidates are asked the following questions in their application for admission:

- Has the applicant previously been convicted of a felony?
- Has the applicant previously been convicted of a misdemeanor offense in the past 12 months?
- Has the student been dismissed from an institution of higher education for disciplinary reasons?

An applicant's answers to the above questions are not reviewed until a preliminary decision of admission based on academic merit is made. Answers to these questions in the affirmative by the applicant may require the applicant to supply more information regarding their conviction(s) and/or dismissal(s) before a decision for admission is made.

The applicant may be asked to provide the following information regarding their conviction(s) or dismissal(s):

- A written statement of explanation regarding the incident or circumstances surrounding the applicant's conviction or dismissal;
- A statement from a conduct official associated with the dismissing institution;
- Court documents confirming dates and nature of conviction;
- Additional information deemed necessary for review and consideration.

Applicants are encouraged to provide as much detail as possible early in the process to avoid any delay. Requested material submissions are due within six weeks of the date of request. Failure to respond may result in an automatic application withdrawal and subsequent email notification.

Refusing or neglecting to answer these questions will prevent the student from receiving a decision on their application. Falsifying or providing misleading information may result in an applicant's immediate denial of their application or a rescinded admission offer, if one was already made. Infractions committed by an applicant between their time of acceptance and their enrollment may also result in a rescinded admission offer if such an infraction violates the Hilbert Student Code of Conduct.

After academic eligibility for admission to the college is confirmed by the Office of Admissions, the applications of those who indicate past criminal convictions and/or disciplinary dismissals in their applications are reviewed by the Judicial Enrollment Panel. All information regarding past criminal convictions or collegiate disciplinary dismissals supplied by the applicant as part of their admissions application is kept confidential and shared with the panel. The panel, led by the Vice President of Enrollment Management or the Vice President of Hilbert College Global, is comprised of the following representatives:

- Campus Safety representative
- Mission and Equity representative
- Academic Affairs representative
- Student Life representative

Panel members conduct a blind review of the confidential information supplied by the applicant and are not provided with any of the applicant's personally identifying information. This includes the applicant's name, gender, address, race, religion, and ethnicity. Panel members may be provided with the applicant's anticipated academic program, program start date, requested housing status (commuter or resident students), and their state and country of residence as part of their review process.

Admission decisions are rendered after the panel's assessment and review of multiple factors. Upon enrollment to Hilbert College, all application materials including the applicant's name are shared with the Vice President for Student Life and Dean of Students so that the college may confidentially provide additional support services, if necessary.

New York State Corrections Law [Sections 750, 752 and 753] forbids discrimination against individuals previously convicted of criminal offenses. However, college counsel advises that the law allows an institution to deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk to property or would pose a risk to the safety or welfare of specific individuals or the public.

DENIAL DECISIONS APPEALS

Applicants may appeal a denial decision up to three weeks in advance of a semester start date by email to the Vice President for Enrollment Management or the Vice President for Hilbert College Global or apply for admission in a subsequent term. New, additional information must be provided as part of this subsequent process, and a new outcome is not guaranteed.

TRANSFER POLICY

Transfer courses are approved if they have been taken at an institution that has been accredited by any one of the 21 accrediting organizations listed in Accredited Institutions of Postsecondary Education; including state-based, career-related, and faith-related accrediting organizations.

TRANSFER CREDIT CRITERIA

Students who wish to have credits earned at other institutions applied toward fulfillment of their course of study at Hilbert upon acceptance should check with the Admissions Office for an evaluation of these credentials. Current students should consult with their academic division.

- Students may transfer a maximum of 90 credit hours for a bachelor degree program
- Students may transfer a maximum of 45 credits for an associate degree program
- Students must earn a minimum grade of C- at the transfer institution in order to receive transfer credit at Hilbert College.
- In certain instances, College policy regarding an acceptable passing grade in a required and/or prerequisite course may necessitate that a student repeat a course in order to meet the minimum standard required of all Hilbert students
 - Lab sciences C- or better
 - Accounting C or better
- Remedial courses are not accepted as transfer credits
- All transfer students must submit a high school transcript and all transcripts signifying completion of courses for college credit.
- Hilbert College accepts credits for examinations such as Advanced Placement (AP), College Level Examination Placement (CLEP), International Baccalaureate program (IB), and Defense Activities Non-Traditional Education Support (DANTES, or DSST), etc. Minimum grade requirements have been established for such exams.
 - AP – 3 or higher
 - CLEP – 50 or higher
 - DSST – 400 or higher
 - IB – 4 or higher
- If a student is intending to follow a pre-health track, they may be required to take all lab sciences at the college level. Please contact Dr. Habib Bakht (hbakht@hilbert.edu) to discuss these requirements further.
- Transcripts must be submitted directly from the organization in which students completed their coursework.
 - If a student took college credit through a high school program, the transcript must come directly from the college that sponsored the course.
- All final official transcripts must be received by Student Records by the final withdrawal date of the student's first semester at Hilbert. If official transcripts are not received by the set deadline, a registration hold will be put on the student's record.
- The division chair, in consultation with appropriate division faculty, will determine the acceptance of transfer credit for a major specific course that is over 10 years old. If the course is not accepted, the student has the option to appeal one time through their academic division with additional/supporting documentation.
- Only credit is transferrable; grades, quality points and cumulative averages do not transfer
- Pass/Fail grades will only be considered for transfer if the credit granting institution has a written policy stating that to receive a "P" grade, the student must receive a C- or better. Hilbert College recognizes that many schools put policies for pass/fail in place in the Spring 2020 semester to address the COVID-19 pandemic and will waive the above for courses that received a "P" during Spring 2020 only.

TRANSFER CREDIT EVALUATIONS

A trained evaluator reviews all transfer credits after a preliminary review is performed by Admissions. Transfer courses that may be equivalent to required course work are reviewed by an evaluator; if the evaluator is unable to determine course work equivalency from the course description, it will be sent to the appropriate chair for review and equivalency evaluation.

General Education Requirements

- If the student has earned 60 credits or more from an accredited college or university, liberal arts courses may fulfill any outstanding general education requirements without meeting direct equivalency; a course-by-course review is not required
- If the student does not have 60 or more credits, courses will be reviewed on a course-by-course basis and given an equivalent course acceptance.

INTERNATIONAL TRANSFER CREDITS

Students who attend colleges outside of the United States are required to provide a transcript from a professional foreign credential evaluation service. For consistency in foreign evaluators, Hilbert recommends World Education Services (WES) or Josef Silny and Associates, Inc.. If, however, it is not possible to obtain an evaluation from either of these evaluation services or if the student has had their credits evaluated by another foreign evaluation service, we will give transfer credit as long as said service is a member of The National Association of Credential Evaluator Services (NACES).

ADVANCED PLACEMENT/CREDIT BY EXAMINATION

Hilbert College recognizes college-level work completed in high school under the Advanced Placement Program of the College Entrance Examination Board (CEEB). Student work that receives a rating of 3 to 5 on the advanced placement (AP) examination will be considered for college credit and/or advanced placement status. Hilbert College also participates in the New York State College Proficiency Examination Program (CPEP) and the College Level Examination Program (CLEP) established by the College Entrance Examination Board. Determination of appropriateness of test and level of performance as applicable to credit are determined by the College.

INTERNATIONAL BACCALAUREATE (IB)

Hilbert College recognizes International Baccalaureate programs and will grant academic credit for only higher level (HL) IB exams with a minimum grade of five. A student who has earned the IB Diploma will be awarded a maximum of 30 credit hours. The IB transfer credit will be applied toward major, core curriculum, or elective course requirements. Major credit will be determined in consultation with department chairs. Students will not receive additional credit for AP exams that duplicate credit awarded from the IB exam(s). If a student does not attain the IB Diploma but presents individual Higher Level examinations with scores of five or above, he/she will receive three credits per examination (depending on the Hilbert College course equivalency).

Specialized articulation agreements exist with several high schools and Board of Cooperative Education Services (BOCES) Centers in the Western New York area. These relationships assist students in the transition from the secondary level to the college level by acknowledging their completion of certain unique course offerings at their schools. In general, students who are enrolled in these programs or courses receive three benefits:

Articulation Agreements

First, students will receive college credit in accordance to the individual agreements as listed below. Once accepted and registered in a Hilbert College degree program at the associate or bachelor's level, the students will receive credit for the equivalent Hilbert courses. A student must attend Hilbert College to receive credit; this credit is non-transferable. In addition, Hilbert College provides each school with three scholarships each year worth \$1,000 per semester for eight consecutive semesters (four academic years Fall/Spring). These are to be awarded to students that complete these courses and are recommended by their instructor or director. Finally, during their senior year in high school, up to five students from each school who are recommended by their instructors will receive tuition waivers to take a three credit hour introductory level course at Hilbert College. Students are only responsible for the cost of books and for transportation to and from campus. This list is subject to change – please consult the Admissions office for the current information. High School Agreements:

HIGH SCHOOL AGREEMENTS			
DEPARTMENT	HIGH SCHOOL PROGRAM	HILBERT EQUIVALENT	CREDIT
Criminal Justice			
Bishop Timon-Saint Jude High School	Criminal Justice/ Criminology	CJ 101/CJ 204	3-6
Bennett Law Magnet (PS 200)	Magnet Curriculum	CJ 202	3
East High School	Forensic Tech	FS 101/CJ Electives	3
Hamburg High School	Forensic Science	FS 101	3
Lancaster High School	Criminal Law Course	CJ Elective	3
St. Francis High School	Law in Society	CJ 202	3
Frontier High School	Criminal Justice/Forensic Science	CJ 101/FS 101	3-6
Mount Saint Mary Academy	Forensic Science	FS 101	3
Business Management			
West Seneca Academy of Finance	AOF Curriculum	2 BUS Electives	6
Iroquois Business Academy	AOF Curriculum	2 BUS Electives	6
Orchard Park Academy of Finance	AOF Curriculum	2 BUS Electives	6
North Tonawanda Academy of Finance	AOF Curriculum	Varies by major	3-6
Hamburg High School Academy of Finance	AOF Curriculum	2 BUS Electives	6
Lake Shore Academy of Finance	AOF Curriculum	2 BUS Electives	6
Communication Studies			
North Collins High School	Photography Course	1 Comm Elective	3
Chautauqua Lake	TV Broadcasting	1 Comm Elective	3
West Seneca	TV Broadcasting	1 Lib. Arts Elective	3
Buffalo Academy of Visual & Performing Arts	Comm. Media Arts	1 Comm. Elective	3
BOCES AGREEMENTS			
CENTERS	BOCES PROGRAM	HILBERT EQUIVALENT	CREDIT
Cattaraugus/Allegheny			
Belmont	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Ellicotville	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Olean	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Olean	Graphic Design	Lib. Arts Elective	3
Delaware, Chenango, Madison, Otsego (DCMO)			
DCMO Chenango Campus	Security and Law Curriculum	CJ 103	3
DCMO Robert Harrold Campus	Security and Law Curriculum	CJ 103	3

HIGH SCHOOL AGREEMENTS			
Erie I BOCES			
Harkness	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
Harkness	Cisco Networking/CIS	MIS 120, 205, 206	3-9
Kenton	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
Potter	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
Erie II BOCES			
Carrier	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Hewes	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
LoGuidice	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Ormsby	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Genesee Valley BOCES			
Batavia	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
Mt. Morris	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
Greater Southerntier BOCES			
Broome-Tioga BOCES	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
Madison-Oneida BOCES	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
Monroe I BOCES	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Nassau BOCES Barry Tech	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
Orleans-Niagara BOCES			
Niagara and Orleans Career and Technical Center	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Niagara and Orleans Career and Technical Center	Digital Media Program	DMAC Elective	3
Southern Westchester BOCES	CJ Curriculum I & II	CJ 101, CJ 103, CJ Elective, FS 101	3-12
St. Lawrence-Lewis BOCES	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Wayne-Finger Lakes BOCES			
Finger Lakes BOCES (FLTCC)	CJ Curriculum I & II	CJ 101, CJ 202	3-6
Wayne Technical & Career Center	CJ Curriculum I & II	CJ 101, CJ 202	3-6
WSWHE BOCES	CJ Curriculum I & II	CJ 101, CJ 103	3-6

Interested students should contact the program coordinator for more information.

COST OF ATTENDANCE 2024-2025

Tuition and fees are billed in advance for advance-registered students. Those who register through the drop/add period are billed immediately and payment is due upon receipt of the invoice. Costs are subject to change.

Full-time students are those who are taking a course load of 12 credits or more per semester. Students who register for 1-11 credit hours are considered part-time.

The following rates are effective for the Fall 2024, Spring 2025, and Summer 2025 semesters.

FULL-TIME TRADITIONAL UNDERGRADUATE STUDENTS	
FEE	COST
Tuition Total for Traditional Student	\$15,380 per semester
Comprehensive Fee*	\$1050 per semester
Wellness Fee**	\$180 per semester
Student Activity Fee***	\$260 per semester
<p>*The comprehensive fee covers digital resources such as laptops, digital textbooks, campus safety services, and technology services.</p> <p>**The wellness fee covers wellness services and student support.</p> <p>***The student activity fee covers clubs and organizational programming outside of the classroom.</p>	
PART-TIME STUDENTS	
FEE	COST
Tuition	\$1,370 per credit hour
Comprehensive Fee	\$50 per credit hour
Orientation Fee (first-time students only)	\$370
Registration Fee	\$40 per semester
Wellness Fee	\$180 per semester (students enrolled with 6 or more credit hours)
Student Activity Fee	\$20 per credit hour
Graduation Fee	\$260
*Part-time students enrolled in an undergraduate program taking graduate courses will be charged graduate tuition and fee rates for those courses.	
ADDITIONAL FEES	
Service and Study Away Fee	\$1,700 - \$2,400 per course
International Student Fee	\$1,050 per semester
Lab Fee	\$160 per course
Orientation Fee (new students)	\$370
Graduation Fee	\$260 (one-time fee)
Overload charge (over 18 credits)	\$1,370 per credit
Senior citizens may audit classes on a space available basis as non-matriculated students. Course resource fees apply.	
HILBERT COLLEGE GLOBAL (HCG) ONLINE PROGRAM COSTS	
FEE	COST
Tuition (online)	\$525 per credit hour
Registration Fee	\$40 per semester
Graduation Fee	\$260 one-time charge
Course Resource Fee	\$309 per course

FULL-TIME TRADITIONAL UNDERGRADUATE STUDENTS	
HCG Orientation Fee	\$210
GRADUATE ONLINE/HYBRID COSTS	
FEE	COST
Tuition (online)	\$750 per credit hour
Registration Fee	\$40 per semester
Graduation Fee	\$260 one-time charge
Course Resource Fee	\$309 per course
HCG Orientation Fee	\$210
International Student Fee	\$1050 per semester
RESIDENT STUDENT COSTS	
ROOM & BOARD	COST
St. Joseph Single (meals included)*	\$8,560/semester
St. Joseph Double (meals included)	\$7,460/semester
Trinity Double/ Suite (meals included)	\$7,460/semester
Trinity Triple (meals included)	\$6,350/semester
Campus Apartments (includes 50 meal plan & \$100 Hawk bucks) Sr. Katherine House, Leo House, Rufino House, & St. Agnes House. Single rooms, common kitchen & living areas; for upper-class students only.	\$8,140/semester
Security Deposit (one-time fee upon residing on campus)	\$125
Meal Plan	
50 Meal Block	\$550 per semester
*based on availability	
OTHER CHARGES	
FEE	COST (subject to change)
Transcript fee	\$15
Returned check fee	\$50
Rejected credit card fee	\$50
Due Date Late Fee	\$100/semester
Payment Plan Late Fee	\$100/month

APPLYING FOR FINANCIAL AID

THE APPLICATION PROCESS

Applying for student financial assistance can be a complicated process. In order for the College to determine a student's eligibility for financial aid, certain application procedures must be followed and the student must submit follow-up forms in an accurate and timely manner. Students must be officially accepted by the Office of Admissions before notification of financial aid is given. The form used when applying for federal financial aid (including student loans) is called the Free Application for Federal Student Aid (FAFSA). To assure being considered for all available funds, and to receive timely notification of funds being offered, students should submit the application form and all follow-up forms by April 1. You will be using income information from two years prior, i.e. 2024-2025 will be based on 2021 income. As the name suggests, there is no fee for using this form. The information that is provided on this form serves as the basis for determining the student's eligibility for federal aid as a full-time or part-time student. To apply for Federal Aid and obtain a Federal Student Aid ID (FSA ID), please visit studentaid.gov.

Once you have completed your FAFSA electronically, you will be directed to the New York State Higher Education Services website to complete your New York State TAP Grant Application if you are a New York State resident. If you do not complete the TAP application at this time, you may receive an email, or you may complete the application on the [HESC website](https://www.hesc.org) (TAP is for New York State residents attending a New York State college only.)

The Free Application for Federal Student Aid allows students to request application information to be sent to different institutions. To designate that information be sent to Hilbert College, please list its name and institution code (002735) on the application. It is important for students and their parents to understand that, when applying for financial aid, they accept certain responsibilities. These include providing correct, accurate, and timely information. Also, the applicant must review and understand the agreements contained in all forms that are signed, comply with application deadlines and requests for additional information and repay any funds received as a result of inaccurate information. Once the processing center analyzes the application data, the results are transmitted to several parties. The student will receive an acknowledgment document that summarizes the data information. It must be reviewed for accuracy.

Corrections may be made online at studentaid.gov. If all the information is accurate, the Student Finance Office will receive the same data via the electronic network and in conjunction with other documents submitted by the applicant, the eligibility for federal, institutional and state aid can be determined.

THE VERIFICATION PROCESS

Some student federal aid applications are selected by the processing center for verification. The student may need to provide documentation that the information reported on the Free Application for Federal Student Aid is accurate. Documents such as the student's and parent's federal income tax forms or IRS tax transcripts, verification of untaxed income, household size, or the number in college may be required.

GENERAL ELIGIBILITY CRITERIA

Applicants must meet the following criteria to be eligible to receive federal funding:

- Be a U.S. Citizen or eligible non-citizen
- Be enrolled or accepted for enrollment in an eligible degree or certificate program at an eligible post- secondary institution
- Not be simultaneously enrolled in elementary or secondary school
- Have a high school diploma or its recognized equivalent
- Provide a valid and verifiable social security number
- Maintain satisfactory academic progress in the program of study
- Not be in default on a previous federal education loan, not owe a repayment on a previous federal educational grant or loan, and not have borrowed in excess of federal student loan limits
- Meet additional program-specific criteria under specific program descriptions

ACADEMIC PROGRESS GUIDELINES FOR FINANCIAL AID

HILBERT COLLEGE'S SATISFACTORY ACADEMIC PROGRESS GUIDELINES FOR FEDERAL AID

Federal regulations require that all financial aid recipients maintain satisfactory academic progress (SAP) in a course of study leading toward a degree.

To receive federal and state aid, students must maintain a minimum grade point average and complete a percentage of credit hours attempted each semester. This is called being in good academic standing

It is required that, prior to withdrawing from a course, the student seek advisement from the Student Finance Office to determine the impact of such action on future financial aid eligibility. Students who withdraw through proper procedures will be made aware of any impact their withdrawal will have on their ability to maintain satisfactory progress.

Federal and State regulations prohibit awarding financial aid for classes that do not count toward his/her degree, certificate, or other recognized credential. If you wish to take course work outside of your academic program, please see the Registrar and the Financial Aid Office. Financial Aid is not awarded for completion of minor degrees.

ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL AID

Cumulative Grade Point Average (GPA) – Qualitative Component

- After the end of the 2nd semester, Hilbert College will determine if a student has a 1.80 GPA or better. If a 1.80 has not been earned, the student will have the opportunity to appeal for Federal Financial Aid for the following semester.
- A student must have a 2.0 cumulative GPA at the end of their 4th semester in order to be eligible for Federal Financial Aid.
- Any time a student is academically ineligible for Federal Financial Aid, they will be given the opportunity to appeal and present a plan to regain good academic standing.

Pace (rate of attempted credit hours) – Quantitative Component

- A student must complete at least two-thirds (66.67%) of all cumulative attempted credit hours.
- New freshmen are required to successfully complete at least (50%) of the credits they attempt during their first two semesters. Starting with their third semester, they are required to successfully complete two-thirds (66.67%) of their credits.
- Transfer credits accepted by Hilbert College will count both as attempted and completed hours at Hilbert College.
- Remedial courses will count both as attempted and completed hours.
- Repeats of failed courses will count as attempted and completed hours.
- F, W, I grades will count as attempted, but NOT completed.
- Consult with Student Finance if you are repeating a course for a third time.

Maximum Time frame/Degree Completion within 150 percent of the average length of the program- Quantitative Component

- A student must progress through his/her program of study at a pace that ensures completion within the maximum time frame.
- Maximum time frame is defined as a period of no longer than 150% of the published length of the education program, as measured in credit hours. Associate Degree is 60 credit hours x 150% = 90 credit hours or 6 semesters of study. Bachelor Degree is 120 credit hours x 150% = 180 credit hours or 12 semesters of study.
- Federal financial aid eligibility will be terminated when a student has attempted 180 credit hours (for a degree published with a 120 credit hours requirement). For financial aid purposes, student pursuing a double major or dual degree may not exceed 150% of the maximum time frame standard.
- Although requirements are per semester, Hilbert College reviews for Federal Academic Progress at the end of each academic year. Federal regulations require that schools review at least once per academic year.

CONSEQUENCES OF NOT MEETING SATISFACTORY ACADEMIC PROGRESS (SAP)

Hilbert College reviews FEDERAL aid at the end of each academic year. An academic year comprises of the fall/spring/summer semesters. Students' academic progress will be reviewed at the end of the academic year, or at the end of the last semester that they attend. If a student does not meet the components of SAP, he/ she will receive a letter outlining the requirements and what was achieved. The student will NOT be eligible to receive federal aid for the following academic year.

APPEALS

In the event a student has lost federal aid eligibility due to not meeting Satisfactory Academic Progress, an appeal may be filed in the case of specific circumstances.

Federal regulations allow a student to appeal under the following circumstances: the death of a relative, an injury or illness of the student, or other special circumstances. When filing an appeal, the student must submit a letter explaining the circumstances, supporting documentation, and the student must explain, in writing, what has changed in the student's situation that will allow the student to comply with SAP requirements at the next evaluation. The appeal will be reviewed by a committee and the student will be notified in writing of the outcome. If the appeal is granted, the student will be placed on probation for the following semester and will be allowed to receive federal aid. At the end of that semester, the student must be meeting SAP or he will not be eligible for federal aid the following semester(s) until such time as the student is making satisfactory progress again.

Students who fail to return to good academic standing at the end of the first probation semester will not be eligible for further federal financial aid. They have the option to attend the following semester without federal financial aid in an effort to return to good academic standing. Students may also appeal for reinstatement and should contact the Financial Aid Office to review this option.

STANDARD FOR CONTINUANCE OF STATE AID

Determining eligibility for New York State Tuition Assistance Program (TAP).

BACCALAUREATE DEGREE (BY SEMESTER)									
CALENDAR: SEMESTER DEGREE PROGRAM: BACCALAUREATE									
Before being certified for this payment:									
1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued this many credits:									
0	6	15	27	39	51	66	81	96	111
With at least this grade point average:									
0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0
Completing at least this many credits for this semester:									
6	6	9	9	12	12	12	12	12	12
ASSOCIATE DEGREE (BY SEMESTER)									
CALENDAR: SEMESTER DEGREE PROGRAM: BACCALAUREATE									
Before being certified for this payment:									
1st	2nd	3rd	4th	5th	6th				
A student must have accrued this many credits									
0	6	15	27	39	51				
With at least this grade point average:									
0	1.5	1.8	1.8	2.0	2.0				
Completing at least this many credits for this semester:									
6	6	9	9	12	12				
HEOP STUDENTS BACCALAUREATE DEGREE (BY SEMESTER)									
CALENDAR: SEMESTER DEGREE PROGRAM: BACCALAUREATE									
Before being certified for this payment:									
1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued this many credits									
0	3	9	21	33	45	60	75	90	105
With at least this grade point average:									
0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0
Completing at least this many credits for this semester:									
6	6	9	9	12	12	12	12	12	12

In the case of transfer students, an official transcript of all previous college work (even if the student does not intend to transfer the credits) must be on file in the Student Records Office. All transcripts must be evaluated before a determination can be made regarding a student's eligibility for the Tuition Assistance Program (TAP). Students who receive Aid to Part-time/or TAP to total 24 TAP points (equal to four full-time awards) must maintain a 2.00 CQPA for continued eligibility for State Aid.

State regulations allow a waiver to undergraduate students who have not met the good academic standards. Upon notification of ineligibility, the student should follow the directions outlined in the letter to apply for a waiver. If a waiver is granted, the student is allowed to receive the Tuition Assistance Program (TAP) award for the upcoming semester. This waiver can only be granted once in an entire undergraduate career, regardless of the institutions(s).

FINANCIAL AID POLICIES

THE TUITION PLAN

Hilbert College offers a monthly payment program which divides the semester's tuition costs into four monthly payments. The finance charge ranges from \$55-\$100 depending upon the amount financed on the plan. The student (and perhaps the parent) will be required to complete a Tuition Plan Promissory Note. Payments received after the ten day grace period after the due date are assessed a \$100 late fee. Employer Reimbursement Promissory Note Students who are eligible for tuition reimbursement from their employer are allowed to sign an employer payment promissory note to defer payment until two weeks after the grade report is made available. The finance charge for this note ranges from \$55-100 depending upon the amount deferred. Students are responsible for payment of full charges including the finance fee.

SPECIAL CASES

Senior citizens (60 years) may register for courses on a non-credit basis and receive a full waiver of tuition charges. Student's are responsible for fees. Regular charges apply if the courses are taken for credit.

Courses that are audited with the approval of the instructor and Vice President for Academic Affairs are charged half of the regular tuition rate for coursework. No fees are charged. Auditors receive neither credit nor grades.

PAYMENT POLICIES

All tuition balances are payable by the published due date on the bill, accessed in Nelnet via Self-Service following registration. It is highly encouraged that payments be made online via Nelnet (via self-service portal at selfservice.hilbert.edu). However, payments made directly to the Student Finance Office by cash, check, and debit card are also acceptable. If paying by credit card, payment must be made via Nelnet, Hilbert College's third-party e-billing and payment servicer. To access Nelnet, students must log on to their Self-Service portal and choose Payment Options on the Finance Tab.

Billing due dates: The college requires that all students make full payment arrangements by the due date established on the bill each semester. Failure to respond by the payment due date will result in a \$100 late fee. Late fees are not applied to students who have submitted verification of third party education benefits to the Office of Student Finance where the benefits will cover the balance.

The College will not allow future registration until the account is paid in full. Resident students will not be allowed to move into the residence hall until all financial aid is credited and their account is paid in full. Outside collection and legal action will be taken to secure the payment due the College. The cost of these collection services will be the responsibility of the student. A student whose account is not fully paid or deferred upon by the payment due date must contact the Student Finance Office for further instructions.

For more information on Hilbert's payment policy, please visit the [Hilbert College website](https://www.hilbert.edu).

CAMPUS ACTIVITY & TECHNOLOGY ACCESS

Prior to collection of Hilbert-issued laptop, residence hall move-in, or practicing with an athletic team, students must have full payment arrangements made prior to the billing due date. It is in the best interest of each student to complete the FAFSA process and register for classes on time. Late registrants are afforded flexibility on these items only after the Student Finance team can verify acceptance of student aid or that full payment arrangements have been made.

EMPLOYER REIMBURSEMENT

If you are eligible for tuition reimbursement from your employer, you are allowed to sign an employer payment promissory note to defer payment until two weeks after the grade report is mailed. The finance charge for this note ranges from \$55-\$100, depending upon the number of credit hours. You are responsible for payment of full charges, including the finance fee.

FINANCIAL AID DEFERMENTS

Upon completion of properly validated financial aid award documents and loan applications, the Student Finance Office will defer the amount of the estimated grants and loans against the institutional charges for the semester. It is the student's responsibility to respond to any requirements in a timely manner.

Failure to do so will result in the loss of the deferment, late charges may be assessed and payment will be expected immediately. If loss of financial aid results in non-payment of the account, the account may be placed with a collection agency. The collection fee (up to 50% of debt) and if necessary, litigation costs, will be the responsibility of the student.

GI BILL AND VR&E BENEFICIARIES

GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are eligible to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. Hilbert College will not impose penalties or require beneficiaries to borrow additional funds to cover tuition and fees due to late payments from the VA.

PAST DUE BALANCES

NEW STUDENTS

Failure to make any payment arrangements after the billing due date has passed or before the last day of Add/ drop , whichever is later, will result in dismissal from a Hilbert College residence (if applicable). A Student Finance representative will advise registration cancellation or course withdrawal. Please refer to the Hilbert College Tuition Refund Policy for information regarding tuition liability.

RETURNING STUDENTS

Should a returning student fail to register for their subsequent term classes by the last day of the preceding semester, a late registration fee of \$50.00 will be assessed to the student bill. Failure to make any payment or enroll in a payment plan after the billing due date has passed and before the last day of add/drop will result in the cancellation of registration and dismissal from a Hilbert College residence (if applicable). Please refer to the Hilbert College Tuition Refund Policy for information regarding tuition liability

REFUND POLICIES

- Tuition deposits and application fees are non-refundable.
- Room deposits are non-refundable except in cases of academic dismissal or excessive financial burden.
- Refund of all tuition and fee payments, other than nonrefundable deposits, is allowed for those students who officially notify the Office of Student Records that they will not be attending before the first day of classes.
- On or after the first day of the semester, refunds will be issued on cancellations, withdrawals, and adjustments that have been properly filed in writing in the Student Records Office. The effective date of these changes will be the date on which the form is received by the office. If done by letter, it is recommended to send the notice by certified/return receipt mail.
- Refund of residence hall payments, other than nonrefundable deposits, is allowed for those students who officially notify the Director of Residence Life of their non-residence status prior to the first day of the residence contract. Any student whose contract for residence is accepted and who, thereafter, voluntarily changes to another residence not under the supervision of the College, but who continues to attend the College as a full-time student will remain obligated for the entire semester's room and board charge. Any student whose contract for residence accommodations is accepted and who, thereafter, officially withdraws from the College as a full-time student may receive a refund in accordance with the institutional refund schedule. A resident who breaks the yearly contract between semesters will be assessed a \$300 contract breakage fee.
- If the financial aid awards exceed the institutional charges for the semester, a refund of the excess funds is processed within 14 days of the credit balance being created. Students will be notified via Hilbert College email when their refund check will be available. Checks that are not picked up within seven days are mailed. Refunds resulting from Federal Parent (PLUS) Loans are made payable to the parent borrower, and are mailed directly to the parent.
- Full-time and part-time students who completely or partially withdraw during the first four weeks of the semester are granted an adjustment in tuition charges according to the following schedule.

INSTITUTIONAL REFUND SCHEDULE

FULL-TIME STUDENTS IN A 15-WEEK SEMESTER FALL OR SPRING			
WEEK OF CLASSES	REFUND GIVEN TUITION	REFUND GIVEN FEES	REFUND GIVEN ROOM
Up to end of Drop/Add	100%	100%	50%
2nd fiscal week	90%	No refund	25%
3rd fiscal week	60%	No refund	No refund
4th fiscal week	30%	No refund	No refund
5th fiscal week	No refund	No refund	No refund

Notice: After the end of the drop/add period, no adjustments are made for partial withdrawals of full-time students.

PART-TIME STUDENTS IN A 15-WEEK SEMESTER | FALL OR SPRING

WEEK OF CLASSES	REFUND GIVEN TUITION	REFUND GIVEN FEES
Up to end of Drop/Add	100%	100%
After 2nd class, before 3rd	90%	No refund
After 3rd class, before 4th	60%	No refund
After 4th class, before 5th	30%	No refund
After 5th class	No refund	No refund
ONLINE 8 WEEK SESSION		

Online students who completely or partially withdraw during the first four weeks of a class are granted an adjustment in tuition charges according to the following schedule:

WEEK OF CLASSES	REFUND GIVEN TUITION	REFUND GIVEN FEES
Drop before classes begin	100%	100%
After 2nd week, before 3rd	50%	No refund
After 3rd week, before 4th	25%	No refund
After 4th week	No refund	No refund

FEDERAL REGULATIONS PERTAINING TO REFUNDS/REPAYMENTS OF FEDERAL (TITLE IV) AID

All schools that participate in any of the Federal Title IV financial aid programs must determine how much Title IV aid a student has received and not earned at the time of withdrawal, as well as how much of the aid has to be returned and by whom. The amount of aid earned is calculated on a pro rata basis through 60 percent of the payment period.

For students enrolled in 8 week modules, a student must successfully complete 49% of the days in the payment period to avoid a return of federal funds.

RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA)

If Military Tuition Assistance funds are used to pay for your education and you officially or unofficially withdraw from a course prior to completing 60% of the course, the Department of Defense requires that Hilbert College return any unearned TA funds to the department based on how much of the course you completed.

Unearned TA funds will be returned on a prorated basis through at least the 60% portion of the period for which the funds were provided. The percentage of TA earned equals the **days completed before withdrawal**, divided by the total number of days in the course. In cases where Tuition Assistance funds are returned to the military, you will be responsible for any balance on your Hilbert College student account.

If you withdrew due to a military service obligation, you may be eligible for an exception.

RETURN OF FUNDS FORMULA

There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs.

1. Determine date of withdrawal and percentage of payment period attended by the student. A student's withdrawal date is one of the following: The date the student began the withdrawal process prescribed by the institution;
 - The date the student otherwise gave (in writing or orally) official notification to the institution of his or her intent to withdraw;
 - If the student never began the withdrawal process or otherwise gave notice of intent to withdraw, the midpoint of the payment period or period of enrollment or the student's last day of academically related activity if it can document the student's attendance;
 - If the student did not begin the withdrawal process or otherwise give notification (including notice from someone acting on the student's behalf) to the institution of the intent to withdraw because of
 - Circumstances beyond the student's control (e.g., illness, accident, grievous personal loss, etc), the date based on the circumstances related to the withdrawal;

- If a student who was granted an approved leave of absence fails to return from the leave of absence, the date the institution determines the approved leave of absence began; or
 - If a student takes an unapproved leave of absence, the date the student began the unapproved leave of absence.
2. Calculate amount of Title IV aid earned by the student.
 3. Compare amount earned and amount disbursed to determine amount of unearned.
 4. If amount earned is greater than amount disbursed, determine late disbursement.
 5. If amount earned is less than amount disbursed, determined amount of Title IV aid that must be returned.
 6. Calculate portion of funds to be returned by institution and student. A student who owes a grant repayment remains ineligible for further Title IV assistance until the grant is repaid, unless the student and the institution agree on satisfactory repayment arrangements.

The following is the refund distribution schedule:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
- Federal Perkins Loan
- FFEL/Direct PLUS
- PELL Grant
- Federal SEOG
- Other Title IV Programs

Examples of these refund calculations are available in the Student Finance Office.

STUDENT'S RESPONSIBILITY

Prior to leaving the institution, the student should seek both academic and financial advisement. After completing the official withdrawal form (available in Self-Service under Student Record Forms), the student's record will be processed using the date of withdrawal. If the student does not officially withdraw, yet ceases to attend all his/her registered classes for the semester, the faculty will provide the last date of attendance. The student's record will be processed using this last date of attendance if it surpasses the midpoint of the semester. If the student receives a check from the institution as a result of financial aid/loans exceeding the tuition costs and withdraws, the student may be responsible to repay a portion of that refund to the Title IV programs. The institution will review the refund in proportion to the length of attendance and determine what the student needs to repay.

INSTITUTION'S RESPONSIBILITY

After determining that a student receiving Title IV funds has withdrawn (officially or unofficially), the institution will process the appropriate refund calculation as mandated by the Federal regulations. The resulting action will be summarized and notice of this action will be mailed to the student. If the student must repay a portion of the refund received prior to the withdrawal, the institution will notify the student of the liability.

The institution will perform due diligence in securing the monies to return to the Title IV programs. This action will disqualify further Title IV funding until the monies are returned as requested. The institution will respond to any questions or concerns regarding this regulation.

FINANCING AN EDUCATION

Since the cost of a college degree is most often compared to another major investment in a person's lifetime, purchasing a house, careful financial planning is needed. The Student Finance Office consists of the areas of financial aid and student accounts. This "blend" of data information and staff provides the whole picture of cost, financial resources, and payment options to students and their parents when meeting the expense of this very important investment. It is the mission of this office to provide the personal counseling that is necessary to make attending Hilbert College an affordable reality. The combined efforts of students and college staff produce the most effective results by acquiring what financial assistance is available.

WHAT IS FINANCIAL AID?

Financial aid, simply defined, is money that is supplied by a source outside of the family to help meet the cost of higher education. There are two basic categories of aid: need-based and non need-based. Need-based aid contributes the major portion of assistance available for higher education. When a student does not have sufficient family resources to pay for college, that student is considered to have financial need. This is determined by collecting financial data about the student and his/her family and then analyzing that data according to a standard set of calculations. This need analysis results in the student aid index (SAI). The SAI represents the amount of resources, in dollars, that the student and his/her family are assumed to have available to contribute towards the cost of attendance which includes the following:

- Tuition and fees
- Housing
- Meals
- Books and supplies
- Transportation
- Personal expenses

After the cost of attendance is calculated by the college, the expected family contribution is subtracted, leaving a remaining sum which is the student's financial need.

Institutions that participate in federal student aid programs are required to provide student consumer information regarding the cost of attendance so that a prospective student can examine it to make sure that it is realistic and reasonable in view of his/her career goals. This material, as it relates to Hilbert College, is described in the financial policy section of the catalog.

Within each category of financial aid, need-based and non need-based, there are three types of aid: grants, loans, and student employment. Grants are gift aid; they do not have to be repaid, nor do they have to be earned. A loan does have to be repaid, unless it carries a provision that allows all or part of it to be canceled if the student fulfills certain requirements. Employment is a straightforward exchange of money for work performed in a job affiliated with the college. There are four sources of funding for all aid: federal, state, institutional and private.

Financing an Education

COSTS AND ESTIMATED BUDGETS

CALCULATION OF FINANCIAL AID

The cost of attendance, also referred to as the student's budget, takes into consideration expenses that are related to the student's education. These educational costs are both direct and indirect and include:

- Tuition and fees
- Housing and meals
- Books and supplies
- Transportation
- Miscellaneous personal expenses

Costs may also include loan fees, dependent care costs and expenses related to a disability (if they are necessary for attendance and are not covered by other agencies).

The estimated cost of attendance budgets for full-time students attending in the 2023-2024 academic year follow. Important Reminder: These budgets are not the actual charges on the student's account. Only tuition, fees, housing and meals (for resident students) and digital resources amounts are listed on the tuition bill.

The estimated cost(s) of Attendance printed on the Hilbert College Award Notice are inflated to include several factors in addition to tuition and fees. The budgets below are for a full-time undergraduate on-campus program students and Online students. These are strictly used by the Office of Financial Aid for the purpose of packaging for the 2024-2025 Academic Year. Updated Costs can be found on the [Hilbert College website](#).

STUDENT EXPENSES	COMMUTER	OFF- CAMPUS	RESIDENT ON-CAMPUS	ONLINE	GRADUATE
Tuition	\$30,760	\$30,760	\$30,760	\$18900	\$20250
Fees	\$2980	\$2980	\$2980	\$3828	\$2901
Housing & Meals	\$4000	\$12600	\$14920	\$12675	\$12180
Transportation	\$1000	\$1000	\$1000	\$3000	\$1500
Personal Expenses	\$800	\$800	\$800	\$2400	\$1200
Average Loan Origination Fee	\$100	\$100	\$100	\$300	\$204
Total Cost	\$39640	\$48240	\$50560	\$41103	\$38235

**Child Care will be adjusted on an individual basis. Billing is done by Student Accounts on a semester basis. Any specific questions pertaining to the student's bill should be directed to that department.

Based on the data from the Free Application for Federal Student Aid and State Tuition Assistance application, the award amounts for federal and state aid are calculated. These award amounts, along with recommended loan amounts, are communicated to the student by means of an offer notice. Once the student accepts the offer online, the financial aid amounts (excluding work study amount since this is paid to the student when the hours are worked) are used for deferment of tuition costs. Any balance remaining after the aid is deferred is the responsibility of the student to pay.

Financing an Education

FEDERAL FINANCIAL AID PROGRAMS

This is the largest source of need-based funding available through the Department of Education that is also referred to as Title IV funding. The most common programs regulated by the Higher Education Act (HEA) of 1965 are:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study

- Federal Direct Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan (Parent Loan)

The Federal Pell Grant, Federal SEOG, Federal Work-study, and subsidized Federal Direct Loan programs are need-based. Simply stated, this means that when determining eligibility for funds for these programs, a student's expected family contribution is considered.

Unsubsidized Federal and Federal PLUS loans are referred to as non-need-based since the expected family contribution is not considered when determining eligibility for funds from these programs. The Federal Pell Grant Program provides "gift" assistance to undergraduates who have not yet earned a baccalaureate degree. It is an entitlement award which is not dependent upon the availability of funds at a particular institution. The annual amount of a student's Federal Pell Grant depends in part on the amount that Congress appropriates for the program.

Campus-based programs include Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Work- Study (FWS). Unlike the Federal Pell Grant, receiving aid from the campus-based programs depends upon the availability of funds at the college. The actual amount of funds received by a student under each of these programs depends upon the student meeting additional program specific criteria set by Congress and Federal regulations, the student's need, and the amount of the school's allocation.

The Federal Supplemental Educational Opportunity Grant (FSEOG) Program provides grant funds for exceptionally needy students who are Pell eligible and who have not yet earned a bachelor's or professional degree. The Federal Work-Study (FWS) Program provides jobs for students who need earnings to meet a portion of their educational expenses.

The Federal Direct Loan Program is a set of guaranteed Federal student loan programs that includes the Federal Direct Loan (subsidized and unsubsidized) and the Federal Direct PLUS (Parent Loan) Programs. While students apply for these loans through the school, the source of funds for these programs is from the Department of Education.

The terms subsidized and unsubsidized must be understood when discussing the loan programs. A subsidized loan means that the federal government pays the interest to the lender while the student is in school and during other periods when the borrower is not required to make payments. Once in repayment, students are then responsible for paying the interest on the loan. An unsubsidized loan means that the federal government does not pay the interest on behalf of the student. Instead, the borrower pays all the interest that accrues throughout the life of the loan, including the interest that accrues while the borrower is enrolled as a student. The borrower can pay the interest as it accrues or have it capitalized (added to the principal amount of the loan). Another major difference with the unsubsidized loan is that the expected family contribution (EFC) is NOT taken into consideration when determining eligibility. This has allowed many students who did not meet the eligibility requirements of a subsidized Federal Direct Loan due to a large family contribution to apply for a loan under the unsubsidized calculation.

Additional Unsubsidized Federal Direct Loan eligibility is available for independent students and for certain dependent students (whose parents are denied the parent loan).

The Federal Direct PLUS Loan (FPLUS) Program is designed for parents of dependent students and allows them to borrow federal money to help pay the cost of attending the college.

FEDERAL PELL GRANT

The Federal Pell Grant is an entitlement program. The applicant must be enrolled as an undergraduate student at an approved post-secondary institution which is itself eligible under law to participate in the grant program. Financial need is determined by a formula established by the Department of Education and is reviewed annually by Congress. A student may receive a Federal Pell Grant until the completion of the first bachelor degree. Once a bachelor degree is earned, the student is no longer eligible.

Current 2024-2025 awards for full-time students range from \$767 to \$7,395 per year. The amount of the award is affected by the cost of attendance and the status of part-time/full-time. The Pell grant is not duplicative of state awards.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

The applicant must have financial need be enrolled at least half-time, and be Pell eligible.

The award ranges from \$100 to \$4000 per year, based on cost of attendance and the availability of funds. Awards are made until the completion of the first bachelor degree.

FEDERAL WORK-STUDY PROGRAM

The applicant must be enrolled full-time. The College makes every attempt to employ all eligible students; however, in the event when there are more eligible students than funds available, the College will select those demonstrating exceptional financial need.

The College arranges for job placements on campus and off campus with public or private non-profit agencies and community service organizations, includes the America Reads/Counts Program. The number of hours allowed for a student to work under this program are determined by a student's financial need, class schedule, academic progress and health status. Students are paid every two weeks for the hours worked during that time. Compensation is not given for hours awarded and not worked.

FEDERAL DIRECT LOAN

In addition to meeting the general eligibility criteria already stated, the student must be enrolled at least half-time. The student must also complete the Free Application for Federal Student Aid.

FEDERAL DIRECT LOANS (SUBSIDIZED AND UNSUBSIDIZED)

Direct Loans are made to students attending school at least half-time. The U.S. Department of Education is the lender, and you receive the loan money through your school. Direct Loans are low interest loans available for a student' educational expenses. A Subsidized Direct Loan is awarded on the basis of financial need. The federal government pays the interest on the Subsidized loan when the student is enrolled in college at least half-time and during the periods of loan deferment. The interest rate for Subsidized loans disbursed after July 1, 2024 will be at a fixed rate of 6.53%; interest begins after half-time enrollment ceases.

An Unsubsidized Direct Loan is not awarded on the basis of financial need. Unsubsidized Direct Loans have a fixed interest rate of 6.53% for undergraduate students and 8.08% for graduate students as of July 1, 2024. Interest is charged on the unsubsidized loan from the time the loan is disbursed until it is paid in full. This loan is designed for students who do not qualify for Subsidized Direct Loans. Additional loan funds are available for students who are independent of parent(s) as defined by Department of Education standards and for dependent students whose parents cannot borrow the Parent Plus Loan (\$4,000 for first-and second-year students, \$5,000 for third-and fourth-year students). A 1.057% origination fee will be charged on the principal amount of the subsidized and unsubsidized loans, deducted before any funds are received, so the loan amount you receive will be less than the amount that will be repaid. A student certified as a freshman (0-29 credit hours completed) may borrow up to \$3500 per academic year. A student certified as a sophomore (30-59 credit hours completed) may borrow up to \$4500 per academic year. A student certified as a junior or senior (60 or more credit hours completed) may borrow up to \$5500 per academic year. The amount of loan eligibility is also determined by enrollment status of part-time or full-time. Loan eligibility is prorated for a student completing his/her degree requirements during one semester of the academic period. The total aggregate limit for a dependent undergraduate student cannot exceed \$31,000 with a maximum of \$23,000 subsidized. The total aggregate limit for an independent undergraduate student is \$57,500 with a maximum of \$23,000 subsidized.

Loan proceeds are disbursed in two payments for the length of the loan (ex: a loan is processed for the period of Aug.- May will come in two disbursements, one in the Fall, and one in the Spring).

The student must remain enrolled at least half-time for the proceeds of any loan to be credited to his/her tuition account. Once a student has either graduated, withdrawn, or dropped below six credit hours, he/she must make formal arrangements with the loan servicer to begin repayment.

FEDERAL PARENT LOANS (PLUS)

The purpose of this program is to enable parents of dependent undergraduate students to secure a loan to help meet the educational costs of attending the College. Creditworthy parents of a dependent student who is enrolled at least half time in a degree program may borrow up to the students' cost of attendance, minus any other financial aid. Repayment begins within 60 days after the final loan disbursement for the loan period, unless the parent requests a deferment by indicating such on the plus loan application or directly contacts the plus loan servicer. Interest rate is fixed at 9.08% for Direct Plus Loans disbursed on or after July 1, 2024. A 4.228% origination fee will be charged on the principal amount of the loan, deducted before any funds are received, so the loan amount you receive will be less than the amount that will be repaid.

OTHER FEDERAL AID

The Department of the Interior provides grants under the Bureau of Indian Affairs (BIA). This agency administers a higher education grant for enrolled members of a tribe, Indian, Eskimo or Aleut, who are pursuing an undergraduate degree. Additional information is available from the Bureau of Indian Affairs Office.

OTHER LOAN PROGRAMS

Various lending institutions offer Alternative Loans for student borrowers with a credit-worthy co-signer. Additional information and applications are available in the Student Finance Office.

Financing an Education

SPECIFIC FINANCIAL AID PROGRAM INFORMATION

NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)

To be eligible for State student aid programs, a student must be a New York State resident and a U. S. citizen or permanent resident alien, matriculated in an approved program at a participating institution in New York State.

To receive any state-sponsored award or scholarship, students must submit an application to HESC by June 30 of the academic year for which assistance is sought. Exception: To receive assistance through the Aid for Part-Time Study program, students must submit an application to the participating institution- not to HESC. Applicants will be processed as dependent using parental income as an eligibility criteria unless the student falls into one of the following categories:

Basic Conditions

- Does not and will not live with parents for more than six weeks during preceding, current and future tax year.
- Did not and will not receive support from parents exceeding \$750 during preceding, current and future tax year.
- Is not claimed as dependent on parent(s) tax return(s) for preceding or current tax year.
- Honorably discharged from US military service and not claimed by parent(s) for preceding or current tax years.
- 35 years of age as of June 30 of academic year (June 30, 2023 for 2023-2024).
- Between 22 and 35 years of age as of June 30 and meet the Basic Conditions.
- Married on or before December 31 preceding the academic year and meet the Basic Conditions.
- Previously approved for financial independence and meet the Basic Conditions.

UNDER 22 YEARS OF AGE

- Meet Basic Conditions and Meet One of the Special Conditions

Special Conditions

- Under 22 years of age
- Both parents are deceased; permanently disabled; or declared incompetent.
- Applicant receives public assistance other than Aid to families with Dependent Children or food stamps.
- Applicant is a ward of the court.
- Involuntary dissolution of family unit resulting in relinquishment of parental responsibility and control.

Undergraduate students enrolled in the Associate Degree program are limited to six semesters of TAP awards. (Total of 36 TAP points)

Undergraduate students enrolled in the Bachelor Degree program are limited to eight semesters of TAP awards. (Total of 48 TAP points)

** Independent status under the Federal definition does not necessarily assure independent status for State programs. The amount of the TAP award is scaled according to the level of study, tuition charges, and net taxable income. For first- time undergraduate TAP recipients enrolled full-time who are dependent, or financially independent and are married or have tax dependents, the maximum award is \$6083 and the minimum award is \$1000. Tuition Assistance for part-time Students (Aid to Part-time study)

To be eligible for aid to part-time study a student must:

- Be a resident of New York State
- Be a U.S. citizen, permanent resident alien or refugee
- If eligible to be claimed as a tax dependent, the family's net New York State taxable income cannot have exceeded \$50,550, in the preceding tax year
- If not eligible to be claimed as a tax dependent, the student's and, if married, the spouse's net taxable income together cannot exceed \$34,250
- Not have exhausted eligibility under the State's Tuition Assistance Program(TAP)
- Be matriculated as a part-time student in an approved undergraduate degree program
- Be enrolled for at least 3 but not more than 11 credit hours per semester
- Retain good academic standing in order to continue to be eligible for an award
- Have tuition of at least \$100 per year
- Not be in default on any student loan

The recipients and award amounts are determined by the College and contingent upon the allocation authorized by the State of New York. The award cannot exceed the cost of tuition. Students must complete an application that is available in the Student Finance Office.

NEW YORK STATE ENHANCED TUITION AWARDS PROGRAM (ETA)

Hilbert College participates in the Enhanced Tuition Awards (ETA) program which provides tuition awards to students who are New York State residents attending a participating private college located in New York State. Recipients will receive up to \$6,000 through a combination of their TAP award, ETA award and a match from their private college.

ELIGIBILITY

An applicant must: be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term; be a U.S. citizen or eligible non-citizen; have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department; have a combined federal adjusted gross income of \$125,000 or less; be pursuing an undergraduate degree at a participating private college or university located in New York State; be enrolled in at least 12 credits per term and complete at least 30 credits each year applicable toward his or her degree program, through continuous study with no break in enrollment except for certain reasons that can be documented; if attended college prior to the 2023-2024 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Enhanced Tuition Award; be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award; be in compliance with the terms of the service condition(s) imposed by any NYS award(s) that you have previously received; and execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

CATCHING UP ON CREDITS

A student who is not on track to complete an Associate's degree in two consecutive years or Bachelor's degree in four consecutive years (which requires completion of the equivalent of 30 credits each academic year) can catch up on missing credits to become eligible for an Enhanced Tuition Award. If you successfully earn additional credits during a term or academic year and get back on track to completing your degree on time, you will be eligible to receive an Enhanced Tuition Award for the remainder of your undergraduate degree program.

FIVE-YEAR UNDERGRADUATE PROGRAM

If you are in an undergraduate program of study normally requiring five-years, the ETA program allows five years to complete your degree on time (which requires completion of the equivalent of 30 credits each academic year).

STUDENTS WITH DISABILITIES UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990

To be eligible for an Enhanced Tuition Award, students with qualified disabilities under the Americans with Disabilities Act who attend less than full time must register with their college office for students with disabilities.

If you are a student with a disability under the Americans with Disabilities Act, the ETA program requires that you be continuously enrolled and complete the number of credits you attempted each semester to fulfill the requirement for on-time degree completion. If you have not earned credits for all courses attempted, you can catch up on missing credits if you successfully earn additional credits during a Summer and/or Winter session(s) and get back on track for credits that were not previously completed.

Students with disabilities determined to be ineligible who can demonstrate good cause for completing fewer credits than attempted and/or a break in attendance may appeal the decision by completing and submitting the Enhanced Tuition Awards Appeal form to ETA.Appeals@hesc.ny.gov. For more information, visit NYS Student Financial Aid Programs and Students with Disabilities.

APPEALS

Students whose current income or prior year adjusted gross income is \$125,000 or below due to the disability, divorce or separation of a parent, spouse or the student or the death of a parent or spouse may appeal their disqualification by completing the Income Appeal Form and submitting it to Income.Appeals@hesc.ny.gov.

Students determined to be ineligible for failure to meet the annual credit or continuous enrollment requirements and who can demonstrate good cause for completing fewer credits than required and/or a break in attendance may appeal the decision by completing and submitting the Enhanced Tuition Awards Program Appeal Form.

AWARD AMOUNT*

Recipients of Enhanced Tuition Awards will receive up to \$6,000 through a combination of their TAP award, ETA award and a match from their private college. The number of awards to be made under this Program is subject to available funding.

*Note: Any award payment received may have tax implications. Any questions regarding this should be directed to a tax professional, the Internal Revenue Service, or the NYS Department of Taxation and Finance.

DURATION

A recipient of an Enhanced Tuition Award is eligible to receive award payments for not more than two years of full-time undergraduate study in a program leading to an Associate's degree or four years of full-time undergraduate study, or five years if the program of study normally requires five years, in a program leading to a Bachelor's degree.

PAYMENT

To receive payments after the initial application year, an Enhanced Tuition Awards recipient must annually complete the Free Application for Federal Student Aid (FAFSA) and the NYS Student Aid Payment Application. Application

Please check the hesc.ny.gov website for application deadlines.

Financing an Education

SCHOLARSHIPS

INSTITUTIONAL AND PRIVATE FUNDING

Hilbert College and various private benefactors provide funding for grants and scholarships that are need-based or merit-based. Merit-based aid is given to students in recognition of special skills, talent or academic ability. Non need-based may also be awarded considering other criteria such as field of study, ethnicity, or class level. Eligibility is determined by an analysis of admission application materials and high school transcripts.

ACADEMIC EXCELLENCE SCHOLARSHIPS

Upon acceptance, domestic and international students that attend on campus academic programs may be eligible for ONE of the following annual scholarships:

- Franciscan Full Tuition Scholarship
- Mother Colette Scholarship
- Hilbert Scholarship
- Trustee Scholarship
- St. Clare Opportunity Grant
- Assisi Opportunity Grant

INSTITUTIONAL ANNUAL INCOMING FRESHMAN SCHOLARSHIPS

In addition to one of the above merit scholarships freshmen may also qualify for ONE of the following annual scholarships.

- BOCES Articulation Scholarship is awarded to students who have completed a program pre-approved by Hilbert College.
- High School Articulation Scholarship/Dual Enrollment is awarded to students who have completed or are on track to completed courses approved by Hilbert College at selected area high schools.
- Students may also be invited to participate in either the Honors Program or the Leadership program. Those interested should contact the Admissions Office for more information.
- Child of Alumni Grant is awarded to dependent children of Hilbert College graduates (Bachelor or Associate) who register full-time in a matriculated program at Hilbert College.
- Out of State Undergraduate Match Scholarship is awarded to new students that live outside of New York State. Amounts can vary and is dependent on the information reported on the FAFSA.

All Hilbert scholarships are subject to Hilbert's scholarship policies. For more information regarding Hilbert scholarships, please visit the [Financial Aid website](#).

TRANSFER STUDENT SCHOLARSHIPS

Upon acceptance, domestic and international undergraduate transfer students that attend on campus academic programs may be eligible for ONE of the following annual scholarships, which are determined based upon academic merit.

- Honors Scholarship
- Academic Merit Scholarship
- Transfer Assisi Scholarship

In addition to one of the above merit scholarships transfer student may also qualify for ONE of the following annual scholarships.

- Child of Alumni Grant is awarded to dependent children of Hilbert College graduates (Bachelor or Associate) who register full-time in a matriculated program at Hilbert College. It is renewable each year if the student registers for full-time attendance and maintains satisfactory academic progress.
- Out of State Undergraduate Match Scholarship is awarded to new students that live outside of New York State. Amounts can vary and is dependent on the information reported on the FAFSA.
- Students may also be invited to participate in the Honors Program

Scholarship requirements will be reviewed at the end of each academic year. If students do not maintain the requirements of an academic merit scholarship, the scholarship will be reduced by 50% of the annual award. Students will have the opportunity to appeal if there were extenuating circumstances that prevented the student from maintaining the requirements. Students should contact the Student Finance Office for instructions of how to complete an appeal.

ADDITIONAL CAMPUS-BASED SCHOLARSHIPS

Hilbert College offers several scholarships made possible through generous donations from alumni and friends of the college who value a Hilbert College education. Hilbert College offers a variety of scholarships for current, new students and transfers. Scholarship eligibility can be based on specific criteria which includes; academic merit, financial need, field of study, or a combination of criteria.

[Please click here to download a full listing of available scholarships and descriptions.](#)

For any questions regarding the application process and time line for applying please contact the Student Finance Office.

OTHER SCHOLARSHIPS

ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAMS

The Arthur O. Eve Higher Education Opportunity Program (HEOP) was created in 1969 by the New York State Legislature and is a partnership between the State of New York and Hilbert College.

This program provides a broad range of services to New York State residents who, because of educational and economic circumstances, would otherwise be unable to attend a postsecondary educational institution. Through the financial and academic support provided, HEOP students will strengthen their skill sets and achieve lifelong success at Hilbert College.

HEOP offers financial support to cover tuition and fees, housing and meal plan, books and supplies. The program also offers personal and academic counseling to help students navigate college life and prepare them for life after college.

Admitted HEOP students are required to complete a four-week Summer Institute designed to assist students in their academic and social transition to college.

Hilbert College will consider all New York State resident students that meet the academic and financial requirements of HEOP.

SAY YES TO EDUCATION SCHOLARSHIP

Hilbert College has partnered with Say Yes to Education to award a full tuition scholarship to an unlimited number of deserving students who meet Say Yes requirements. Students must complete the Hilbert College free online application, and submit their FAFSA, TAP, and Say Yes application.

EXTERNAL SCHOLARSHIPS

Students are urged to apply for outside scholarships offered by local foundations, service clubs, various businesses and labor organizations. The Student Finance Office web page and your high school guidance office may have information that might be helpful in locating scholarships.

Financing an Education

SCHOLARSHIPS

INSTITUTIONAL AND PRIVATE FUNDING

Hilbert College and various private benefactors provide funding for grants and scholarships that are need-based or merit-based. Merit-based aid is given to students in recognition of special skills, talent or academic ability. Non need-based may also be awarded considering other criteria such as field of study, ethnicity, or class level. Eligibility is determined by an analysis of admission application materials and high school transcripts.

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Upon acceptance, domestic and international students that attend on campus academic programs may be eligible for ONE of the following annual scholarships:

- Franciscan Full Tuition Scholarship
- Mother Colette Scholarship
- Hilbert Scholarship
- Trustee Scholarship
- Assisi Opportunity Grant

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In addition to one of the above merit scholarships freshmen may also qualify for ONE of the following annual scholarships.

- BOCES Articulation Scholarship is awarded to students who have completed a program pre-approved by Hilbert College.
- High School Articulation Scholarship/Dual Enrollment is awarded to students who have completed or are on track to completed courses approved by Hilbert College at selected area high schools.
- Students may also be invited to participate in either the Honors Program or the Leadership program. Those interested should contact the Admissions Office for more information.
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- Out of State Undergraduate Match Scholarship is awarded to new students that live outside of New York State. Amounts can vary and is dependent on the information reported on the FAFSA.
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HEOP offers financial support to cover tuition and fees, housing and meal plan, books and supplies. The program also offers personal and academic counseling to help students navigate college life and prepare them for life after college.

Admitted HEOP students are required to complete a four-week Summer Institute designed to assist students in their academic and social transition to college

Hilbert College will consider all New York State resident students that meet the academic and financial requirements of HEOP.

SAY YES TO EDUCATION SCHOLARSHIP

Hilbert College has partnered with Say Yes to Education to award a full tuition scholarship to an unlimited number of deserving students who meet Say Yes requirements. Students must complete the Hilbert College free online application, and submit their FAFSA, TAP, and Say Yes application.

EXTERNAL SCHOLARSHIPS

Students are urged to apply for outside scholarships offered by local foundations, service clubs, various businesses and labor organizations. The Student Finance Office web page and your high school guidance office may have information that might be helpful in locating scholarships.

Payment of Financial Aid

PAYMENT OF FINANCIAL AID

The student's financial aid offer notice lists all the estimates for the full academic year; however, tuition charges and financial aid payments are processed by the semester. If the student's original financial aid notice was based on full-time enrollment and the student changes to part-time status, the financial aid amounts must be recalculated. After the drop/add period ends, the Student Finance Office verifies the student's enrollment status and begins to finalize the financial aid information for payment to the student's account. For those students who have fulfilled all the requirements for a particular type of financial aid, the award amount is credited to the student's account to pay institutional charges. When the amount of financial aid exceeds the institutional charges, the excess funds are refunded to the student in the form of a check. These refunds are available within 14 days of the credit balance being created.

OTHER PAYMENT OPTIONS

The staff of the Student Finance Office provides personal counseling to the student and his parents to determine the best payment approach. Any balance remaining after grants, scholarships and loans can be paid with cash, personal check, and debit card. If paying by credit card, payment **must** be made via Nelnet, Hilbert College's third-party e-billing and payment servicer. To access Nelnet, students must log on to their Self-Service portal and choose Payment Options on the Finance Tab.. The College also offers a monthly payment plan which divides the semester's balance into four manageable monthly payments. Many employers offer a tuition reimbursement benefit to qualified employees. Students who are sponsored under this benefit may defer tuition payment until two weeks after the grade reports for the semester are mailed. An employer reimbursement promissory note must be signed to qualify for the deferred tuition payment.

START HERE:

<http://www.fafsa.gov>

Hilbert College Code: 002735



DEGREE AND CURRICULA RULES

DEGREE REQUIREMENTS

Hilbert College awards the degrees of Associate in Arts (AA), Associate in Applied Science (AAS), Bachelor of Arts (BA), Bachelor of Science (BS), Master of Science (MS), and Master of Public Administration (MPA).

An associate's degree requires the completion of a minimum of 60 credit hours and cumulative grade point average of 2.0 (equivalent to C). A bachelor's degree requires the completion of a minimum of 120 credit hours and cumulative grade point average of 2.0 (equivalent to C). A master's degree requires the completion of a minimum of 36 credits hours and a minimum grade point average of 3.0 (equivalent to a B). The number of actual courses and credits varies depending upon the program as described in this catalog.

Additionally, all undergraduate students must complete a minimum number of liberal arts and sciences credits depending on the degree sought. Please refer to the Liberal Arts and Science Requirements policy for more information.

Individual departments may require a minimum number of upper-level credits in order to meet curricular demands. Please reference individual program requirements for more information.

IN RESIDENCE COURSEWORK

In order to earn a degree from Hilbert College, students are required to meet the in residence coursework minimum requirements. Students earning a bachelor's degree must complete 30 credit hours of course work at Hilbert College. Student's earning an associate's degree must complete 15 credit hours of course work at Hilbert College.

Depending on a student's program of study, certain courses may be required to be completed at Hilbert College. It is the student's responsibility to confer with the department chair for these requirements.

Official transcripts will only calculate grades for coursework that has been completed at Hilbert College.

CLASS STATUS/ANTICIPATED GRADUATION YEAR

Class status is ordinarily defined in terms of the anticipated graduation year. The anticipated graduation year is determined by the requirements a student has met within the department and/or the credits outstanding for completion of degree requirements.

For financial aid purposes and online registration priority, class status may be defined in terms of credit hours earned rather than credit hours outstanding.

CHANGE OF CURRICULA

All major changes must be approved by the department chair of the department the student is changing their major to. Students who wish to change majors must submit a change of major form through Self-Service. Change of majors will only be processed between academic semesters.

COURSE LOAD

UNDERGRADUATE

The normal course load for undergraduate students is 15 credit hours. Most classes at Hilbert are 3 credit classes. More than 18 credit hours may be carried with the approval of the Department Chairperson and the Academic Dean. There is a fee for each credit hour beyond 18. Registration for 12 or more hours constitutes full-time status.

GRADUATE

Graduate classes are 3 credit classes. The normal course load in the graduate programs is 9 credit hours. Registration for 9 credit hours constitutes full-time status. If graduate students carry less than 9 credit hours or for some other reason are no longer following courses in sequence, they may need to wait until the next class in the sequence is offered. While graduate students generally should take courses in the modality for which they sign up (hybrid or online), flexibility will be offered to students where possible.

CREDIT HOURS

Per New York State guidelines, credit, point, or other unit granted for the satisfactory completion of a 15- week course requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments per semester. This basic measure is adjusted proportionately for other formats. For a 7.5-week course, this would be at least 30 hours (of 50 minutes each) of instruction and at least 60 hours of supplementary assignments per semester.

FINALIZING ACADEMIC RECORDS

The college confers degrees at the conclusion of the fall semester, spring semester, and summer term. All final grades and official transcripts for transfer work must be received by the degree conferral date. According to federal reporting requirements, a very brief grace period is allowed to change or receive a final grade, which occurs between degree conferral and beginning of reporting (dates vary each year). Once reporting has begun, the academic record is considered complete and final. No further changes will be made unless there is a documented clerical error. It is the responsibility of the student or faculty to notify the Student Records Office of a clerical error within 30 days of the graduation date.

If a student has not completed all their coursework and not received a grade by the reporting deadline, they will be removed from the graduation candidate list for that semester and will be moved to the next semester for graduation.

If readmitted to the college after the degree is conferred, a student may return to campus and take additional Hilbert College coursework towards additional degrees per the subsequent degree policy. Course repeats are not permitted after a degree is conferred per the course repeat policy.

DUAL DEGREE AND DOUBLE MAJOR

Students may opt to pursue completion of requirements for more than one academic program, resulting in either a Dual Degree or a Double Major.

DUAL DEGREE: A dual degree results in a student being conferred with more than one degree. Degrees may be pursued concurrent or consecutively to each other. In earning two separate degrees, at least 30 credits of specialized, program-specific coursework should be unique to each degree. General education, liberal arts, and all college curriculum may be applied to both programs when applicable. Dual degrees may only be granted for different degrees (Bachelor of Science and Bachelor of Arts).

DOUBLE MAJOR: A double major is the awarding of one degree with two majors (e.g., the student completing a double major of Criminal Justice and Crime Scene Investigation earns one BS degree). Students fulfill all requirements of each major in addition to satisfying all Hilbert College requirements. This may be completed within the usual 120 credit minimum, and may not exceed 150-credits. Double majors must be between departments leading to the same degree. For example, a student may not have a double major between criminal justice (BS) and psychology (BA). Both majors' requirements must be complete before the student's degree can be conferred. Following conferral of the degree, the student's transcript will note one baccalaureate degree with two majors, while the diploma will indicate the single degree (ex. Bachelor of Arts).

Students wishing to file for a Dual Degree or a Double Major must file a declaration with the Student Records Office, at which point the office will review the request. Students are required to meet with their Academic Advisor, Division Chair(s), and Financial Aid before approval is granted.

Students may not declare a Dual Degree or Double Major until their sophomore year. Students must have a cumulative GPA of 3.0 to be eligible.

LIBERAL ARTS AND SCIENCES REQUIREMENTS

New York State guidelines mandate a minimum number of credits in the liberal arts and sciences for each specific undergraduate degree. Furthermore, the guidelines indicate that these credits should not be directed toward specific occupational or professional objectives.

Students earning an associate of arts degree must complete a minimum of 45 credits in the liberal arts and sciences.

Students earning an associate of applied science degree must complete a minimum of 20 credits in the liberal arts and sciences.

Students earning a bachelor of arts degree must complete a minimum of 90 credits in the liberal arts and sciences.

Students earning a bachelor of science degree must complete a minimum of 60 credits in the liberal arts and sciences

What comprises the liberal arts and sciences?

The liberal arts and sciences comprise the disciplines of the humanities, natural sciences, mathematics, and social sciences. The guidelines indicate that the following areas should be included in the liberal arts and sciences:

HUMANITIES

- English—composition, creative writing, history of language, journalism, linguistics, literature, literature in translation, playwriting
- Fine arts—art appreciation, history or theory
- Foreign languages—composition, conversation, grammar, history of the language, literature of the language, reading, translation studies
- Music—music appreciation, history or theory
- Philosophy—comparative philosophy, history of philosophy, logic, schools of philosophy
- Religion—comparative religion, history of religion
- Theater—dramatic interpretation, dramatic literature, dramaturgy, history of drama, playwriting

NATURAL SCIENCES AND MATHEMATICS

- Natural sciences—anatomy and physiology, biology, chemistry, earth science, geology, physics, zoology
- Mathematics—calculus, mathematical theory, statistics
- Computer Science—broad survey/theory courses

SOCIAL SCIENCES

- Anthropology, cultural studies, economics, geography, government, history, political science, psychology, sociology
- Criminal justice—introductory and broad survey courses
- Communications—interpersonal communication, mass communication, public speaking, speech and rhetoric

POSTHUMOUS RECOGNITION OF A STUDENT

In the event that a current student dies prior to completing their degree, Hilbert College will recognize the student for the work completed posthumously as a gesture of compassion for the student's family. There are two posthumous recognitions that may be granted for students, the posthumous degree and the posthumous certificate of recognition.

Posthumous Degree: Awarded upon the passing of a student who is nearing completion of their degree requirements. Criteria for a posthumous degree are:

- Completed at least 75% of required coursework towards their declared major. Courses the student is enrolled in at the time of death will be counted towards the 75%.
- The student was enrolled at Hilbert College at the time of death.
- The student was in good academic standing according to the academic standards set forth by Hilbert College as outlined in the catalog.
- The student was in good financial standing with the college with the College.

Posthumous Certificate of Recognition: If the student does not meet the criteria for posthumous degree at the time of death, the student will be granted formal recognition from Hilbert College for their studies. Criteria for a posthumous certificate of recognition are:

- The student has attempted at least 12 credit hours at Hilbert College.
- The student was enrolled at Hilbert College at the time of death.
- The student was in good academic standing according to the academic standards set forth by Hilbert College as outlined in the catalog.
- The student was in good financial standing with the college with the College.

Exceptions to above listed criteria may include, but are not limited to:

- An interruption by injury, illness, deployment, etc., in the student's continuous enrollment.
- Serving in the armed forces.

Process for posthumous recognition:

A member of the college's faculty or staff or family member of the deceased may request consideration for a posthumous degree or posthumous certificate of recognition. This request should be made to the Registrar, where it will be evaluated to confirm that the request meets the criteria. After evaluation by the Registrar, the request will be presented to the Vice President of Academic Affairs for consideration. A request approved by the Vice President of Academic Affairs will be presented to the college's Board of Trustees for approval. Upon approval, the Registrar will indicate the award of posthumous degree or certificate of recognition on the student's diploma. If all requirements were met prior to death, the Registrar will confer a degree or certificate with no posthumous designation on the transcript if the student who is deceased had applied for graduation and had completed all program requirements.

PRIOR LEARNING CREDIT

Prior Learning credit may be awarded for college-level learning that students have already acquired from work, training, and life experiences. Applications for prior learning credit approval shall be course-specific, i.e., the student will need to provide justification for each course for which approval is sought.

In order for work, training, and/or life experience to be considered for credit, a portfolio shall be assembled by the applicant that explains and documents applicable experiences and what was learned from them. Applicants shall demonstrate how the specific course objectives have been met through prior experience. Requests for approval of prior learning credit will be evaluated by the department within which the course is housed to determine whether credit can be awarded. Approved prior learning credits may be used for required courses in the major or minor, or as elective credits.

The maximum number of credits students may apply to an undergraduate degree is 30 credits, so long as the student continues to meet the residency requirements per the in-residence course policy. In granting approval for prior learning credit, the following factors shall be taken into consideration.

- The length and duration of the experiences submitted for consideration
- The quality of the student's self-assessment of learning
- Whether the learning is college-level
- Whether sufficient and appropriate documentation has been provided in support of the student's claims
- Whether the portfolio includes all the required components and meets all other requirements as requested by the department

All prior learning credits will be recorded as credit only, rather than by a grade. Final approval for credit will be up to the department chair.

RETURNING HILBERT COLLEGE STUDENTS

Hilbert College graduates who return to earn a second bachelor's do not need to complete Hilbert College general education, liberal arts, or all college requirements. Students who have received a degree from Hilbert College may not return to add a minor or concentration to an already conferred degree.

SUBSEQUENT DEGREES

Students who have already received an undergraduate degree may choose to return to obtain a subsequent degree. In order to receive a subsequent degree, a student who has previously earned an undergraduate degree from any accredited U.S. institution must apply and be accepted into Hilbert College as a matriculated student.

Students pursuing a subsequent degree must have the full range of skills, competencies, and experience in the major as students who complete the requirements for the regular degree program. Thus, students must meet all requirements for the major. The two degrees must be in significantly different fields of study; therefore, 300 and 400 level coursework completed for the first bachelor's degree will not count toward completing the major requirements of the second degree. In the rare circumstance when a single course taken for the first degree program is a required course in the second degree program, a course substitution in the second degree may be approved by petition from the undergraduate division chair of the new program.

To be considered for conferral of the subsequent degree, students must complete a minimum of 30 credit hours while matriculated for the subsequent degree.

TIME LIMIT FOR COMPLETING DEGREE

The Hilbert College catalog, including degree requirements, is updated annually and expires after eight years. Students may obtain a degree or certification according to the course requirements for a degree or certification stated in the catalog under which they first entered the college, provided the courses are being offered; or, students may choose to graduate under the catalog requirements in effect during any subsequent year in which they are registered, provided the program and courses are offered. The above provisions, however, are subject to the restriction that all requirements for a degree or certification must be completed in eight years from the date of the catalog chosen and that the courses are still offered.

ACADEMIC STANDING

All students are required to maintain a 2.0 GPA to remain in good academic standing with the college.

Semester Credit Hours Earned Towards Degree*	Academic Warning	Academic Probation	Academic Dismissal
0-29	1.80-1.99	1.50-1.79	1.49
30-59	1.85-1.99	1.65-1.84	1.64
60-89	-	1.95-1.99	1.94
90 and over	-	-	1..99

*Includes all hours (Hilbert and transfer hours) applied toward the Hilbert College bachelor's degree. However, only Hilbert credits are used in calculating the GPA.

**Averages will not be "rounded." For example, 1.49 will not be rounded to a 1.50. Therefore, 1.49 will be within the academic disqualification range.

ACADEMIC WARNING

Students with a cumulative GPA within the appropriate Warning range, though making satisfactory academic progress, are placed on Warning. These students receive a personal letter from The Committee of Academic Standards cautioning them that their academic performance is not completely acceptable.

ACADEMIC PROBATION

Students with a cumulative GPA within the appropriate probation range will receive a letter from The Committee of Academic Standards stating that the student is being placed on academic probation. A student who is placed on academic probation must work with their faculty advisor to discuss their academic performance, registration choices/ adjustments, and an improvement plan. In addition, the Academic Services Center, the Coordinator for Academic Advisement, and faculty advisors will work with the student to develop an individual academic contract to be followed while on probation. The terms of this contract must be met at the end of the following semester.

Students will enter the academic probation category as a result of the cumulative GPA declining from the Good Standing or Warning categories:

- At the end of the semester on Probation, if the student's cumulative GPA rises, the student will be placed into the appropriate category of either Good Standing or Warning.
- At the end of the semester on Probation, if the student's cumulative GPA falls in the Academic Dismissal category, the student will be dismissed from the College.
- At the end of the semester on Probation, if the student's cumulative GPA remains in the Probation range, the student remains on Probation.
- If a continuing full-time student receives three failing grades in a semester or a continuing part-time student receives all failing grades in a semester, the student will be placed on Academic Probation and will be subject to the terms listed above.

The Committee on Academic Standards will review all students on Academic Probation at the end of each semester, evaluating their performance and compliance with the terms of the contract.

ACADEMIC DISMISSAL

Dismissal occurs for one of four reasons:

- Failure to meet the designated GPA for the appropriate credit hours attempted (see chart.)
- Failure to pass EN 101 in accordance with the course repeat policy.
- Failure to pass BLU 101 twice in accordance with the course repeat policy.
- Failure to meet the terms of probation contract.

With the exception of a student failing to pass any version of EN 101/BLU 101 twice, a student who is Academically Dismissed may appeal this decision to the Committee on Academic Standards. Students may only be granted appeal one (1) time during their time at Hilbert. Information concerning such appeals will be sent with the dismissal letter.

First time college students in their first semester at Hilbert College who fall within the dismissal range will be placed on academic probation. Standard dismissal policies will apply for all future semesters.

STUDENT-ATHLETES

A student-athlete who is in Warning during their first full two semesters is still considered in good academic standing. Per conference regulations, beginning in their third full semester students must maintain a 2.0 GPA in order to remain eligible to compete in a conference-sponsored sport, regardless of whether or not the student-athlete has previously competed on a varsity team at the institution.

Student-athlete waivers (see conference regulations) will be considered separately from academic appeals.

ACCESSIBILITY SERVICES FOR STUDENTS WITH DISABILITIES

Accessibility Services is committed to collaborating with students, faculty and staff to support equal access and participation for students with disabilities in campus programing, activities and education. The office actively promotes the ongoing development of an accessible environment that embraces diversity through educational programming, services, resources, and facilities that are usable by all members of the campus community.

All students must meet the academic standards for admission into Hilbert College. Once admitted, a student with a disability is responsible for disclosing and providing documentation to Accessibility Services to be eligible for accommodations or services. Eligibility for accommodations is based on a case-by-case/ course-by-course basis each semester.

In order to receive services, students must:

1. Self-identify to the Office of Academic Services
2. Provide current documentation from a qualified professional such as a physician, licensed psychologist or other practitioner who is skilled in the diagnosis of disability.
3. Contact the Office of Academic Services to schedule a meeting to discuss appropriate services and/or accommodations.

Students must obtain a confidential notification form to be distributed to current faculty each semester. These notification forms contain only information regarding accommodations. Accommodations in college may include, but are not limited to, testing accommodations, classroom accommodations, housing accommodations, access to assistive technology, dietary accommodations, interpreting services.

Successful accommodation requires advance planning. Students should notify the Office of Accessibility Services in a timely manner.

PERFORMANCE STANDARDS

ACADEMIC AMNESTY

The College recognizes that sometimes students are unsuccessful academically for a variety of reasons. Later the students may discover that a low GPA is a barrier to entry into occupational fields or further academic progress. Therefore, the College has established an Academic Policy to allow students a second chance.

Amnesty refers to “forgiveness” of a student’s grade of “F”. Amnesty results in the recalculation of GPA and a reassessment of a student’s academic progress. Students are eligible for a one-time application of Academic Amnesty. Amnesty for multiple qualifying courses may be requested in the application.

Academic Amnesty is limited to a grade of “F” received in courses which are specific to and required by the student’s previous curriculum, i.e., courses taken in a previous major at the College, and not required of the major to which the student has transferred.

ACADEMIC AMNESTY REQUIREMENTS

In order to qualify for Academic Amnesty:

- The student must be changing from one Hilbert College curriculum, including the Honors or Leadership program, to a different Hilbert College curriculum.
- The student must not have received Academic Amnesty for past performance.
- The cumulative earned GPA for the associate degree cannot be adjusted; therefore, a student who has already earned an associate degree is not eligible for academic amnesty.

Once approval for Academic Amnesty has been granted, the recalculation of the student’s academic record shall:

- Exclude previous “F” grades, for which Academic Amnesty has been granted, from the GPA calculation on the student’s official Hilbert transcript.
- Retain “F” grades as part of the record and remain on the student’s official Hilbert transcript.

PROCEDURE FOR ACADEMIC OR GRADE AMNESTY APPROVAL

- Eligible students may file a petition for Academic Amnesty by accessing the form in Self-Service
- The petition shall be forwarded to the Provost and Vice President for Academic Affairs and/or their designated appointee for approval, with a copy forwarded to the student’s adviser at the time of the request.
- All approved petitions shall be returned to the Office of Student Records for appropriate action.
- The Office of Student Records shall notify the student of the outcome of the petition.
- Grades of “F” that have been granted Academic Amnesty will remain on the student’s academic record followed by the appropriate code.

CLASS ATTENDANCE & ROSTER RECONCILIATION

ATTENDANCE

Students are expected to attend all classes, laboratory periods, and official activities as scheduled. Extended absences affecting course performance may necessitate withdrawal from courses. It is the responsibility of students to contact faculty to discuss their academic standing.

ROSTER RECONCILIATION

Hilbert College is required to verify students have established eligibility for financial under Title IV. While faculty are not required to take attendance the entire semester, they are required to confirm all students have begun attendance to establish their financial aid eligibility.

Student Financial aid will not be disbursed to student accounts until attendance has been confirmed and reported to the Registrar. Inaccurate reporting of attendance impacts the college’s compliance with Federal Financial Aid Eligibility rules and may detrimentally impact student finances.

To ensure the College has an accurate accounting of students who are both enrolled and have attended class, all faculty are required to conduct a reconciliation process in the beginning of each term/session for all on ground and online courses. Any student who is not present in classes may be administratively deregistered to avoid incurring punitive grades or charges to their account.

Instructors will verify the accuracy of all course rosters by electronically submitting a roster reconciliation report for each class section, typically the day after the drop/add date has passed. Official dates will be determined and communicated each semester via the Registrar.

COURSE REPEAT POLICY

Courses may be repeated to raise a student's grade point average (GPA) and should be discussed with an academic advisor. When a course is repeated at Hilbert, only the higher grade is used in computing the GPA, although both grades will remain on the transcript. Credit hours for a repeated class are only applied once to the student's overall credit count. Repeated courses must be taken at Hilbert College, including courses through Acadeum, to have any impact on overall GPA. Students attempting a course for the third time or more must seek approval through their academic advisor.

First time freshmen and transfer students with fewer than 15 credits must take BLU 101: Foundations Seminar. Students have two opportunities to pass BLU 101. If they receive a W or an F in the first attempt, they must retake the course during the next semester. Students have two opportunities to pass EN 101. If they receive a W or an F in the first attempt, they must retake the course. Students who do not receive a passing grade in their second attempt for either BLU 101 or EN 101 are subject to dismissal by the college.

If a student wants to retake a course that was previously passed, they should consult with the financial aid office to ensure there are no implications to their state or federal aid. Once a degree has been conferred courses applicable to that degree cannot be repeated.

EXAMINATIONS

A student who misses an examination has the responsibility to contact the instructor for a make-up examination option, at the discretion of the instructor, and consistent with the instructor's make-up examination policy as stated in the instructor's syllabus.

GRADE REPORTS

A final grade report is posted online and students have access via self-service. Grades are no longer mailed to students.

GRADE CHANGE POLICY

A grade other than an "I" or a blank grade may be changed only to correct an error in the calculation or entry of the grade, or as a result of re-evaluation of an end of semester assignment or exam. Grade changes are made at the discretion of the instructor.

Grade changes for courses taught by faculty who are no longer associated with Hilbert College and are no longer available may be submitted by department chairs offering the courses in accordance with this policy and must be fully explained and justified.

Grade changes for calculation errors or re-evaluation of end of semester assignments or exams must be made no more than four (4) weeks after the start of the next semester, with the exception of closed records due to graduation as outlined in the finalizing academic records policy. All grade changes must be submitted via the grade change form to the Office of Student Records.

GRADE GRIEVANCE POLICY

A student may dispute a final course grade received from an instructor through the following grade grievance policy. Students may dispute a final grade under two circumstances. The first may occur if a computation error exists in the assignment of the final grade. The second may occur if the student believes the instructor has calculated a grade in a manner that significantly deviates from the grading policy outlined in the course syllabus. This policy is intended to provide for a fair and reasonable process of review of a student's dispute of a final grade. Disputes regarding grades for specific class assignments shall be directed to the instructor. The time limit to initiate a review of a disputed final grade will be four (4) weeks after classes have started in the next semester.

Step One

A student should discuss a disputed grade with the instructor and the parties should attempt to resolve their differences on an informal basis. The instructor may authorize a change of grade after this step.

Step Two

If the student is still not satisfied, the student may submit a written request for review to the Department Chairperson within ten (10) business days after meeting with the instructor. Both the instructor and student should submit a narrative statement with any appropriate documentation to the Department Chairperson to support their position. The Department Chairperson must review the written statements from both parties within ten (10) business days. (If the involved instructor is the Department Chairperson, then the matter is referred to the Vice President for Academic Affairs who will select an alternate chairperson.) The Department Chairperson will attempt to informally mediate and resolve the grade dispute. If the student is not satisfied with the result, they may appeal in writing to the Vice President for Academic Affairs within ten (10) business days of that meeting.

Step Three

The Vice President for Academic Affairs has ten (10) business days to review the written statements and other information submitted by the student, instructor and the Department Chairperson. Upon review of materials, the Vice President for Academic Affairs will decide whether to recommend a grade change. The Vice President for Academic Affairs must notify the student and instructor of the VPAA's decision in writing within ten (10) business days after the receipt of all materials submitted for review.

The Vice President for Academic Affairs shall notify the Registrar of a grade change within ten (10) business days of their decision.

The decision shall be recorded in writing with copies retained in the student's permanent file.

GRADING SYSTEM

The Cumulative Quality Points Average (CQPA) represents the average of all completed coursework and is determined by dividing the total number of quality points earned by the total number of credit hours earned for all semesters of study at Hilbert College.

UNDERGRADUATE DEGREE PROGRAM GRADING SYSTEM	
LETTER GRADE	QPA
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0
I	INCOMPLETE
W	WITHDRAWAL
GRADUATE PROGRAM GRADING SYSTEM	
LETTER GRADE	SCALE
A	93 or above
A-	90-92.9
B+	87- 89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
U	72.9 OR LESS
I	INCOMPLETE
U	UNSATISFACTORY
W	WITHDRAWAL
S	SATISFACTORY

The Quality Point Average (QPA) is determined by multiplying the number of credit hours for each course by the course grade quality points, then dividing the sum of these by the total credit hours attempted for that semester.

The Cumulative Quality Points Average (CQPA) represents the average of all completed coursework and is determined by dividing the total number of quality points earned by the total number of credit hours attempted for all semesters of study at Hilbert College.

Official Transcripts bear the signature stamp of the Registrar. The paper is colored blue and bears the College seal. In accordance with the Family Educational Rights and Privacy Act of 1974, this record cannot be released to a third party without written consent of the student.

GRADUATE PROGRAMS ACADEMIC POLICIES

Full-time and part-time graduate students must meet the academic regulations listed below:

- A student must maintain a minimum semester and cumulative average of at least 3.0.
- No more than a total of two courses with grades lower than B may count towards graduation. This policy applies to all 500-and 600-level courses. A grade of C- (U) for any course will not count toward degree completion.
- Students who fail to achieve a minimum grade of C for any course will not be permitted to enroll for subsequent courses without the approval of the Chair.
- Students receiving a grade of C or lower for any class will receive a notification from the Chair reminding them of the requirements for maintaining their academic standing.
- Any student receiving failing grades in two courses will be subject to dismissal from the graduate program.
- In addition to academic standing, students may be dismissed for activities inconsistent with academic or professional standards.
- Grievances and dismissals for academic reasons may be appealed to the program Chair. Non-academics grievances and dismissals will be handled in accordance with policies and procedure set forth within the Hilbert College student handbook.
- Individuals may enroll as non-matriculated students on a space-available basis at the discretion of the program Chair.
- Course grades of "incomplete" (I) will only be granted under extraordinary circumstances and require the approval of both the instructor and the program Chair. If an incomplete (I) is granted, it must be satisfied by the end of the following semester. If not satisfied, the incomplete (I) reverts to a U or failing grade.
- Academic dishonesty policy and process applied to undergraduate education will also apply to graduate education, except that if the appeals committee does not include a graduate faculty member, one will be named to join the regular committee.
- Readmission Policy: Students who are dismissed from a graduate program may be readmitted only with the approval from the Chair.

HONORS RECOGNITION

Students are recognized for their academic achievements each semester with semester honors and upon graduation with graduation honors.

SEMESTER HONORS

All full time students who earn 12 or more semester hours with a Quality Point Average of 3.3 or above and no grade lower than a C are named to the Academic Achievement List following each semester.

GRADUATION HONORS

The Baccalaureate Degree with Distinction is awarded to undergraduate students who have maintained a high degree of scholastic excellence. Traditional Latin honors are conferred at the receipt of final grades after commencement, and are noted on the student's diploma:

Students will be awarded degrees with honors for achieving Quality Point Averages as follows and have completed at least 45 credit hours at Hilbert

- Cum Laude: 3.6-3.74
- Magna Cum Laude: 3.75-3.89
- Summa Cum Laude: 3.9-4.0

Honors Awards presented annually at Commencement Exercises are:

- The Sister Mary Edwina Bogel Award is bestowed annually upon the graduate whose character, intellectual achievement and devoted services to their fellow students and to the College render them outstanding.
- John W. Kissel Man of the Year Award is made possible through the generosity of Mr. and Mrs. Walter J. Steffan and is granted to the graduate whose character, intellectual progress, organizational ability, and participation in activities and programs of the College render the recipient outstanding among their peers.
- The Lambert Graham and Margaret Graham Award is bestowed annually upon the adult who, as a full-time student, has maintained the highest Cumulative Quality Point Average while a student at Hilbert. If more than one student has the same QPA, the award would be presented to the student that has completed the most hours at Hilbert College.
- The Kimberly Bruch Raczkowski Memorial Alumni Award is named in honor of a 1991 graduate, a woman whose zest for life at Hilbert College made her untimely death all the more tragic. This award is bestowed upon a person who personifies integrity and moral character, a person who exhibits leadership qualities and reflects the spirit of Hilbert College. Honors Awards presented at the annual
- Additional graduation recognitions include:
- The McGrath Awards and The Hilbert College Awards are presented to members of the graduating class who have demonstrated superior achievement in these areas of study while completing their bachelor degree requirements.
- The New York State Society of Certified Public Accountants Award is presented to the graduating accounting major who has received the highest general averaged grade in all accounting courses.
- The Jocelyn R. Hughes Excellence in English Award is given by the English Department annually to the graduating English major deemed by the department's faculty to have produced the best academic work of that year's class of English majors.
- The Loose-leaf Law Publications Awards: "The Loose-leaf Law Publications Award is given annually to recognize the graduating Criminal Justice majors who exhibit exemplary dedication and enthusiasm in their specialized field."

- Sigma Tau Delta is an international English Honor Society for English majors and minors. Students must meet eligibility requirements including having a 3.0 GPA or above and maintaining at least a B average in English courses. Lambda Epsilon Chi is a national honor society for paralegal students in baccalaureate programs. Students in the top 20% of their graduating class are eligible.
- Thompson Publishing Award for Excellence in Human Services annually recognizes the Human Service student who has achieved academic excellence and has already made a contribution to the discipline of Human Services. The student is chosen for this honor based on academic performance in the major and upon recommendation by the departmental faculty.

INCOMPLETE GRADES

At the discretion of the instructor, incomplete grades may be assigned at the end of a semester if a student is unable to complete the course work because of extenuating circumstances. Instructors are discouraged from awarding an incomplete grade for student convenience or because a student simply got behind in their work. The awarding of an incomplete grade is contingent upon there have been satisfactory progress in the course. If a situation requires awarding an incomplete, the instructor must fill out an official incomplete grade form. Once this form is received by the Student Records Office an "I" will be entered as the grade for the student. The incomplete grade, when assigned, must be converted to a permanent grade by the end of the next full academic term (i.e., Fall or Spring). If coursework is not completed and/or a grade is not submitted to the Registrar by the indicated date, the "I" grade will convert to the completion plan default grade for undergraduate or a U grade at the graduate level.

Due to the necessity for a current and accurate GPA for determining academic standing, students on Academic Probation will not be permitted to receive an incomplete grade. Exceptions to this for extenuating circumstances may be considered on a case-by-case basis.

This policy was amended 3/20/25

REGISTRATION REGULATIONS

ADVISEMENT

Each Hilbert College student is assigned to an academic advisor. In the first year freshmen are assigned their designated GS 101 instructor and transfer and upperclassmen are assigned to faculty advisors within their academic department. Academic advisors are available to guide students in semester course selection, fulfilling degree requirements, and understanding course sequencing; additionally academic advisors can direct students to various resources on campus. Academic advisement at Hilbert College is a partnership in which both the advisor and advisee are expected to participate. Students are required to meet with their academic advisor every semester in order to register for courses in the following semester.

COURSE CANCELLATION

Courses are subject to be cancelled if they fail to meet a minimum of five (5) students enrolled by one week prior to the start of term or for any other reason deemed appropriate by the College.

In the event that a course is cancelled, all registered students for that course will be immediately notified via Hilbert College email and unregistered from the class. Students are then encouraged to meet with their academic advisor to choose an alternative course. This policy is not reflective of the Directed Study policy.

DROP/ADD PERIOD

Students registered in 15 week classes are eligible to drop or add a class to their schedule for seven days after the start of term (exact dates are published in the academic calendar). Students registered in 7.5 week courses are eligible to drop classes for three days after the start of the session. Dropped courses during the drop/add period do not reflect on a student's transcript and are not applicable toward their bill.

LEAVE OF ABSENCE

A leave of absence is a temporary pause in enrollment that allows a student to preserve their enrollment status at Hilbert College. A student may request a leave of absence for a *maximum* of two consecutive semesters (excluding summer for traditional on ground students).

A leave of absence may be requested by electronic form in the student portal, Self-Service. Students are notified via email if their request is approved or denied. Requests for a leave of absence will not be reviewed if students are on academic dismissal or probation, have been subject to disciplinary action, have not met their financial obligations to the College, or are in arrears on student loans.

RETURNING FROM A LEAVE OF ABSENCE

When a student is ready to return from their leave of absence, they must work with their advisor to create a schedule for their return semester. Returning students are not able to register themselves for courses in Self-Service and will need to be manually registered through the Office of Student Records.

Students will be required to reapply to Hilbert College for the following reasons:

- Does not return before the end of the leave of absence expires;

- Fails to complete the required leave of absence form;
- Takes courses at another institution while on a leave.

If a student is required to reapply, they will be subject to complete the academic requirements under the catalog year of re-enrollment. Students may petition their academic division to re-enroll under their original catalog year, so long as it has not expired and they are able to complete the degree requirements before catalog expiration.

ONLINE COURSE POLICY

Traditional students may take no more than two 15-week online courses per fall and spring semesters. First-time freshmen may not take any 15-week online classes in their first semester.

Traditional students may not take any HCG (Hilbert College Global) courses unless approved by the student's advisor and Chair of the department in which the class is offered.

Normally, approval for an online course exception to the above policies will only be given if it is necessary for persistence in a student's major course work or is offered only in an online format. The above policies do not apply to summer courses.

MILITARY WITHDRAWAL AND LEAVE OF ABSENCE

In accordance with the New York State Patriot Plan, Hilbert College students are entitled to a leave of absence during periods of military service and for one year after completion of service. During the leave of absence, a student's educational status and financial resources (scholarships, grants, etc.) are preserved.

If a student is called to active duty, a Military Withdrawal and Academic Leave of Absence will be granted through the Registrar's Office. Students should contact the Veteran Services Office or the Registrar's Office as soon as possible to fill out the official withdrawal form. The form may also be submitted online at. A Military Withdrawal and Leave of Absence will be granted once the Hilbert College Registrar's Office receives a copy of the official orders or a notice from the student's Commander.

When possible, students called to active duty may be offered the opportunity to complete the course(s) for the semester in which their active duty commenced by directed study or distance learning as approved by their professor and the appropriate division chair. If this is not possible (for instance, in a situation where access to internet access will be extremely limited or when physical presence is required), a Military Withdrawal will be granted. If the request occurs during the Drop/Add period, the course will be dropped with no notation.

Students who are granted a Military Withdrawal will not be charged tuition for the semester of withdrawal and will receive a refund of any tuition payments made that semester, and will be removed from all courses with no credit and a notation of Military Withdrawal (MIL) on the transcript. Room and meal plan refunds will be pro-rated based on the number of weeks the student was enrolled in school.

To return to Hilbert following active duty, students should provide release from duty documentation. A student granted Military Withdrawal or Leave of Absence will have up to one year follow completion of service to return to Hilbert College with no loss of educational status or Hilbert College provided financial resources.

REGISTRATION

Students register following a priority registration schedule that is based upon class status and defined by credit hours earned (including transfer and in progress credits). Veteran and Honors students are granted priority registration, and register the Wednesday prior to registration opening (exact dates are published in the academic calendar). The following chart is used to determine the remaining registration dates by priority:

Seniors	90+ credit hours
Juniors	60-89 credit hours
Sophomores	30-59 credit hours
Freshman	0-29 credit hours

Current students are required to register for courses using Self-Service. If a student wishes to get into a class that they do not meet the pre-requisite for or for a class that is full, they must contact the instructor of the class to get permission. The instructor must notify the Office of Student Records to override the restriction and register the student. Online registration is not active for incoming students. All new students will be registered in the Office of Student Records after they have met with an advisor. In the event that a course is cancelled, all registered students for that course will be dropped from the class and notified via Hilbert College email. Students are then encouraged to meet with their academic advisor to choose an alternative course.

GRADUATE STUDENTS

Registration will be handled by the Director of Graduate Admissions. Other academic advisement will be conducted by the faculty.

WITHDRAWAL

ADMINISTRATIVE WITHDRAWAL

Under this policy, faculty may request a withdrawal for students who stopped attending the course and/or have stopped completing homework, assignments, and tests in the course without communication to the instructor. The purpose of the policy is to withdraw students who are *not making an attempt to be successful in the course*. It also serves as an additional early alert tool to assist in academic interventions with at-risk students. If the administrative withdrawal is approved, this will appear on the student's transcript as W and is GPA neutral. This policy is not intended to replace the formal withdrawal process. Students should not rely on this policy as a method to withdraw from their courses. It is the student's responsibility to formally withdraw from courses by following the established procedures and timelines set by the institution.

The Administrative Withdrawal policy allows the College to withdraw a student from a course for all of the following reasons without the student's approval:

- Student stopped attending an in-person course or logging into an asynchronous course to a point that it will significantly impact their ability to pass the course, and;
- Student stopped completing work for a course to a point that it will significantly impact their ability to pass the course, and;
- College personnel are unable to contact the student via email, phone, or in person to verify their intentions to continue in a course/courses.

Before a faculty member requests an administrative withdrawal, the following steps should be taken:

1. An attempt by the faculty member should be made to contact the student and inform them that they are at risk for being administratively withdrawn.
2. The faculty must submit a referral through the Academic Early Alert System prior to submitting an administrative withdrawal request.
3. An attempt has been made by designated staff to contact the student to help them improve in the course or withdraw.

In the instance that an administrative withdrawal is submitted, the Academic Dean or other designee will make a final attempt to contact the student before the withdrawal is processed.

If an administrative withdrawal is approved, the faculty must provide all communication attempts and early alert forms to the Office of Student Records to be included in the student's file.

Administrative withdrawals will only be carried out between week 5 of the semester until the final withdrawal date outlined in the academic calendar. They do not signify withdrawal from all courses, only the course that is reported by the faculty member. If a student is administratively withdrawn, they will assume any financial liability as outlined in the Academic Catalog Refund Policy.

Policy Effective Spring 2025

COURSE WITHDRAWAL

Withdrawal from a course results in a W grade on the student's transcript. Official withdrawal dates are published in the [Academic Calendar](#). Student's must complete the withdrawal form in Self-Service. Please note that non-attendance does not constitute an official withdrawal and will result in a failing grade for the course.

Withdrawal dates for 7.5 week courses are calculated based on the entirety of the semester (fall, spring, summer). Therefore, If a student wishes to withdraw from a course in a session, they can do so up until the last day of classes or when a grade is assigned, whichever comes first.

Students who receive financial aid should consult with a Financial Aid Counselor to determine if the withdrawal(s) will affect continued aid eligibility. They should also consult the financial section of this catalog for tuition implications.

SEMESTER WITHDRAWAL

Official withdrawal from all registered courses within the current semester maintains good standing and eligibility for readmission. To officially withdraw, the student must:

1. Fulfill all financial obligations with the Office of Student Finance.
2. Complete the withdrawal form found in Self-Service under Student Record Forms
3. Once the withdrawal form has been signed off by all required parties it will be recorded on the date on which the form was initiated by the student.
4. All obligations must be fulfilled before withdrawal from the College is official.

PETITION FOR LATE WITHDRAWAL

In exceptional cases, the student may petition for an authorized late withdrawal.

Non-medical: Students requesting a late withdrawal for non-medical reasons must submit a late withdrawal petition and any appropriate documentation for review by the Associate Vice President for Student Success or other designated official.

Medical: If the late withdrawal is for medical purposes, documentation must go to the Director for Academic and Accessibility Services only, who will review the request and alert the Associate Vice President for Student Success. Should the request be denied, the student may appeal to the Committee on Academic Standards within 5 business days of original decision. The Committee will review the petition and make a final determination based on all submitted documentation.

A petition for a late withdrawal will not be considered after a final exam for that course has been graded or equivalent assignments (e.g., final project).

REMOTE ACCESS

Instructors may grant permission for a student to remotely access a class on an emergency basis. The instructor's policy for such access must be detailed in the course syllabus and/or accessible to students through Blackboard. Should extended time be required, the student shall be instructed to contact the Office of Accessibility Services. In all cases, instructors shall provide fair access to all students.

ROSTER RECONCILIATION

Hilbert College is required to verify students have established eligibility for financial under Title IV. While faculty are not required to take attendance the entire semester, they are required to confirm all students have begun attendance to establish their financial aid eligibility.

Student Financial aid will not be disbursed to student accounts until attendance has been confirmed and reported to the Registrar. Inaccurate reporting of attendance impacts the college's compliance with Federal Financial Aid Eligibility rules and may detrimentally impact student finances.

To ensure the College has an accurate accounting of students who are both enrolled and have attended class, all faculty are required to conduct a reconciliation process in the beginning of each term/session for all on ground and online courses. Any student who is not present in classes may be administratively deregistered to avoid incurring punitive grades or charges to their account.

Instructors will verify the accuracy of all course rosters by electronically submitting a roster reconciliation report for each class section, typically the day after the drop/add date has passed. Official dates will be determined and communicated each semester via the Registrar.

STUDENT CODE OF ACADEMIC ETHICS

Academic dishonesty is a serious problem facing every academic institution, and it is important that appropriate procedures be put into place to reduce the harm done to the education process. While Hilbert has some policies already in place, it is necessary to strengthen the ability of the college to detect and properly deal with repeat offenders without compromising the academic freedom and prerogatives of individual instructors. This plan will supplement existing tools, providing both professors and students with a measure of protection while more forcefully deterring academic misbehavior.

A student's conduct at Hilbert College is expected to reflect that of a person engaged in a serious endeavor the pursuit of an academic degree. The College provides an environment that fosters critical thinking and judgment, and in order to safeguard the integrity of the institution, students are expected to follow the policies of the College and the faculty. To fulfill their part of that commitment, students must adhere to an academic code of ethics by refraining from participation in acts of academic dishonesty. The Student Code of Academic Ethics (hereafter referred to as the Code of Ethics) includes aspects of ethical conduct within the academic setting. The Code of Ethics ensures that students maintain the highest ethical standards when in the academic setting, when performing work in the classroom, and when completing work outside the classroom.

Students are expected to exhibit exemplary ethical behavior as part of the College community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical acts that may be specifically defined by a student's individual discipline are considered breaches of the Code of Ethics. By attending Hilbert College, students accept this Student Academic Code of Ethics and agree to the following:

- Students must do all of their own work, unless otherwise specified by the instructor (for example, collaborative projects).
- Students must not cheat.
- Students must not help others to cheat.

Students who are unclear about the validity of an academic procedure that they are about to undertake should ask their instructor for guidance beforehand. Violations of the Code of Ethics will result in sanctions, including possible expulsion from the College.

ACADEMIC DISHONESTY

Academic dishonesty is a violation of the Code of Ethics. It is the student's responsibility to seek guidance from the instructor, when he/she is unclear about any issue involving academic integrity. By matriculating at Hilbert College, students are automatically subject to the provisions of the Code of Ethics, and they are expected to uphold and support this Code of Ethics without compromise or exception. In addition, students are expected to comply with reporting procedures, when they notice any violation of the Code of Ethics.

Although it is ultimately a faculty member's choice, faculty are strongly encouraged to report all violations of the Code of Ethics. A faculty member should report any violation to the chairman of the department in which the incident occurred. The chairperson of the department should then report the incident to the chairperson of the department of the student in question. Penalties for academic dishonesty may be loss of credit for the work in question, loss of credit for the course, suspension, or if two violations have been proven, expulsion from the College. Students have the right to dispute any action in accordance with the Student Grievance Procedure as described in the Student Handbook. Ignorance of any aspect of the Code of Ethics is not an acceptable defense.

Academic dishonesty shall include but not be limited to the following:

A. Cheating on examinations and assignments:

Cheating is obtaining an unearned academic advantage either through deliberate deception or indifference to the student academic code. A student is considered to be cheating if, in the opinion of the person administering an examination or test, the student gives, seeks, or receives aid during the test, examination, or other assigned class work. Examples of cheating include the following:

1. Copying answers from another person.
2. Deliberate alteration of graded material for a re-grade or grade correction.
3. Using any unauthorized resources during an exam, such as bringing notes to class on a scrap of paper, on an article of clothing, on one's person, on an electronic device, etc, or writing notes or answers on campus furniture or structures.
4. Asking for, giving, or receiving the answers to test questions.
5. Having another person/student take a test for a student.
6. Stealing or having in one's possession without permission any tests, materials, or property belonging to or having been generated by faculty, staff, or another student.
7. Fabricating data and information (i.e., laboratory and clinical results, case studies, interviews, etc.).
8. Submitting a previously graded paper or speech to a different instructor without that instructor's approval.
9. Submitting the same paper to two instructors simultaneously without both instructors' permission.

B. Plagiarism:

Plagiarism is the presentation of others' ideas or written works as one's own. Written works can take the form of electronic or print media and could include-- among other items--opinions, facts, and statistics. Examples of plagiarism include the following:

1. Copying or presenting material verbatim from any source without using quotation marks and the appropriate documentation or by using improper documentation of the source, including any materials from the Internet or other electronic sources.
2. Copying from any source (print and non-print, including Internet websites), including altering a few words to avoid exact quotation, without the appropriate documentation or by using improper documentation of the source.
3. Rewording an idea found in a source but then omitting documentation or improperly citing the source.
4. Submitting as one's own any course assignment (i.e., a paper, speech, computer project, media presentation, studio project, lab report, etc) created by someone else.
5. Having someone other than the student correct the mistakes on a paper or speech (someone may suggest revisions, but the work must be the student's).

Please note that "common knowledge" does not require a reference; however, a student may not be sure what constitutes "common knowledge." The golden rule is, when in doubt cite.

C. Aiding another student in committing an act of academic dishonesty. Helping someone else to cheat is against the Code of Ethics. Some examples may include the following:

1. Willfully offering to or taking from another student questions or answers to tests, examinations, oral and written assignments, presentations, clinical projects, etc.
2. Doing another student's assignment (in the classroom, laboratory, studio, or clinical setting; online; or outside of class), excluding collaborative learning assignments or joint assignments approved by the instructor. Some examples may include, but are not limited to, doing another student's homework or other assignment for him or her as opposed to showing the student how to do the work, correcting a student's misspelled word as opposed to identifying a misspelled word, or writing or re-writing a major portion of a student's assignment.
3. Taking a test for another student.

STATEMENT ON AI USE

Faculty are encouraged to explore positive academic uses of AI by students in their courses.

However, using AI to write all or most of student papers or to enable students to bypass assigned readings is not condoned as acceptable academic practice.

CONSEQUENCES OF ACADEMIC DISHONESTY

Ensuring academic honesty is everyone's responsibility. The excuse of ignorance is unacceptable in response to a charge of student academic dishonesty.

One act of academic dishonesty will result in the following consequences:

Failing (55) or zero (0) grade for the assignment or course to be determined by the professor.

The student's name should be submitted to the Provost/VPAA and kept on file until graduation or until a second offense occurs.

If the student is caught engaging in a second incidence of academic dishonesty, he/she will be expelled from Hilbert College according to the following process:

DUE PROCESS FOR ALLEGED VIOLATIONS OF THE CODE OF ETHICS

STEP ONE: During convocation, students will sign an Academic Integrity Promise, which includes a description of the college's policy and procedures for academic dishonesty. Students will be provided with information about the nature of plagiarism and the damage to their lives and careers which will occur if they are found to have engaged in cheating.

STEP TWO: If a student is accused by faculty of academic dishonesty, the student may either accept or challenge the accusation. If the student acknowledges the dishonesty, the faculty member penalizes him or her according to whatever penalties that are described in the syllabus. The faculty member should then file an incident report within one business week to his/her department chair, who will forward a copy to the Provost/ VPAA's office. Moreover, the faculty member will notify the student in writing within one business week (as a reminder of convocation instruction) that if the student is accused and proven of a second charge of academic dishonesty, he/she will be dismissed from the College.

STEP THREE: If the student challenges the faculty member's accusation, the matter will be presented to the faculty member's department chair. The chair will render a decision based on separate written reports submitted by both parties. If the chair's decision supports the faculty member and the student accepts the decision, a report will be filed in the Provost/VPAA's office. If the chair's decision supports the student's position and the faculty member accepts it, any report filed with the Provost/VPAA will be rescinded.

STEP FOUR: If either the faculty member or student do not accept the decision of the chair and wish to appeal, the matter will be presented to the Committee on Academic Standards within one business week of said accusation. Both parties and the department chair will then send written reports within one business week to the chair of that committee to render a final decision. If the committee's decision supports the faculty member, the report of dishonesty already filed in the office of the Provost/VPAA will remain in force. If the Committee on Academic Standards instead supports the student, such a report will be removed. If either the faculty member or student does not accept the decision of the Committee on Academic Standards, a report will be sent within one business week to the Provost/VPAA for a final decision.

STEP FIVE: If a second report of academic dishonesty for the same student is filed in the Provost/VPAA's office and is sustained through the foregoing process, the student is automatically expelled from the college by the Provost/VPAA.

MISUSE OF COLLEGE PROPERTY

Any tampering with Hilbert College computer software or computers is considered a serious misuse of College property and will be dealt with accordingly. Students guilty of such an offense are subject to immediate dismissal and possible legal action.

GENERAL EDUCATION CURRICULUM

General Education signifies a program of arts and sciences courses providing students with a broad educational experience. Rather than being focused on majors or academic/vocational specializations, General Education courses are universal and foundational. Typically introductory, they offer students fundamental skills and knowledge in mathematics, English, arts, humanities, physical sciences, and social sciences. Completion of a General Education program is required for a degree. The General Education is comprised on at least one course in mathematics, natural science, social science, American history/western civilizations, civic learning and engagement, humanities, arts, and foreign cultures and language. The modules and the content are meant to meet the following outcomes that align with the American Association of Colleges & Universities, Liberal Education and America's Promise initiative.

- Oral & Written Communication: Students will be able to develop and express themselves clearly and appropriately both orally and in writing for a range of social, academic and professional contexts. In their writing students will be able to identify when there is a need for information and find and use appropriate sources.
- Scientific & Quantitative Reasoning: Students will be able to reason and solve quantitative problems from a wide array of mathematical and scientific contexts. They will be able to create logical arguments and clearly communicate those arguments in a variety of formats.
- Critical Analysis & Reasoning: Students will be able to systematically to gather, organize, refine, analyze, and evaluate critically information and ideas. Students will be able to draw informed conclusions and judgements on complex topics or issues to gain a better understanding of them.
- Global Learning: Students will demonstrate understanding of local, national, and global communities by cultivating awareness of interdependence of different communities, issues within those communities, and organizations and skills that address such issues.
- Integrative learning: Students will be able to make simple connections among ideas and experiences, synthesize and transfer learning to new, complex situations within and beyond the campus.

The General Education Core consists of 45 Total hours.

Specifically Required courses (21 hours)

- EN 101 College Writing
- EN 102 Writing in the Humanities
- BLU 151 Public Speaking
- BLU 101 Foundations Seminar
- BLU 201 Service Learning & Civic Engagement
- BLU 301 Junior Symposium
- Religious Studies Elective

Modules: (One course required in each) (27 hours)

- Mathematics
- Natural Science
- Social Sciences
- American History/Western Civilization
- Civic Learning and Engagement
- Humanities
- Arts

- Foreign Culture and Language

Elective chosen only from courses in modules above (3 hours)

Note: These requirements apply to all students who enrolled as freshmen in fall 2018 or later or as transfers in fall 2018 or later. Students who enrolled earlier should consult the prior catalog and their advisor for their General Education requirements.

GENERAL EDUCATION COURSE MODULES

Effective for all students beginning Fall 2018

Students must take at least one (1) course from each of the following modules:

MATHEMATICS

Courses within this module will provide students with the opportunity to develop the foundations required for analytic and quantitative reasoning experiences that will enable them to make decisions, solve problems, and manipulate concepts within a mathematical framework or in courses where an understanding of mathematical and statistical systems is required.

NATURAL SCIENCE

Courses in this module will provide students with fundamental and foundational knowledge of the natural sciences as well as a basic understanding of the principles and applications of scientific inquiry. Such knowledge will enhance the student's awareness and understanding of the role that the natural sciences play in our ever-evolving planet.

SOCIAL SCIENCE

Courses in this module will provide students with the opportunity to engage in the study of various fundamental aspects of human behavior, the human condition, and the dynamics of social change and interaction.

AMERICAN HISTORY/WESTERN CIVILIZATION

Courses in this module will provide students with foundational historical knowledge of social norms, ethical values, traditional customs, belief systems, and political systems of Western civilization, including American culture.

CIVIC LEARNING AND ENGAGEMENT

Courses in this module will provide students with the knowledge, skills and values to effect positive change in their communities, whether that be defined locally or globally. It involves participating in activities that are both personally fulfilling and socially beneficial.

HUMANITIES

Courses in this module will provide students with knowledge of the fundamental modes of inquiry within the humanities and/or will foster a greater appreciation of broad creative cultural traditions and movements within these disciplines.

ARTS

Courses in this module will provide students with knowledge of forms of artistic expression and the opportunity for participation in the creative process.

FOREIGN CULTURE AND LANGUAGE

Courses in this module will provide students with knowledge of the distinctive features of foreign cultures and/or languages and will help students understand and appreciate diverse perspectives.

GENERAL ELECTIVE

To fulfill the requirement of this module, an elective will be chosen from one of the above mentioned modules. Students should consult with their academic advisor before choosing this elective as some programs/ departments/divisions may prescribe which module may fit best into an individual student's academic program.

HILBERT COLLEGE ONLINE

Many of Hilbert's classes are offered online. Students enrolled in online courses will be able to view class notes, listen to lectures, watch videos, and participate in discussions from a sound-enabled computer that is hooked up to the internet. "Distance Learning" classes are very convenient for students with busy schedules, because the classes do not run during a particular time slot. Instead, class material is kept online (archived) for at least a week, and students can, therefore, work their way through the material at any hour of the day or night. Moreover, students can listen to the lectures in installments, and additionally students can replay all or parts of a lecture.

Finally, online students will be given an orientation to the online class environment, and technical support is available throughout the duration of the course.

ACADEUM COURSE SHARING POLICY

Hilbert College is a member of the Acadeum College Consortium (Acadeum.com), through which students can take online courses offered by other private institutions as if they were Hilbert College courses. These courses appear on Hilbert College transcripts and impact GPA just as if they were taken at Hilbert College. Tuition is billed at the regular rate and applicable financial aid can be applied. Students may take no more than six (6) credits per semester with the approval of their academic advisor per the online course eligibility policy. Students taking a course through Acadeum are subject to the host schools' academic policies.

In the event that a course is needed in a specific semester, and it is not being offered through Hilbert, students will be able to utilize the course sharing partnership with Acadeum to take an online course through another institution. Students are allowed up to six (6) credits through Acadeum per semester and, consistent with registration for all courses, students must have approval from their academic advisor to enroll. Acadeum courses will be included in determination of full-time status.

In order to be eligible to take Acadeum courses, students must:

1. Be enrolled full-time at Hilbert College during the academic term in which they are seeking to take a course through Acadeum
2. Be in good academic standing. Students who are on academic probation may not be eligible to enroll in Acadeum offered courses. Exceptions may be granted with the approval of the student's advisor, in consultation with the Academic Standing subcommittee of the Academic Standards Committee
3. Receive approval from the HEOP Director if they are students within the Opportunity Program
4. Be at the sophomore level (at least 30 credits earned) at the time of enrollment
5. Be financially cleared at Hilbert College in the academic term in which the student seeks to enroll in an Acadeum offered course

Exceptions can be approved through the departmental chair. Please see the Acadeum course sharing policy for more information on Acadeum courses.

For information on how to enroll in an Acadeum course, please contact the Office of Student Records.

HONORS PROGRAM

The Honors Program at Hilbert College is designed to augment the specific qualities and mission of the College. Our program is decidedly student centered and holistic in nature. We educate the whole student, and we support the whole student. We have designed a program that will foster excellence but will not isolate the student from a complete college experience.

Our criteria for admission mirror the Franciscan values upon which the College was founded. Our program offers the personal guidance and attention for which we are known. To this end, while we are looking for students who represent the highest caliber of academic excellence, we are also looking for those students whose life choices outside the classroom demonstrate leadership skills, social commitment, or artistic interests.

The Honors Program at Hilbert College combines contract-based Honors projects and Honors-specific courses. For maximum flexibility and complete integration, the program allows a student to enroll in regular classes and fulfill some of his/her honors requirements by completing special projects for Honors credit in those classes (typically one class a semester is taken for Honors credit). Called "in lieu of" projects, these are created by the faculty teaching the class and administered by the Honors Council. The "in lieu of" system allows Honors students to have the experience of working one-on-one with our highly credentialed faculty, both within their majors and without, from the first semester that they enroll.

Honors students also take Honors-specific courses, including the Freshman/Transfer Honors Colloquium (HON 105/305) in their first year in the Honors Program and an Honors capstone experience. In addition, other courses may be designated as Honors sections and reserved for Honors Program students. Finally, Honors students are asked to give something back to the community in the form of a modest amount of community service (20 hours per year) and mentoring of new Honors students.

Graduating with honors from Hilbert College will separate students from other applicants. Why? Completing an honors program shows that a student is more motivated, better prepared, and more self-reliant than his/her peers. Having "honors" on a degree says that the student can succeed in the challenges that face him/her because he/ she already has a proven record of success. The Honors Program at Hilbert College is designed specifically with the student's interests and eventual success at the forefront.

In addition to the benefits mentioned above, the Hilbert College Honors student receives a \$3,000 per year scholarship, priority registration, a private lounge area with dedicated computers, and special educational opportunities, including travel and service opportunities.

To apply, all a student needs to do is to fill out an application, which includes a one-to-three page narrative of self-assessment, and submit that along with a letter of recommendation from a professor/teacher or a person who has supervised him/her in an extra-curricular community involvement.

Eligible incoming students will be invited to apply to the program. Current students can download an application from the [Hilbert College website](#).

A SAMPLE OF CURRENT COURSES OFFERED FOR HONORS CREDIT*

In lieu of proposals are available for student review online.

- ACC 320 Intermediate Accounting I
- BLU 301 Junior Symposium
- BUS 200 Introduction to Business Management
- CJ 101 Introduction to Criminal Justice
- CJ 204 Crime and Society
- CJ/HS/PSY 316 Family Violence

- ECO 203 Principle of Contemporary Macroeconomics
- ECO 204 Principles of Contemporary Microeconomics
- EN 205 Survey of World Literature I
- EN 315 World Mythology
- EN 325 Autobiography
- FS 101 Introduction to Forensic Science
- FS 318 Special Topics in Forensic Science I
- HS 101 Introduction to Human Services
- HS/PSY 205 Interpersonal Communication and Effectiveness
- MA 200 Topics in Statistics
- PH 205 Business Ethics
- PH 302 Making of the Modern Mind I
- PS 102 American Government
- PS 335 Genocide
- PSY 202 Psychology of Adult Development and Aging
- PSY 406 Cross Cultural Study of Psychology

*List is subject to change.

HONORS PROGRAM INFORMATION

Eligibility requirements

- 3.5 cumulative average (90 high school average for incoming freshmen)
- Full-time day status
- Proven leadership qualities in any of the following areas: social commitment, arts, or athletics
- 60 or fewer credit hours

Curricular Requirements

- Freshman/Sophomore Honors Colloquium (HON 105) OR Junior Honors Colloquium (HON 305)
- One course for Honors credit per semester (students are required to take classes within their major and in the liberal arts and sciences for Honors credit)
- One Capstone Colloquium in the senior year (one credit course)

Extra-Curricular requirements

- 20 hours of community service annually
- Mentoring

Benefits

- \$3,000/year scholarship
- Priority registration
- Private lounge area with dedicated computers
- Special educational opportunities, including travel
- Recognition of Honors during the commencement ceremony

LEADERSHIP SCHOLARSHIP PROGRAM

The Hilbert College Leadership Scholarship Program is an intensive four-year experience designed to assist recipients in developing and refining their leadership skills. Students engage in numerous experiential learning programs which allow them to become involved on campus and in the community in a meaningful way. The program uses a variety of methods to meet the unique learning styles of all participants. Workshops, distinguished speakers, service learning, and adventure-based programs are all essential components of the program.

Each year of the leadership program has a different focus. First-year participants will participate in a self-assessment designed to familiarize them with their strengths and areas for further development. In this first-year program, participants will take Introduction to Leadership (GS 160) and begin to form the foundational skills to assist them throughout their four years in the program. Sophomore participants explore leadership in group settings, developing an understanding of the diversity around them while building team skills. Juniors hone their professional skills and job readiness through an intensive program that includes resume writing, interview skills, job search techniques, and business etiquette. In the senior year, students focus on goal setting for their post-graduate professional and civic lives.

At all levels, students are expected to be involved in campus activities, clubs, and their community to put into practice the concepts they have learned.

Hilbert College Leadership Scholarship Eligibility Requirements:

- Be a first-time college student entering in the fall semester
- Achieve a high school average of an 83.0-89.9

- Enroll at Hilbert as a full-time student status in a traditional academic program
- Documented involvement in student government, clubs, employment, or community service activities in high school

Hilbert College Leadership Scholarship Recipient Requirements:

Curricular

- Successfully complete GS 160 (Introduction to Leadership) in their first semester
- Maintain a cumulative GPA of 2.5 or higher throughout their four years in the program

Co-Curricular

- Perform 20 hours of volunteer service to their community during each academic year
- Be involved in Student Government Association (SGA) or at least one SGA-sponsored student club or organization at Hilbert College
- Collaboratively complete one service project annually in conjunction with a community partner and leadership peers.

Benefits:

- \$3,000/year scholarship (\$1,500 per semester)
- Special leadership development opportunities
- Recognition as a Leadership Scholar as part of the student's academic regalia at the commencement ceremony

Application Process:

Qualified students are invited to apply for the Leadership Scholarship upon acceptance to Hilbert College. To apply, students must complete an application and a one-to-two-page narrative, along with submitting two letters of recommendation. Upon submission of all materials, applicants are then invited to participate in a selection interview with the Dean of Students.

It is no secret that employers are seeking candidates who demonstrate problem-solving skills, team attitude, strong communication skills, and above all, leadership ability. The Leadership Scholarship Program is designed to support students as they develop these skills and positively contribute to the betterment of their community and to stand out in a competitive job market.

LIBERAL LEARNING OUTCOMES

According to the Association of American Colleges & Universities, the “a truly liberal education is one that prepares us to live responsible, productive and creative lives in a dramatically changing world. It is an education that fosters a well-grounded intellectual resilience, a disposition toward lifelong learning, and an acceptance of responsibility for the ethical consequences of our ideas and actions.” To achieve these broad objectives, Hilbert College believes that they cannot be taught in isolation but must be taught as an integral part of a cumulative, holistic curriculum that integrates into professional training the development of lifelong skills that transfer well to a wide variety of occupations

As part of these general educational goals, the curriculum is designed to promote the following six objectives cumulatively over the student's time at Hilbert. All courses will indicate which of the six objectives they are designed to strengthen. Certain required courses will attempt to reinforce all six objectives. Thus, the student will consciously monitor the development of these skills until, in the student's senior year; the student will register for a capstone experience, which will measure the student's mastery of these six goals.

OUTCOME 1

STUDENTS WILL ACQUIRE ADVANCED CORE SKILLS: These core skills include written and oral communication, critical reading and listening, scientific understanding, quantitative literacy and technological fluency at levels required for personal and professional success in real-world situations.

OUTCOME 2

STUDENTS WILL BECOME INTERCULTURALLY AWARE AND ACQUIRE AN OPENNESS TO DIVERSITY: Skills necessary for local and global civic engagement in the 21st century include an awareness and appreciation of world cultures and languages, as well as an understanding of non-dominant groups and societies at home and abroad.

OUTCOME 3

STUDENTS WILL ACQUIRE EFFECTIVE REASONING AND PROBLEM-SOLVING SKILLS: These include the development of multiple, sophisticated problem solving strategies that transcend traditional disciplinary boundaries, promote intellectual curiosity and innovation, and are practiced in individual and team situations with emphasis on ethical reasoning and action.

OUTCOME 4

STUDENTS WILL DEVELOP ADVANCED RESEARCH SKILLS: These include development of traditional and technology-enhanced research strategies, the ability to recognize the validity of information sources, and the skill to articulate and apply research findings to professional and real-world situations.

OUTCOME 5

STUDENTS WILL DEVELOP SKILLS IN INTEGRATIVE LEARNING: These skills include collaborative work combining analytical and experiential learning that transcends disciplines, crosses campus and community boundaries, encourages leadership, and blends career preparation with the capacity to apply one's learning to the opportunities and challenges of the 21st century.

OUTCOME 6

STUDENTS WILL DEVELOP THE ABILITY TO LEAD AN EXAMINED LIFE AND VALUE THE NEED FOR LIFELONG LEARNING: In a rapidly changing world, students will learn that these skills in self-renewal, social and cultural awareness, and ethical reasoning and action are essential personally and professionally for life in the 21st century.

STUDY ABROAD

A semester of full-time study abroad greatly enriches a student's liberal education and enhances the student's ability to live in a global society. To offer this opportunity to our students, Hilbert College has developed several international exchange programs with various institutions in Europe, and continues to develop new partnerships.

Students who are interested in obtaining more information on study abroad should contact the Student Life Office.⁸ A student who will be studying abroad for a semester will be required to attend study abroad information sessions, including but not limited to the application process, cost and compliance, departure orientation, as well as re-entry. Students will work with the Study Abroad department to ensure full preparation for this unique global experience. Upon return to the College, all credits earned through the exchange program will transfer back to the students' home institutions and be applied toward their undergraduate degree.

In addition to Hilbert College student's studying abroad, students at the partner institutions will have the opportunity to attend Hilbert College for an immersive experience in US post-secondary education.

For more information on Hilbert's international programs, please visit www.hilbert.edu/international.

ASSOCIATE OF ARTS IN LIBERAL ARTS

Studying the liberal arts is an effective way to develop an appreciation for the history of intellectual inquiry and a passion for lifelong learning. Our program gives you the flexibility to create your own educational pathway by exploring ideas in three domains of learning:

- Humanities: art history, communications, English, foreign languages, history, music, philosophy, religious studies, and theater.
- Natural Sciences and Math: biology, chemistry, and mathematics.
- Social Sciences: economics, human services, political science, psychology, and sociology.

This coursework will expose you to the multiple ways that human civilizations have created and organized knowledge and articulated ethical systems that shape social and cultural values. It will also encourage you to determine which ideas are important to you and how you can incorporate them into your life. As you engage ideas from around the globe, you should expect to improve your reasoning and problem-solving skills, expand your appreciation of cultural diversity, develop a mature understanding of the self through personal reflection, and build the skills necessary to become an engaged member of your communities.

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION MODULES

COURSE NUMBER	COURSE NAME	CREDITS
Natural Science	Approved Elective	3
Social Science	Approved Elective	3
American History/Western Civilization	Approved Elective	3
Mathematics	Approved Elective	3
Humanities	Approved Elective	3
Arts	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
General Education	Approved Elective	3

GENERAL ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
Humanities Elective	Approved Humanities Elective	3
Liberal Arts Elective	Approved Liberal Arts Elective	3
Liberal Arts Elective	Approved Liberal Arts Elective	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

BACHELOR OF ARTS IN DIGITAL MEDIA AND COMMUNICATION

REQUIRED COURSES IN MAJOR		
COURSE NUMBER	COURSE NAME	CREDITS
COM 110	Introduction to Mass Media	3
COM 170	Multimedia Production I	3
COM 180	Multimedia Production II	3
COM 210	Media Analysis	3
COM 211	Mass Communication Theory	3
COM 320	Law and Ethics II	3
COM 491	Internship	3
EN 240	The Art of Persuasion	3
MA 200	Topics in Statistics	3
CONCENTRATION (CHOOSE ONE)		
FILM AND VISUAL EFFECTS CONCENTRATION		
COM 365	Digital Filmmaking	3
COM 375	Digital Film Editing	3
COM 385	2D/3D Graphics	3
COM 455 or COM 478	2D/3D Advanced Graphics or Documentary Filmmaking	3
GRAPHIC DESIGN CONCENTRATION		
COM 270	Digital Photography	3
COM 273	Graphic Design	3
COM 281	Web Design	3
COM 305	Visual Communication	3
INTEGRATED MARKETING CONCENTRATION		
COM 261	Concepts of Integrated Marketing	3
COM 344	Public Relations Writing	3
COM 348	Advertising Copywriting	3
COM 362	Integrated Marketing Research	3
MULTIMEDIA JOURNALISM CONCENTRATION		
COM 243	Journalism	3
COM 360	Press Relations	3
COM 442	Multimedia Journalism	3
COM 443	Journalism Practicum	3

REQUIRED COURSES IN MAJOR		
MAJOR ELECTIVES		
COM 460 or COM 493	Immersive Learning Course	3
COM ***	300 or 400 Level Communications Course	3
COM ***	300 or 400 Level Communications Course	3
COM ***	Any Level Communications Course	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Natural Science	Approved Elective	3
Social Science	Approved Elective	3
General Education	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3

REQUIRED COURSES IN MAJOR		
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

BACHELOR OF ARTS IN ENGLISH

The mission of the English Department is to provide students with a critical, theoretical, and practical basis for interpreting and evaluating human culture in its written, rhetorical, visual, performative, and aesthetic forms. When appropriate, the Department also prepares students to use the technologies that are necessary for success in their chosen fields. We prepare students instilling a lifelong commitment to using language and image to confer meaning on experience and to promote the common good. The English Department is committed to student learning with a focus on cultural studies, language, and communication processes within the liberal arts tradition by:

- Promoting intellectual curiosity, creativity, active learning, and independent thought;
- Treating students as participants in the construction of knowledge;
- Engaging students in the creation and critical analysis of texts and modes of discourse in their diverse historical, aesthetic, cultural, social, and theoretical contexts;
- Developing life-long, transferable skills in critical thinking, reading, writing, speaking, listening, and modes of inquiry;
- Fostering respect for intellectual and human diversity;
- Encouraging interdisciplinary approaches to content and style;
- Facilitating pre-professional, career development, and graduate school preparation;
- Serving as a community resource for the arts by hosting artistic events featuring regional, national and international artists working in various media.

Students may concentrate their studies in one or more of the following concentrations or career paths:

- Creative Studies - Creative and Professional Writing
- Creative Studies - Film
- Creative Studies - Theater
- Graduate School Preparation - Literature
- Graduate School Preparation - Education

Students with an English Degree have entered the following fields and careers:

- Teaching (elementary, secondary, and post secondary)
- Public relations
- Advertising
- Business
- Law
- Publishing
- Library Science
- English as a second language

LEARNING OBJECTIVES

The mission of the English Department is met by the following objectives.

English students will demonstrate a strong knowledge base in literature through the ability to:

- Understand the key aspects of main literary periods
- Identify significant authors, including those from diverse backgrounds and cultural traditions, and their contributions to the literary canon
- Understand the attributes and characteristics of various literary genres

English students will demonstrate high competency in writing through the ability to:

- Write with grace and precision while avoiding distracting mechanical errors
- Synthesize ideas in order to effectively support one's point of view

- Identify different modes of writing and use the appropriate mode of writing to achieve an intended purpose for a specific audience

English students will demonstrate research skills through the ability to:

- Find, evaluate, and use primary and secondary sources
- Accurately apply the summarization, paraphrasing, and quotation of primary and secondary sources
- Support an argument/interpretation with appropriate sources
- Use MLA documentation method appropriately

English students will demonstrate interpretive skills through the ability to:

- Carefully and critically read, analyze and evaluate literature
- Create independent interpretations of literature
- Apply theoretical perspectives to literature
- Create connections between literature, lived experiences, and historical, social, and cultural contexts

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
EN 2**	English Survey Elective	3
EN 2**	English Survey Elective	3
EN 2**	English Survey Elective	3
EN ***	Shakespeare Elective	3
EN ***	Poetry Elective	3
EN ***	Genre/Period Elective	3
EN ***	British Literature Elective	3
EN ***	American Literature Elective	3
EN ***	American Literature Elective	3
EN ***	300 or 400 Level English Elective	3
EN ***	300 or 400 Level English Elective	3
EN ***	300 or 400 Level English Elective	3
EN ***	Any level English Elective	3
EN 495	English Capstone	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION CORE MODULES

COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Mathematics	Approved Elective	3
Natural Science	Approved Elective	3

REQUIRED COURSES IN MAJOR		
Social Science	Approved Elective	3
General Education	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	Any Level	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

Bachelor of Science in Liberal Studies

BACHELOR OF SCIENCE IN LIBERAL STUDIES

A liberal arts education is one of the oldest models for learning in the Western world and continues to be excellent preparation for graduate school and professional careers. It provides opportunities to sharpen the critical skills necessary for analyzing complex information from multiple sources, creating new knowledge, and examining values necessary for developing a coherent philosophy of life.

In order to become proficient in these areas, the Liberal Studies major offers students a high degree of flexibility, enabling them to explore different disciplines throughout the curriculum. Students will work closely with their advisors to tailor a course of study that is both interdisciplinary and integrative and supports their academic and personal goals. They are also encouraged to seek out internship opportunities in order to understand how their coursework can be applied to real-world settings and to further their appreciation for leading an examined life.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
COM 240	The Art of Persuasion	3
EN 340	Professional and Technical Writing	3
EN 341	Advanced Writing	3
HI 288	World History and Geography	3
HI 289	World History and Geography II	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
Liberal Studies Elective	300 or 400 Level	3
Liberal Studies Elective	300 or 400 Level	3
Liberal Studies Elective	300 or 400 Level	3
Liberal Studies Elective	300 or 400 Level	3
Liberal Studies Elective	300 or 400 Level	3
Liberal Studies Elective	Any Level	3
Liberal Studies Elective	Any Level	3
Liberal Studies Elective	Any Level	3
Liberal Studies Elective	Any Level	3

The following subject areas may count towards liberal studies electives:

<i>Geography</i>	<i>History</i>	
<i>Philosophy</i>	<i>Political Science</i>	
<i>Sociology</i>		

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

REQUIRED COURSES IN MAJOR		
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Math	Approved Elective	3
Natural Science	Approved Elective	3
Social Science	Approved Elective	3
General Education	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

A total of five All College and Liberal Studies electives may be used for semester-length internships.

BACHELOR OF SCIENCE IN POLITICAL SCIENCE

Political science has its origins in Greek and Roman discussions on governance and the creation of a just and harmonious social order. The contemporary field of political science builds upon these ideas by examining the theories that shape our perspectives on government and how political leaders exercise authority on local, national, and international levels. Political scientists explore concepts such as ideology and power to explain the decision-making processes, rules, and laws that characterize the relationships between political institutions and their citizens.

Using the methods of scientific investigation, the Political Science program enables you to analyze the foundations and frameworks of governmental systems and the various ways political forces have shaped our world. Topics such as civil liberties, globalization, human rights, American foreign policy, international relations, and terrorism all feature prominently in our coursework.

Our program provides you with considerable flexibility in creating an interdisciplinary course of study that is tailored to your specific interests. Yet whichever direction you choose to take, you will become more knowledgeable about our political structures and systems and a more critical analyst of political events and activities. To appreciate government "in action," you may also choose to participate in an internship related to political advocacy. In the process, you will begin to clarify your own political philosophy and acquire the tools to help you become a more informed and engaged citizen.

PROGRAM LEARNING OBJECTIVES

A course of study within the Political Science program will provide students the opportunity to develop skills and knowledge through a core set of program objectives. Students will:

- Understand the structures and process of American government commensurate with citizenship duties and an effective civil society
- Recognize the use and abuse of political power and authority
- Assess various perspectives with respect to their political philosophies
- Value politics from a global perspective

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
EN 341	Advanced Writing	3
HI 288	World History and Geography I	3
HI 289	World History and Geography II	3
PS 101	Introduction to Political Science	3
PS 102	American Government	3
PS 224	State and Local Government	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
PS ***	300 or 400 Level Elective	3
PS ***	300 or 400 Level Elective	3
PS ***	300 or 400 Level Elective	3
PS ***	300 or 400 Level Elective	3
PS ***	300 or 400 Level Elective	3
PS ***	Any Level Elective	3
PS ***	Any Level Elective	3
PS ***	Any Level Elective	3
PS ***	Any Level Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION CORE MODULES

COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3

REQUIRED COURSES IN MAJOR		
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
Math	Approved Elective	3
General Education	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

A total of five All College, Liberal Arts and Political Science electives may be used for semester-length internships.

FIVE YEAR - COMBINED BS IN POLITICAL SCIENCE AND MPA- MASTER’S IN PUBLIC ADMINISTRATION

The new and innovative combined BS/MPA program allows you to finish your BS in political science and simultaneously work on a master’s in public administration. Students can begin taking graduate courses during their final two semesters as an undergraduate student. Graduate courses will count toward both the BS and the MPA degrees.

Admissions to the graduate school occurs during your junior year, without the need to take the Graduate Record Examination (GRE). As a result of beginning graduate courses during your undergraduate program, you will complete the master’s degree more quickly. The combined program should allow you to finish both degrees in a 4 + 1 format (5 years), saving the student up to two semesters of graduate school.

ASSOCIATE OF ARTS IN CRIMINAL JUSTICE

The Criminal Justice program is designed to prepare graduates for employment in the criminal justice areas of police work, courts, probation, parole, youth services, and private security. It also serves to prepare persons for careers in areas allied with the various enforcement fields or continued educational pursuits. The program is designed for in-service personnel as well as for persons wishing to prepare for service in the criminal justice fields.

The criminal justice requirements include the following distribution of credit hours:

REQUIRED COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
CJ 101	Introduction to Criminal Justice	3
CJ 202	Introduction to Criminal Law & Procedure	3
CJ 204	Crime and Society	3
MA 200	Topics in Statistics	3
SO 101	Introduction to Sociology	3
MAJOR ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
CJ ***	CJ Elective	3
CJ ***	CJ Elective	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
EN 101	College Writing	3
EN 102	Writing in the Humanities	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
Natural Science	Approved Elective	3
American History/Western Civilization	Approved Elective	3
Humanities	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
All College Elective	Any Course	3
All College Elective	Any Course	3

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

The Criminal Justice baccalaureate degree offers a program which provides students with a solid basis of knowledge and skills for service in various criminal justice fields. This degree gives students a broad liberal arts knowledge base and an understanding of the conceptual, organizational and practical dimensions of various criminal justice fields and agencies. The Criminal Justice program is designed to prepare students for employment in the field of criminal justice and also serve as preparation for graduate work in criminal justice, law, counseling, public administration or more technical areas. Criminal Justice majors are encouraged to take electives in their major that should assist in their career objectives and preparation. There are nine concentrations available that will assist in this development.

Internships are available in many of the concentrations and are required in the 4+1 program.

The Criminal Justice Program is dedicated to the advancement of student education and provides balanced liberal arts curriculum integrated with practical experience through the following program objectives:

- Students will develop oral and written communication skills to articulate Criminal justice topics.
- Students will gain an understanding and appreciation for the social and cultural diversity of society and how they impact the criminal justice system.
- Students will develop abilities in critical thinking, logical assessment and analytical problem solving which will be essential to work in the criminal justice field.
- Students will develop competencies in designing, analyzing and critiquing social research, and assessing data sources as needed which are relevant to the criminal justice field.
- Students will acquire specific knowledge consistent with a bachelor's degree in this major in key subject areas as identified by national organizations, such as Academy of Criminal Justice Society (ACJS).
- Students will evaluate and apply Franciscan values to ethical behavior and leadership needed in the 21st-Century.

The Criminal Justice program is designed to prepare graduates for employment in the criminal justice areas of law enforcement, courts, probation, parole, youth services, and security. It also serves to prepare persons for careers in areas allied with the various enforcement fields or continued educational pursuits. The program is designed for in-service personnel as well as for persons wishing to prepare for service in the criminal justice fields.

Students pursuing the Bachelor of Science degree in Criminal Justice must fulfill the following requirements. The Criminal Justice requirements include the following distribution of credit hours:

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
CJ 101	Introduction to Criminal Justice	3
CJ 200	Introduction to Corrections	3
CJ 202	Introduction to Criminal Law & Procedure	3
CJ 204	Crime and Society	3
CJ 205	Drugs, Crime, and the Criminal Justice System	3
CJ 305	Research Methods in Social Sciences	3
CJ 330	Ethics in the Criminal Justice System	3
CJ 335/SO 306	Diversity Issues in Criminal Justice	3
CJ 402	Advanced Criminological Theory	3
CJ 404	Criminal Investigations/Criminalistics	3
CJ 405	Seminar in Criminal Justice	3
FS 320	Interview and Interrogation Techniques	3
MA 200	Topics in Statistics	3
SO 101	Introduction to Sociology	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
CJ ***	Upper Level Criminal Justice Elective	3
CJ ***	Upper Level Criminal Justice Elective	3
CJ ***	Any Criminal Justice Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

REQUIRED COURSES IN MAJOR**GENERAL EDUCATION CORE MODULES**

COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3

GENERAL ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

CONCENTRATIONS IN CRIMINAL JUSTICE

Effective Fall 2018, all criminal justice majors declare a concentration in criminal justice by adhering to the following policy:

- Apply by completing a concentration form in Self-Service after completion of 45 credits
- Take eighteen hours of course work in one of the following concentration areas

CORRECTIONS**Required Courses:**

CJ 101 Introduction to Criminal Justice

CJ 200 Introduction to Corrections

CJ 204 Crime & Society

Elective Courses: Choose 3

CJ 205 Drugs, Crime and the Criminal Justice System

CJ 300 Parole, Probation, & Community-Based Corrections

CJ 302 The Juvenile Justice System

CJ 334 Analysis of Sexual Offenses & the Sex Offender
CJ 400 Advanced Seminar in Corrections
HS 300 Introduction to Chemical Dependency
LW 370 Rights, Liberty & Justice: US Constitution
PSY 410 Forensic Psychology

CRIMINOLOGY

Required Courses:

CJ 101 Introduction to Criminal Justice
CJ 105 Introduction to Criminology
CJ 204 Crime & Society

Choose 3 electives:

CJ 205 Drugs, Crime & the CJ System
CJ 302 The Juvenile Justice System
CJ 304 Organized Crime & the Career Criminal
CJ 307/HS 307 Gender & the Criminal Justice System
CJ 320 Transnational Crime & Comparative CJ Systems
CJ 334 Analysis of Sexual Offenses & the Sex Offender
CJ 417 Violent Phenomena

FAMILY VIOLENCE

Required Courses:

CJ 101 Introduction to Criminal Justice
CJ 204 Crime & Society
HS 203 Introduction to Counseling

Choose 3 electives:

CJ 205 Drugs, Crime & the CJ System
CJ 316 Family Violence
CJ 317 Family Violence Treatment & Prevention
CJ 334 Analysis of Sexual Offenses & the Sex Offender
CJ 416 Advanced Issues in Family Violence
CJ 417 Violent Phenomena
HS 330 Violent Children
LW 410/HS 410 Child & Family Law

INVESTIGATIONS

Not available to CSI Majors

Required Courses:

CJ 101 Introduction to Criminal Justice
CJ 202 Introduction to Criminal Law & Procedure
CJ 204 Crime & Society

Choose 3 electives:

CJ 205 Drugs, Crime & the CJ System
CJ 304 Organized Crime & the Career Criminal
CJ 315 Laws & Rules of Evidence
CJ 315 Laws & Rules of Evidence
CJ 321 Terrorism & Homeland Security
CJ 334 Analysis of Sexual Offenses & the Sex Offender
CJ 404 Criminal Investigation/Criminalistics
FS 320 Interview and Interrogation Techniques
LW 370 Rights, Liberties, & Justice: US Constitution

JUVENILE JUSTICE

Required Courses:

CJ 101 Introduction to Criminal Justice
CJ 102 Introduction to Juvenile Delinquency
CJ 204 Crime & Society

Choose 3 electives:

CJ 205 Drugs, Crime & the CJ System
CJ 302 The Juvenile Justice System
CJ 316 Family Violence
CJ 317 Family Violence Treatment and Prevention
CJ 416 Advanced Issues in Family Violence
CJ 417 Violent Phenomena
HS 330 Violent Children
LW 410/HS 410 Child & Family Law

POLICE MANAGEMENT

Required Courses:

CJ 101 Introduction to Criminal Justice
CJ 202 Introduction to Criminal Law & Procedure
CJ 204 Crime & Society

Choose 3 electives:

CJ 307/HS 307 Gender & the Criminal Justice System
CJ 310 Introduction to Policing/Professional Entry
CJ 311 Police Management & Organization
CJ 312 Police Human Dimension
CJ 411 Police, Politics, and Professionalism
LW 370 Rights, Liberties, & Justice: US Constitution

SECURITY

Required Courses:

CJ 101 Introduction to Criminal Justice
CJ 103 Introduction to Security
CJ 204 Crime & Society

Choose 3 electives:

CJ 205 Drugs, Crime & the CJ System
CJ 303 Asset Protection
CJ 321 Terrorism & Homeland Security
CJ 333 Information Security
CJ 403 Security Administration

GENERALIST

Required Courses:

CJ 101 Introduction to Criminal Justice
CJ 202 Introduction to Criminal Law & Procedure or
CJ 205 Drugs, Crime & the CJ System
CJ 204 Crime & Society

Choose 3 electives:

Any three upper-level CJ courses

For a closely related program, check Pre-Law under the Pre-Professional Programs.

4+1 CRIMINAL JUSTICE/CRIMINAL JUSTICE ADMINISTRATION

Students enrolled in the CJ BS/CJA MS 4+1 program complete all requirements for the BS as indicated above with the following exceptions:

- They do not declare a concentration, as the 4+1 is their concentrated area of study
- They are required to complete an internship, CJ/FS 499 in their senior year
- CJ Upper-level electives and Upper-level electives as indicated in the Criminal Justice major are all assigned to graduate classes for the fall and spring of their senior year
- They must start their graduate sequence in fall of their senior year, therefore, may need to accelerate/ decelerate to sequence classes accordingly

All courses of the CJ Bachelor's with requirements fulfilling electives as indicated below:

Upper Level CJ Elective = CJ 499
Upper Level CJ Elective = CC 500
Upper Level Liberal Arts Elective = CC 505
Upper Level Liberal Arts Elective = CC 510
Upper Level Elective = CJA 601
Upper Level Elective = CJA 640
All College Elective 3 = CJA 679

SECURITY MANAGEMENT CERTIFICATE

A sequence of six courses at the College that would lead to a letter of accomplishment in Security Management. The eighteen-hour sequence is composed of the following courses:

EN 101 College Writing
BLU 151 Public Speaking
CJ 103 Introduction to Security
CJ 321 Terrorism and Homeland Security
CJ/ECI 333 Information Security
CJ 403 Retail Security and Security Administration.

The sequence may be taken as part of the Associate in Arts or Bachelor of Science Degree Program in Criminal Justice.

THE INSTITUTE FOR LAW AND JUSTICE

The mission of the Institute for Law and Justice at Hilbert College is to support criminal justice, social service and related community support agencies by enhancing their ability to deliver services. Working with these agencies, the Institute will develop projects and seek funding from a wide variety of sources to conduct research that will enhance present knowledge related to issues of law and justice. The goals of the Institute for Law and Justice are as follows:

- To assist criminal justice and associated community support agencies to produce positive community change. By facilitating such positive community change, Hilbert College and the Institute for Law and Justice will increase their visibility in the local and Western New York area as an institution that effectively strengthens agencies and promotes community improvement.
- To improve governmental, private and public inter-agency communications in an attempt to increase collaborative efforts that promote positive community chance.
- To help educate the criminal justice community relative to innovations and promising ideas in the fields of law and justice.
- To establish within Hilbert College a research-based institution that provides faculty and students opportunities to grow intellectually.

Bachelor of Science in Crime Scene Investigation

BACHELOR OF SCIENCE IN CRIME SCENE INVESTIGATION

The Hilbert Forensic Science/Crime Scene Investigation degree is a four-year program, which provides students with a solid base of knowledge and skills for service in a growing number of investigative agencies. It also prepares students for the pursuit of advanced degrees in criminal justice or forensic science.

Typical forensic science degrees focus on natural sciences in laboratory settings where evidence is analyzed. However, crime scene investigation, involves the proper identification, collection, and chain of custody of evidence to the forensic lab for analysis. Hilbert will provide a blend of the two areas with a strong emphasis on crime scene investigation and how it relates to the forensic lab. The FS/CSI baccalaureate degree includes coursework in crime scene photography, laws and rules of evidence, bloodstain pattern analysis and fingerprint evidence. This background will promote a stronger more precise relationship between the crime scene unit and the forensic lab responsible for crime analysis. Such coursework will be embedded within a well-balanced social science bachelor's degree. The FS/CSI program is intended to provide both college students and law enforcement personnel with the most current technological knowledge and practical applications in crime scene investigation. These skills will enable students to obtain entry-level positions in a wide array of positions, including:

- Accident Investigator
- Arson Investigator
- Autopsy Technician
- Crime Scene Photographer
- Crime Scene Reconstructionist
- Crime Scene Specialist
- Criminalist
- Document Examiner
- Evidence Control Technician
- Firearms Examiner
- Lab Assistant
- Latent Fingerprint Technician

- Police Crime Scene Technician
- Trace Evidence Examiner
- Tool Mark Examiner

Additionally, the program will furnish veteran officers with career advancement opportunities available through specialized education in crime scene investigation.

REQUIRED COURSES IN MAJOR

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
BI 114	Human Body	3
CJ 101	Introduction to Criminal Justice	3
CJ 202	Introduction to Criminal Law & Procedure	3
CJ 204	Crime and Society	3
CJ 305	Research Methods in Social Sciences	3
CJ 315	Laws and Rules of Evidence	3
CJ 330	Ethics in the Criminal Justice System	3
CJ 404	Criminal Investigations/Criminalistics	3
FS 101	Introduction to Forensic Sciences	3
FS 201	Introduction to Photography/Imagery	3
FS 302	Computer Crime Investigation	3
FS 318	Special Topics in Forensic Science I	3
FS 319	Special Topics in Forensic Science II	3
FS 320	Interview and Interrogation Techniques	3
FS 400	Photography/Imagery	3
FS 401	Fingerprint Evidence	3
FS 402	Trace Evidence/Arson-Firearms/Impression Evidence	3
FS 403	Bloodstain Pattern Analysis/Crash Management/Report Writing	3
FS 405	Advanced Seminar in Forensic Science	3
MA 200	Topics in Statistics	3
PSY 101	Introduction to Psychology	3
PSY 410	Forensic Psychology	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

REQUIRED COURSES IN MAJOR**GENERAL EDUCATION CORE MODULES**

COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3

GENERAL ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

SUGGESTED ELECTIVES

Classes in Biology, Chemistry, or Physics, and/ or FS 499 Forensic Science Internship

4+1 BS CRIME SCENE INVESTIGATION AND MS CRIMINAL JUSTICE ADMINISTRATION

Students enrolled in the Crime Scene Investigation 4+1 program complete all requirements for the BS as indicated above with the addition of the following courses that will take the place of the All College Elective spots:

REQUIRED COURSES

COURSE NUMBER	COURSE NAME	CREDITS
FS 499	Internship	3
CC 500	Organizational Theory and Management	3
CC 505	Introduction to Graduate Statistics	3
CC 510	Program Planning and Evaluation	3
CJA 601	Proseminar in Criminal Justice Administration	3
CJA 640	Research Methods in Criminal Justice	3
CJA 679	Research Project - Independent Study	3

*Students must start their graduate sequence in the fall of their senior year, therefore, may need to accelerate/decelerate to sequence classes accordingly.

BACHELOR OF SCIENCE IN INTELLIGENCE AND DATA ANALYSIS

The mission of the Hilbert College Intelligence and Data Analysis Program is to provide students with a challenging and relevant curriculum through a balance of liberal arts, career preparation, and the integration of multiple disciplines. In addition to discipline-specific knowledge, the Intelligence and Data Analysis Program cultivates student skills in critical thinking, oral and written communication, research, analysis, technology, and problem-solving. The program develops student commitment in the areas of community service, personal accountability, global responsibility, and cultural diversity. It stresses ethical decision-making, principled behavior, and the importance of life-long learning and facilitates professional and career development in specialized fields.

The Intelligence and Data Analysis program is designed to provide the necessary background for students to pursue careers in research and intelligence in government agencies and/or private business enterprises. The work in these areas, whether relating to banking, national security or criminal investigative activities, involves the preparation of assessments based on the collection, correlation, and analysis of data. The goal of this program is to produce a graduate qualified for an entry-level position in the realm of data and intelligence, such as an analyst.

The Intelligence and Data Analysis Program is dedicated to the advancement of student education and provides balanced liberal arts curriculum integrated with practical experience through the following program objectives:

A detailed knowledge of the functions and processes that define national security, law enforcement, and business intelligence communities. An exposure to foreign language/culture and an awareness and appreciation for the social and cultural diversity of society. A broad understanding of World and American History. A knowledge of comparative governments and political philosophies. The ability to produce written and oral reports and assessments based on research, correlation and analysis. A competency with computer information systems, software, and data management. A general understanding of statistical techniques.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
CIS 230	Database Management	3
CS 131	Computer Science I	3
CS 132	Computer Science II	3
ECI 340	Intelligence Research Methods	3
EN 340	Professional & Technical Writing	3
HI 104	Twentieth Century America	3
IDA 177	Introduction to Intelligence	3
IDA 178	Intelligence Methods & Analysis	3
IDA 213	National Security & Intelligence	3
IDA 240	Intelligence for Business	3
IDA 275	Intelligence Writing & Presentation	3
IDA 276	Law Enforcement Intelligence	3
IDA 300	Competitive Intelligence	3
IDA 405	Strategic Intelligence: Capstone	3
MA 200	Topics in Statistics	3
SO 101	Introduction to Sociology	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
IDA ***	300 OR 400 Level Elective	3
IDA ***	300 OR 400 Level Elective	3
IDA ***	300 OR 400 Level Elective	3
IDA ***	300 OR 400 Level Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3

REQUIRED COURSES IN MAJOR		
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
General Education	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

ASSOCIATE OF ART IN ALCOHOL & SUBSTANCE ABUSE COUNSELING

The Associate of Arts in Alcohol & Substance Abuse Counseling (ASAC) is a degree within the Behavioral Sciences Department specifically designed to prepare students to become knowledgeable, ethical, and competent entry-level practitioners in the field of alcohol and substance abuse treatment. The program prepares students to meet those competencies outlined by the NYS Office of Alcoholism and Substance Abuse Services (OASAS), in partial fulfillment of the Certified Alcoholism and Substance Abuse Counselor (CASAC) credential.

Grounded in the Disease Model of Addiction, the program provides students with an understanding and appreciation of the role of biology, neurology, genetics, and the environment in the complex nature of addiction. The program emphasizes experiential learning both in the classroom and the field. Students are provided the skills, attitudes, and knowledge to enable them to make meaningful changes in the lives of individuals and their communities. The program plays a central role in student learning by:

- Providing a combination of academic course work and field/clinical experiences to develop skills in critical thinking, interpersonal communication, and ethical practices.
- Preparing students for employment in the public and private community-based human services fields.
- Preparing students for lifelong learning, personal growth and self-awareness.

Beyond those skills specific to alcohol and substance abuse treatment, students develop competency in personal and professional growth, communication and interpersonal skills, techniques of effective interviewing and assessment, problem solving, crisis intervention, counseling, case management and treatment of a broad range of problems likely to affect individuals, families, and communities impacted by substance abuse. Alcohol and substance abuse professionals are employed in a variety of settings, including those providing prevention and treatment services to children and adults through inpatient, outpatient, community-based, and residential programs.

CURRICULUM

In keeping with the college's goal of educating students in the liberal arts, the curriculum offers courses in both the liberal arts and social sciences. Students in the program will complete general education requirements as well as courses in human services, psychology, and sociology. Given the narrow focus on coursework specific to ASAC, a limited number of electives may be selected from those courses identified by the college as meeting general education requirements.

Students in the program will complete a required one-semester internship in a designated program providing substance abuse services. A second semester internship is optional and may be taken by those students who have completed a minimum of 45 credit hours and maintain a 3.0 GPA in the program. Students opting for a second internship will complete the degree with 63 credit hours and in consultation with their financial aid advisor. Students are required to complete one 3 credit service-learning course as part of the degree program.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSES NAME	CREDITS
BI 114	The Human Body	3
HS 101	Introduction to Human Services	3
HS 102	Introduction to Chemical Dependency	3
HS 103	Introduction to Psychopharmacology	3
HS 201	Prevention & Treatment of Chemical Dependency	3
HS 202	Trauma & Addiction	3
HS 207	Family Systems in Addiction Treatment	3
HS 208	Special Populations in Addiction Treatment	3
HS 209	Group Work in Addiction Treatment	3
HS 210	Human Services Methods	3
HS 310	Human Services Ethics	3
HS 314	Understanding Mental Illness Through Film	3
HS 360	Internship I	3
PSY 101	Introduction to Psychology	3

MAJOR ELECTIVES

COURSE NUMBER	COURSES NAME	CREDITS
Choose Two:		
HS 203	Introduction to Counseling	3
HS 204	Basic Interviewing Skills	3
Choose Two:		
HS 205	Interpersonal Communication and Effectiveness	3
HS 215	Social Issues in Addictions	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSES NAME	CREDITS
EN 101	College Writing	3
BLU 101	Foundations Seminar	3
BLU 201	Service Learning and Civic Engagement	3

GENERAL EDUCATION MODULES

COURSE NUMBER	COURSES NAME	CREDITS
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REQUIRED COURSES IN MAJOR		
General Education Elective	Any approved general education course	3

ASSOCIATE IN ARTS IN HUMAN SERVICES

The Human Services program offers a student a wide range of careers in the helping profession. Employment opportunities available to the Human Services graduate after completion of this two-year program include positions such as child care worker, mental health technician, community worker, recreation aide, activities aide and geriatric aide.

Human Services graduates can also easily transfer into Hilbert's baccalaureate program in Human Services, as well as other such degree programs as Psychology, Sociology, Education, Special Education, Recreation, Criminal Justice, and Nursing.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
HS 101	Introduction to Human Services	3
HS 203	Introduction to Counseling	3
HS/SO 205	Interpersonal Communication & Effectiveness	3
HS 210	Human Services Methods	3
HS 360	Internship I	3
PSY 101	Introduction to Psychology	3
SO 101	Introduction to Sociology	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
PSY ***	Developmental Psychology Elective	3
HS ***	Human Services Elective	3
HS ***	Human Services Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 151	Public Speaking	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
BLU 101	Foundations Seminar	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION MODULES

COURSE NUMBER	COURSE NAME	CREDITS
Select Two:		
Natural Science	Approved Elective	3
American History/Western Civilization	Approved Elective	3
Civic Learning and Engagement	Approved Elective	3
Humanities	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Mathematics	Approved Elective	3

REQUIRED COURSES IN MAJOR**GENERAL ELECTIVES**

COURSE NUMBER	COURSE NAME	CREDITS
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

BACHELOR OF ARTS IN BIOLOGY

Biology is an essential branch of natural sciences that studies life, living things, and their processes. The field of biology is diverse. The Department of Natural Sciences and Math is committed to offering a wide range of learning opportunities for biology majors to develop foundational skills and research experience in the biological sciences.

MISSION AND VISION STATEMENT

The mission of the biology program is to provide students with a quality experience in the biological sciences within a strong liberal arts background. Consistent with Hilbert College's mission, the Biology Program aims to provide students with a broad learning experience in the natural sciences and guides them to choose a career path that values strengthening communities through service. After completing the program, Biology students will be able to pursue STEM and health professions such as medicine, dentistry, optometry, pharmacy, nursing, and veterinary services.

LEARNING OBJECTIVES

A Biology student will be able to:

- Demonstrate a breadth of knowledge in biology, with a deeper understanding of specific areas of interest.
- Explain the fundamental biological processes and the interrelationships between the form and function of biological entities at various levels of organizations of life and the living things.
- Recognize and apply basic ethical principles to basic and applied biological sciences research.
- Integrate and apply critical thinking to problem solving across scientific disciplines.
- Conduct scientific experiments following the appropriate scientific method.
- Analyze and interpret scientific data and literature.
- Demonstrate effective oral and written scientific communication.

CAREER OUTLOOK

A bachelor's degree in biology is the gateway to a wide variety of careers and opportunities, including:

- Health Professions: Medicine, Dentistry, Optometry, Pharmacy, Nursing, Physician Assistant, Physical Therapy, Veterinary medicine, etc.
- Graduate Studies opportunities in Microbiology, Biochemistry, Cell and Molecular Biology, Toxicology, Neuroscience, Neurobiology, Cancer Biology, Immunology, Infectious Diseases, Public Health, and many more.
- Research Assistant/Technician in research labs in universities, medical schools, and government agencies such as NIH, CDC, FDA, USDA, EPA, etc.
- Entry-Level Laboratory Assistant/Technician in Biological Sciences, Chemical, and Environmental Science Labs; Pharmaceutical and Biotech industries.
- Pharmacy Assistant/Technician in pharmacy or drug stores.

The biology program requires 39 credits of biology-related coursework and 33 credits of physics, chemistry, and mathematics. General education and liberal arts electives can fulfill the remaining 48 credits. All science courses with a lab in the program are four credits. Students develop essential laboratory skills to conduct scientific experiments using modern scientific instruments and equipment.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
BI 140	College Biology I	3
BI 140L	College Biology I Lab	1
BI 141	College Biology II	3
BI 141L	College Biology II Lab	1
BI 220	Microbiology I	3
BI 220L	Microbiology I Lab	1
BI 300	Genetics	3
BI 300L	Genetics Lab	1
BI 310	Cell Biology	3
BI 310L	Cell Biology Lab	1
BI 320	Biochemistry	3
BI 320L	Biochemistry Lab	1
BI 340	Molecular Biology	3
BI 340L	Molecular Biology Lab	1
BI 420	Human Anatomy and Physiology I	3
BI 420L	Human Anatomy and Physiology I Lab	1
BI 421	Human Anatomy and Physiology II	3
BI 421L	Human Anatomy and Physiology II Lab	1
BI 450	Biology Seminar	3
CH 140	College Chemistry I	3
CH 140L	College Chemistry I Lab	1
CH 141	College Chemistry II	3
CH 141L	College Chemistry II Lab	1
CH 311	Organic Chemistry I	3
CH 311L	Organic Chemistry I Lab	1
CH 313	Organic Chemistry II	3
CH 313L	Organic Chemistry II Lab	1
PY 140	College Physics I	3
PY 140L	College Physics I Lab	1
PY 141	College Physics II	3
PY 141L	College Physics II Lab	1

REQUIRED COURSES IN MAJOR		
MA 145	College Algebra and Pre-Calculus	3
MA 200	Topics in Statistics	3
MA 205	Survey of Calculus	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Social Science	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3

BACHELOR OF ARTS IN PSYCHOLOGY

Psychology courses are often required within various undergraduate programs as the understanding of human behavior can be quite valuable. For example, management students learn about group processes, decision making, motivation, and individual differences. Criminal Justice students learn about diversity, development of the healthy vs. unhealthy personality, and the basis of abnormal behavior.

For the student who wishes to major in Psychology, the Psychology program at Hilbert College offers an opportunity to explore specialized interests within the classroom, through research, and through formal and informal contact with faculty and other experts. The small faculty student ratio affords the development of skills and knowledge of the field often not available on an undergraduate level.

Students graduate with the ability to think critically and analytically, to communicate their ideas effectively, to consider human behavior on a scientific level, and to appreciate the nature of human similarity and diversity. Such abilities are desired by employers from all areas – human resources, business, research, and mental health, to name a few.

For those interested in graduate school, the Psychology program prepares students for this next level in their academic training. Fundamental knowledge, basic techniques in research and individual interests are developed. Admission to graduate school generally requires a strong background in Psychology and relevant experiences, high grades (B+ & above) and admission test scores, and letters of recommendation from faculty with whom the student has worked closely over an extended period of time. Numerous graduates from our program have furthered their training at the Master's and Doctoral level in specialized areas of Psychology such as Rehabilitation Counseling, Educational Psychology, and Social/ Organizational Psychology.

REQUIRED COURSES IN MAJOR		
COURSE NUMBER	COURSE NAME	CREDITS
EN 341	Advanced Writing	3
PSY 101	Introduction to Psychology	3
PSY 102	Topics in Psychology	3
PSY 240	Biopsychology: The Biological Basic of Human Behavior	3
PSY 297	Research Design and Analysis I	3
PSY 298	Research Design and Analysis II	3
PSY 397	Junior Seminar	3
PSY 412	Psychological Tests and Measurement	3
PSY 430	History of Psychology	3
MAJOR ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
PSY ***	Clinical Psychology Elective	3
PSY ***	Cognitive Psychology Elective	3
PSY ***	Developmental Psychology Elective	3
PSY ***	Social Psychology Elective	3
PSY ***	Psychology Elective	3
PSY ***	Psychology Elective	3
PSY ***	Psychology Elective	3
SENIOR CAPSTONE		
COURSE NUMBER	COURSE NAME	CREDITS
PSY 497	Senior Honors Project	3
PSY 498	Senior Honors Project	3
-OR-		
PSY 496	Senior Project	3
PSY ***	300 or 400 Level Elective	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3

REQUIRED COURSES IN MAJOR		
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
Social Science	Approved Elective	3
General Education Elective	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

BACHELOR OF SCIENCE IN HUMAN SERVICES

The Human Services baccalaureate degree offers a high level of training which prepares the graduate to enter the work field as a well-trained, competent professional. The student will be provided with a solid foundation of theoretical knowledge and professional skills which relate to various aspects of the profession such as direct service delivery to clients, social policies and environmental trends as they impact organizations and practice in human services. The program offers a broad liberal arts knowledge base, as well as skills and competency in the student's personal and professional growth, communication and interpersonal skills, techniques in effective interviewing and assessment, problem solving, crisis intervention, counseling, case management and treatment of a broad range of problems likely to affect individuals, families and communities in need of services. As such, human service professionals may become employed in a variety of settings including social service agencies, schools, and businesses.

A unique feature of the program is an opportunity for students to pursue either a generalist or specialized base of knowledge. The Human Service student may select from among the various options available to specialize in: substance abuse/chemical dependency, law and human services, child and family practice, or family violence. A fifth option is also available to students who prefer to pursue a more generalized approach to the profession.

A broad range of selected elective courses are featured in an array of disciplines such as psychology, sociology, and criminal justice, as well as human services.

To supplement and enhance the in-class learning experience, internship opportunities are afforded to all students in various areas of interest. The Human Service baccalaureate program can furthermore serve as excellent preparation for graduate work in counseling, school counseling, rehabilitation counseling, psychology, sociology, and social work.

REQUIRED COURSES IN MAJOR (11) COURSES (33) CREDIT HOURS

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
HS 101	Introduction to Human Services	3
HS 203	Introduction to Counseling	3
HS/SO 205	Interpersonal Communication & Effectiveness	3
HS 210	Human Service	3
HS 308	Group Work in Human Services	3
HS 310	Human Service Ethics	3
HS 311	Organization, Policy, & Practice in Human Services	3
HS 360	Internship I	3
HS 430	Senior Seminar	3
HS 460	Senior Internship I	3
HS 461	Senior Internship II	3
MA 200	Topics in Statistics	3
PSY 101	Introduction to Psychology	3
SO 101	Introduction to Sociology	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
PSY ***	Developmental Psychology Elective	3
EN ***	Writing Centered Course	3
HS or CJ 305	Research Methods in Social Sciences	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

REQUIRED COURSES IN MAJOR		
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
General Education Elective	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

BACHELOR OF SCIENCE IN FORENSIC SCIENCE

Forensic Science is the area of natural sciences that relies on applying scientific methods and various laboratory techniques to investigate a crime. Forensic science professionals process and analyze various types of biological and chemical specimens in the lab to solve crimes by providing relevant scientific information on the evidence recovered from a crime scene.

The Department of Natural Sciences and Math offers a four-year Bachelor of Science degree program in Forensic Science. The program provides in-depth exposure to and undergraduate mastery of fundamental principles in the natural sciences and their application to forensic casework and the judicial system. The degree curriculum includes coursework in chemical and biological sciences, laws and rules of evidence, and advanced training in Forensic Biology, specifically Forensic DNA analysis methods and interpretation. This background promotes a stronger, more precise relationship between the crime scene, the forensic lab analysis, and courtroom proceedings.

MISSION AND VISION STATEMENT

The mission of the Forensic Science program is to provide students with a quality liberal arts education and specialized professional training in forensic DNA analysis. The Forensic Science program introduces students to modern forensic tests and applications. It provides cutting-edge molecular biology training for identification purposes, including PCR DNA amplification, DNA fingerprinting, and DNA profiling following established forensic DNA laboratory protocols. The program prepares students for careers that value strengthening communities through services, such as forensic biologists, forensic chemists, DNA analysts, and various other STEM and health professions, including medical examiners, forensic pathologists, toxicologists, etc.

LEARNING OBJECTIVES

A Forensic Science student will be able to:

- Define and explain major concepts in Biology and Forensic Sciences.
- Use scientific instrumentation, proper analytical techniques, and procedures appropriately.
- Demonstrate competency in the collection and evaluation of biological evidence.
- Communicate knowledge in oral and written form, including interpreting data generated for legal proceedings.
- Demonstrate an understanding of ethical standards in scientific activities, specifically in the forensic science profession.

- Conduct scientific experiments following the appropriate scientific method.
- Analyze and interpret scientific data and literature.

CAREER OUTLOOK

A BS in Forensic Science provides a wide variety of careers and opportunities, including:

- Health Professions, including medicine, dentistry, PA, and veterinary medicine.
- Graduate School opportunities in Forensic Biology, Forensic Chemistry, Forensic Pathology, Forensic Anthropology, Toxicology, and many more.
- Research Assistant/ Entry-Level Laboratory Technician in research labs in medical schools, crime labs in police departments, and many other law-enforcement agencies, including the FBI.

The BS in Forensic Science program requires 84 credits of major-related coursework and 39 credits of general education and college electives. All natural science courses with a lab in the program are four credits. Students are required to take both lecture and lab courses concurrently in the same semester.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE TITLE	CREDITS
BI 140	College Biology I	3
BI 140L	College Biology I Lab	1
BI 141	College Biology II	3
BI 141L	College Biology II Lab	1
BI 300	Genetics	3
BI 300L	Genetics Lab	1
BI 310	Cell Biology	3
BI 310L	Cell Biology Lab	1
BI 320	Biochemistry	3
BI 320L	Biochemistry Lab	1
BI 340	Molecular Biology	3
BI 340L	Molecular Biology Lab	1
CH 140	College Chemistry I	3
CH 140L	College Chemistry I Lab	1
CH 141	College Chemistry II	3
CH 141L	College Chemistry II Lab	1
CH 311	Organic Chemistry I	3
CH 311L	Organic Chemistry I Lab	1
CH 313	Organic Chemistry II	3
CH 313L	Organic Chemistry II Lab	1
CJ 202	Introduction to Law & Justice	3
CJ 315	Laws & Rules of Evidence	3
CJ 330	Ethics in the Criminal Justice System	3
FS 101	Introduction to Forensic Science	3
FS 420	Forensic Biology I	3
FS 420L	Forensic Biology I Lab	1
FS 421	Forensic Biology II	3
FS 421L	Forensic Biology II Lab	1
FS 430	Forensic Biology Capstone	4
MA 145	College Algebra and Pre-Calculus	3
MA 200	Topics in Statistics	3

REQUIRED COURSES IN MAJOR		
MA 205	Survey of Calculus	3
PSY 101	Introduction to Psychology	3
PY 140	College Physics I	3
PY 140L	College Physics I Lab	1
PY 141	College Physics II	3
PY 141L	College Physics II Lab	1
BLUEPRINT REQUIREMENTS		
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Writing in the Humanities	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
American History/Western Civilization	Approved Elective	3
Humanities	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
GENERAL ELECTIVES		
All College Elective	Any Course	3
All College Elective	Any Course	3

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

The AAS degree in Business Administration provides the two-year student with introductory business and liberal arts courses in preparation for an entry-level business position or for enrollment in a related baccalaureate degree, an increasingly necessary level of education for job seekers. A student who completes Hilbert's AAS in Business Administration may continue into Hilbert College's BS in Business Management.

REQUIRED COURSES IN MAJOR		
COURSE NUMBER	COURSE TITLE	CREDITS
ACC 205	Financial Accounting	3
ACC 206	Managerial Accounting	3
BUS 200	Introduction to Business Management	3
BUS 203	Business Statistics	3
BUS 304	Ethics, Leadership & Management	3
BUS 334	Small Business Mgt. & Entrepreneurship	3
BUS 335	Information Technology & Management	3
BUS 344	Introduction to International Business	3
ECO 203	Principles of Contemporary Macroeconomics	3
ECO 204	Principles of Contemporary Microeconomics	3
MA 145	College Algebra and Pre-Calculus	3
MIS 205	Spreadsheet Software: Microsoft Excel	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE TITLE	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning Civic Engagement	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE TITLE	CREDITS
American History/Western Civilization	Approved Elective	3
Humanities	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE TITLE	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3

Bachelor of Science in Accounting

BACHELOR OF SCIENCE IN ACCOUNTING

Accounting majors at Hilbert develop a diverse set of skills, including technical competence, critical thinking and ethical awareness.

In the classroom, students are exposed to accounting principles, accounting practice sets, computer-based activities, and tax-related work. Outside of the classroom, students may put that knowledge to use, earn academic credit, and gain invaluable hands-on experience by participating in one of a number of internship opportunities.

In addition, Hilbert's Student Business and Accounting Association provides peer support, mentoring, and on-site learning visits to local businesses and organizations.

The Accounting program requires students to complete 45 credits of upper-level courses.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
ACC 205	Financial Accounting	3
ACC 206	Managerial Accounting	3
ACC 270	Income Tax Theory and Practice	3
ACC 320	Intermediate Accounting I	3
ACC 321	Intermediate Accounting II	3
ACC 335	Accounting Information Systems	3
ACC 380	Cost Accounting	3
ACC 404	Fieldwork/Internship	3
ACC 410	Advanced Accounting	3
ACC 420	Auditing	3
BUS 200	Introduction to Business Management	3
BUS 203	Business Statistics	3
BUS 217	Business Law I	3
BUS 303	Data Analytics	3
BUS 317	Business Law II	3
BUS 346	Managerial Finance	3
ECO 203	Principles of Macroeconomics	3
ECO 204	Principles of Microeconomics	3
EN 340	Professional and Technical Writing	3
MA 145	College Algebra and Pre-Calculus	3
MGT 490	Strategic Management Capstone	3
MIS 205	Spreadsheet Software: Microsoft Excel	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
BUS/ACC/FIN ***	300 or 400 Level Elective	3
BUS/ACC/FIN ***	300 or 400 Level Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3

REQUIRED COURSES IN MAJOR		
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Elective	3
Liberal Arts Elective	300 or 400 Level Elective	3
Liberal Arts Elective	300 or 400 Level Elective	3
Liberal Arts Elective	300 or 400 Level Elective	3

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

The Bachelor of Science (B.S.) degree in Business Management (MGT) prepares students for today's challenging and highly competitive business environment. The curriculum is based on critical knowledge, marketable skills, and specific competencies critical to successfully managing in the global economy. In addition to helping students build core knowledge in business, the B.S. in Business Management focuses on specific skills and competencies in functional, business, and strategic areas of management.

Additional emphasis on quantitative and statistical analysis, information technology, communication and leadership skills, global business, cross-cultural management, and business ethics result in a comprehensive education and training for management students. Students also receive experiential training through fieldwork/intern assignments and the final capstone strategic management course in order to bridge the gap between practice and theory.

The Business Management program requires 44 credits of 300/400 level courses.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
ACC 205	Financial Accounting	3
ACC 206	Managerial Accounting	3
BUS 200	Introduction to Business Management	3
BUS 217	Business Law I	3
BUS 304	Ethics, Leadership and Management	3
BUS 334	Small Business Management & Entrepreneurship	3
BUS 335	Information Technology & Management	3
BUS 344	Introduction to International Business	3
BUS 345	Marketing Management	3
BUS 346	Managerial Finance	3
ECO 203	Principles of Contemporary Macroeconomics	3
ECO 204	Principles of Contemporary Microeconomics	3
MA 145	College Algebra and Pre-Calculus	3
BUS 203	Business Statistics	3
MIS 205	Spreadsheet Software Microsoft Excel	3
MGT 355	Operations and Supply Chain Management	3
MGT 401	Human Resources Management	3
MGT 404	Fieldwork/Internship	3
MGT 430	Organizational Behavior & Change Management	3
MGT 490	Strategic Management Capstone	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
BUS/ACC/SIM ***	300 or 400 Level Elective	3
BUS/ACC/SIM ***	300 or 400 Level Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3

REQUIRED COURSES IN MAJOR		
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

BACHELOR OF SCIENCE IN CYBERSECURITY

The Hilbert Cybersecurity degree is a four-year program, which prepares students for careers as information systems security professionals, responsible for information systems and the security of those systems. There is a great need for qualified individuals in this field as demand far exceeds supply. Cybersecurity graduates will have the knowledge and skills to:

- Understand the core foundational technology aspects of computing, including the network, hardware and software components of our cyber infrastructure;
- Evaluate and summarize fundamental cybersecurity concepts, theories, and strategies as they apply to the real world;
- Protect an organization's critical information and assets by ethically integrating cybersecurity risk management best practices throughout an enterprise, including:
 - Assessing risks, vulnerabilities, and threats to cyber systems;
 - Securing a system from various kinds of potential cyber-attacks;
 - Interpreting and applying cyber incident response project plans;
 - Formulate, update, and communicate short- and long-term organizational cybersecurity strategies and policies; and
 - Gain the knowledge required to pass industry recognized cybersecurity certifications, such as the CompTIA Network+, CompTIA Security+ and Certified Information System Security Professional (CISSP) examinations.

The Cyber Security program requires students to complete 45 credits of 300/400 level courses.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
CS 131	Computer Science I	3
CS 132	Computer Science II	3
CS 231	Computer Organization	3
CS 254	Computer Networks	3
CS 354	Introduction To Network Security	3
CSIA 101	Introduction To Information Security	3
ECI 333	Information Security	3
ECI 355	Computer Crime	3
ECI 450	Senior Seminar	3
ECI 498	Internship	3
EN 340	Professional and Technical Writing	3
MA 145	College Algebra and Pre-Calculus	3
MA 200	Topics in Statistics	3
MA 235	Discrete Mathematics	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
ECI ***	300 or 400 Level Elective	3
ECI ***	300 or 400 Level Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION CORE MODULES

COURSE NUMBER	COURSE NAME	CREDITS
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REQUIRED COURSES IN MAJOR		
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
Social Science	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

BACHELOR OF SCIENCE IN SPORTS INDUSTRY MANAGEMENT

The Bachelor of Science (B.S.) degree in Sports Industry Management (SIM) at Hilbert is designed to provide students with a practical foundation in business disciplines coupled with the real world experience of internships. In addition to the practical application of business courses, students will complete a core liberal art curriculum that ensures that Hilbert graduates of the sports industry management program are confident writers, strong public speakers and have the ability to organize, plan and lead in a host of sport related industries.

Not everyone will end up working in major league sports, but there are countless opportunities in retail, the fitness industry, college programs, marketing and the recreation and tourism industries. Within this program, students will study marketing and business principles in the context of sports with specific courses such as sports economics, the legal environment in the sports industry, sports events management and marketing strategies for the sports industry.

The Sports Industry Management program requires 44 credits of 300/400 level courses.

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
ACC 205	Financial Accounting	3
ACC 206	Managerial Accounting	3
BUS 200	Introduction to Business Management	3
BUS 217	Business Law I	3
BUS 304	Ethics, Leadership and Management	3
BUS 334	Small Business Management & Entrepreneurship	3
BUS 335	Information Technology & Management	3
BUS 344	Introduction to International Business	3
BUS 345	Marketing Management	3
BUS 346	Managerial Finance	3
ECO 203	Principles of Contemporary Macroeconomics	3
ECO 204	Principles of Contemporary Microeconomics	3
MA 145	College Algebra and Pre-Calculus	3
BUS 203	Business Statistics	3
MIS 205	Spreadsheet Software Microsoft Excel	3
SIM 338	Sports Economics	3
SIM 398	Sales & Retail Management	3
SIM 404	Fieldwork/Internship	3
SIM 410	Sports Events Management	3
MGT 490	Strategic Management Capstone	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
SIM ***	300 or 400 Level Elective	3
SIM ***	300 or 400 Level Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3

REQUIRED COURSES IN MAJOR		
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

MASTER OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

This program is offered in both a traditional format and fully online. Please reach out to Director of Graduate Admissions and Student Services for further information.

The Hilbert College 36 credit hour graduate degree program in Criminal Justice Administration will prepare students with the practical, academic and professional skills needed to become effective and successful leaders. The major program learning outcomes are as follows

1. Demonstrate the ability to communicate effectively;
2. Critically analyze crime and justice issues and/or information utilizing theoretic, methodological, and statistical skill bases;
3. Demonstrate an understanding of core theoretical knowledge bases in criminology and criminal justice;
4. Demonstrate an understanding of social and cultural diversity;
5. Demonstrate the ability to critically evaluate and problem-solve in areas related to effective leadership
6. Including administrative, management, budget & finance, and organizational change.

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 16 month period. Courses are delivered in both 7.5-week and 15-week sessions. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

The CJA program is academically rigorous, theoretically sound, yet practically based and focuses on providing future leaders with the skills and credentials necessary to succeed in any type of criminal justice agency. The optional Internship Experience, Managing Performance course and one-week study away experience will offer another unique perspective of criminal justice administration.

The CJA curriculum includes an integrated research project threaded throughout the program. Unlike most graduate programs that ask for a final semester thesis, the Hilbert program allows for a more thorough application of theory and research since the project starts early in the program. The research act as a foundation upon which to ground and challenge theory to a practical application, culminating in a final capstone major project.

CJA COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
CJA 601	Proseminar in Criminal Justice Administration	3
CJA 640	Research Methods in Criminal Justice	3
CJA 645	Nature and Causes of Crimes	3
CJA 650	Criminal Law and the Courts	3
CJA 660	Policing in Contemporary Society	3
CJA 670	Penology	3
CJA 679	Research Project/Independent Study	3
CJA 680	Capstone Seminar	3
CORE COURSES		
CC 500	Organizational Theory and Management	3
CC 510	Program Planning and Evaluation	3
CC 515	Finance and Budgeting	3
CC 505	Introduction to Graduate Statistics	3

MASTER OF CYBERSECURITY TECHNOLOGY

This program is offered fully online. Please reach out to the Director of Graduate Admissions and Student Services for further information.

The Master of Science in Cybersecurity Technology Program will:

1. Prepare students with the skills and knowledge necessary to protect an organization's critical information and assets by ethically integrating cybersecurity risk management best practices throughout an enterprise.
2. Prepare students to understand the core foundational technology aspects of computing and computer networking including the hardware and software components of cyber infrastructure.
3. Prepare students with the skills and competencies necessary to assess risks, vulnerabilities, and threats to cyber systems; to secure those systems from various types of potential cyber-attacks; and to prepare students to interpret and apply cyber incident response project plans.

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 16 month period. Courses are delivered in both 7.5-week and 15-week sessions. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

The Cybersecurity Technology program is academically rigorous, theoretically sound, yet practically based and focuses on providing future leaders with the skills and credentials necessary to succeed in the rapidly growing field of cybertechnology in the health care professions, government agencies, educational institutions, civic, and private organizations.

REQUIRED COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
MSCT 501	Foundations of Information Security	3
MSCT 502	Cybersecurity Technology and Cybersecurity Tools	3
MSCT 503	Vulnerability Management and Penetration Testing	3
MSCT 504	Ethical Hacking: Techniques Tools, and Countermeasures	3
MSCT 601	The Technology of Cloud Security	3
MSCT 602	Cyber Incident Response: Tools and Techniques	3
MSCT 603	Defending the Organization: Blue Team Tools and Techniques	3
MSCT 651	Attacking an Organization: Red Team Tools and Techniques	3
MSCT 653	Legal Aspects Affecting Cybersecurity Technology	3
MSCT 654	Capstone Experience	3

MASTER OF PUBLIC ADMINISTRATION

This program is offered in both a traditional format and fully online. Please reach out to the Director of Graduate Admissions and Student Services for further information.

The Hilbert College 36 credit hour Master of Public Administration program will prepare students with the credentials and skills necessary for promotion into managerial and leadership positions in nonprofit, governmental, and law-related organizations. The major program learning outcomes are as follows:

1. Design and evaluate organizational policies, projects and programs;
2. Analyze organizational, human resource and budgetary resources;
3. Evaluate the organizational and political dynamics affecting organizational policy issues.

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 16 month period. Courses are delivered in both 7.5-week and 15-week sessions. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

The MPA program is academically rigorous, theoretically sound, yet practically based and focuses on providing future leaders with the skills and credentials necessary to succeed in any type of public agency.

The MPA curriculum includes an integrated research project threaded throughout the program. Unlike most graduate programs that ask for a final semester thesis, the Hilbert program allows for a more thorough application of theory and research since the project starts early in the program. The research act as a foundation upon which to ground and challenge theory to a practical application, culminating in a final capstone major project.

PUBLIC ADMINISTRATION

MPA COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
MPA 625	Introduction to Public Administration	3
MPA 631	Values and Ethics in Public Administration	3
MPA 640	Research Methods in Public Administration	3
MPA 627	Human Resource Management	3
MPA 637	Marketing and Public Relations	3
MPA 643	Research Project/Independent Study	3
MPA 644	Capstone	3
CORE COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
CC 500	Organizational Theory and Management	3
CC 510	Program Planning and Evaluation	3
CC 515	Finance and Budgeting	3
CC 520	Political and Policy Analysis	3
CC 505	Introduction to Graduate Statistics	3

PUBLIC ADMINISTRATION: HEALTH ADMINISTRATION

This program is offered in both a traditional format and fully online. Please reach out to Director of Graduate Admissions and Student Services for further information.

The Master of Public Administration: Health Administration degree at Hilbert College is designed to prepare students with the skills to succeed in public service and health care management positions in a wide variety of organizations. This program integrates the core curriculum of Hilbert's MPA with a special focus on health administration and services.

Graduates can utilize their MPA: Health Administration degree for a wide range of careers in public or health services administration, policy, evaluation, planning, consulting and related careers. Both experienced professionals and students in the first stages of their careers will benefit from the MPA: Health Administration at Hilbert. The world of health services organizations, hospitals, public health infrastructure and related agencies require individuals who are knowledgeable about public health and the structure, organization and financing of health care systems. In addition, individuals in this field require sharp analytical skills, budgetary acumen and excellent human relations ability. The courses are designed to prepare students beginning their careers to be competent and effective leaders, and mid-career students to enhance their capacities as managers and leaders. Within this program, students develop a research level necessary to set the foundation for clear data driven decision-making. The program balances research with an additional focus on the need for values and ethics in public policy. As a result, Hilbert's program is consistent with its mission. It is expected that Hilbert graduates will go on to lead with a level of competency and integrity second to none. The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 16 month period. Courses are delivered in both 7.5-week and 15-week sessions. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

The MPA: Health Administration curriculum includes an integrated research project threaded throughout the program. Unlike most graduate programs that ask for a final semester thesis, the Hilbert program allows for a more thorough application of theory and research since the project starts early in the program. The research act as a foundation upon which to ground and challenge theory to a practical application, culminating in a final capstone major project.

MPA COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
MPA 627	Human Resource Management	3

MPA COURSES		
MPA 630	Health Care Administration	3
MPA 636	Culture of Health Care	3
MPA 637	Marketing and Public Relations	3
MPA 640	Research Methods for MPA	3
MPA 642	Health Care Law and Ethics	3
MPA 643	Research Project/Independent Study	3
MPA 644	Capstone Seminar	3
CORE COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
CC 500	Organizational Theory & Management	3
CC 505	Introduction to Graduate Statistics	3
CC 510	Program Planning and Evaluation	3
CC 515	Finance and Budgeting	3

ACADEMIC MINORS

Hilbert students have the option of completing a minor while pursuing their baccalaureate degree. While the degree of specialization offered by a minor cannot match the depth of knowledge provided by a major in the same discipline, a minor can offer students the following benefits:

- It can satisfy the student's personal interest in a particular subject area.
- It can complement the student's major field of study.
- It can be used to enhance the student's marketability in terms of career goals.

AVAILABLE MINORS

Navigate through the links on the left to explore minors.

ACCEPTANCE CRITERIA

A student who wishes to pursue a minor needs to have achieved sophomore status and obtained the written permission of both the student's own department chair and of the chair of the department offering the minor. The student must achieve a grade of "C" or better in all courses to be used as part of the minor.

Although a minor cannot appear on the diploma, it may be included on an academic transcript, thus providing the student with official documentation of this additional study.

Academic Minors

BIOLOGY (20 credits)

A student must complete at least 20 credits of coursework, 12 of which must count only for the minor, to fulfill the requirements.

REQUIRED COURSES	
BI 140	College Biology I
BI 140L	College Biology I Lab
BI 141	College Biology II
BI 141L	College Biology II Lab
The remaining 12 credits can be fulfilled by one of the following track options.	
PRE-HEALTH TRACK	
BI 220	Microbiology
BI 220L	Microbiology Lab
BI 420	Human Anatomy & Physiology I
BI 420L	Human Anatomy & Physiology I Lab
BI 421	Human Anatomy & Physiology II
BI 421L	Human Anatomy & Physiology II Lab
BIOTECHNOLOGY TRACK	
BI 220	Microbiology
BI 220L	Microbiology Lab
BI 300	Genetics
BI 300L	Genetics Lab
BI 340	Molecular Biology
BI 340L	Molecular Biology Lab
BIOCHEMISTRY TRACK	
CH 140	College Chemistry I
CH 140L	College Chemistry I Lab
CH 141	College Chemistry II
CH 141L	College Chemistry II Lab
BI 320	Biochemistry
BI 320L	Biochemistry Lab

Academic Minors

CRIME SCENE INVESTIGATION (18 credits)

REQUIRED COURSES:		
BI 114	Human Body	
FS 101	Introduction to Forensic Science	
FS 201	Introduction to Forensic Photography/Imagery	
FS 318	Special Topics in Forensic Science I	
FS 319	Special Topics in Forensic Science II	
CHOOSE ONE:		
CJ 315	Laws and Rules of Evidence	
CJ 404	Criminal Investigations/Criminalistics	
FS 320	Interview & Interrogation Techniques	
PSY 410	Forensic Psychology	

Academic Minors

CRIMINAL JUSTICE (18 credits)

There are eight areas of focus: corrections, criminology, family violence, investigations (not available to CSI majors), juvenile justice, police management, security, and generalist. To earn the minor in criminal justice, you must achieve a grade of C or better in the courses aligned with your preferred focus area below:

MINOR CONCENTRATIONS IN CRIMINAL JUSTICE

CORRECTIONS	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 200	Introduction to Corrections
CJ 204	Crime & Society
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 300	Parole, Probation, & Community-Based Corrections
CJ 302	The Juvenile Justice System
CJ 334	Analysis of Sex Offenses & the Sex Offender
CJ 400	Advanced Seminar in Corrections
LW 370	Rights, Liberty, & Justice: US Constitution
PSY 410	Forensic Psychology
INVESTIGATIONS	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 202	Introduction to Law & Justice
CJ 204	Crime & Society
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 304	Organized Crime & the Career Criminal
CJ 315	Laws & Rules of Evidence
CJ 321	Terrorism & Homeland Security
CJ 334	Analysis of Sex Offenses & the Sex Offender
CJ 404	Criminal Investigation/Criminalistics
FS 320	Interview and Interrogation Techniques
LW 370	Rights, Liberty, & Justice: US Constitution
JUVENILE JUSTICE	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 102	Introduction to Juvenile Delinquency
CJ 204	Crime & Society

CORRECTIONS	
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 302	The Juvenile Justice System
CJ 316	Family Violence
CJ 317	Family Violence Treatment & Prevention
CJ 416	Advanced Issues in Family Violence
CJ 417	Violent Phenomena
HS 330	Violent Children
LW 410	Child & Family Law
CRIMINOLOGY	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 105	Introduction to Criminology
CJ 204	Crime & Society
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 302	The Juvenile Justice System
CJ 304	Organized Crime & the Career Criminal
CJ/HS 307	Gender and the Criminal Justice System
CJ 320	Transnational Crime & Comparative Criminal Justice Systems
CJ 334	Analysis of Sex Offenses & the Sex Offender
CJ 417	Violent Phenomena
FAMILY VIOLENCE	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 204	Crime & Society
HS 203	Introduction to Counseling
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 316	Family Violence
CJ 317	Family Violence Treatment & Prevention

CORRECTIONS	
CJ 334	Analysis of Sex Offenses & the Sex Offender
CJ 416	Advanced Issues in Family Violence
CJ 417	Violent Phenomena
HS 300	Introduction to Chemical Dependency
HS 330	Violent Children
LW 410	Child & Family Law
POLICE MANAGEMENT	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 202	Introduction to Law & Justice
CJ 204	Crime & Society
CHOOSE THREE:	
CJ 307/HS 307	Gender & the Criminal Justice System
CJ 310	Introduction to Policing/Professional Entry
CJ 311	Police Management & Organization
CJ 312	Police: Human Dimension
CJ 411	Police, Politics, and Professionalism
LW 370	Rights, Liberty, Justice: US Constitution
SECURITY	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 103	Introduction to Security
CJ 204	Crime & Society
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 303	Asset Protection
CJ 321	Terrorism & Homeland Security
CJ 333	Information Security
CJ 403	Security Administration
GENERALIST	

CORRECTIONS	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 202	Introduction to Law & Justice
CJ 204	Crime & Society
Criminal Justice Elective	300 or 400 Level
Criminal Justice Elective	300 or 400 Level
Criminal Justice Elective	300 or 400 Level

Academic Minors

DIGITAL MEDIA & COMMUNICATION (18 Credits)

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor.

For a minor in digital media and communication a grade of C or better must be achieved in the following courses:

REQUIRED COURSES	
COM 110	Introduction to Mass Media
COM 170	Explorations in Media
COM 210	Media Analysis
Communications Elective	300 or 400 Level
Communications Elective	300 or 400 Level
Communications Elective	Any Level

Academic Minors

DIGITAL MARKETING (18 credits)

Our Digital Marketing minor, created in partnership with Rize, offers a diverse online curriculum focusing on SEO, performance analytics, social media strategy, and effective email marketing. It also covers growth hacking, influencer marketing, data mining, and lead generation to equip students with practical skills for today's dynamic marketing careers.

All Rize courses are offered online through the Rize Education platform.

HILBERT COURSES		
COM 261	Concepts of Integrated Marketing	
BUS 345	Marketing Management	
RIZE COURES		
DMC I	Social Media Marketing	
DMC II	Email Marketing	
DMC III	SEO and SEM	
DMC IV	Digital Marketing Analytics	
DMC V	Viral and Organic Growth	

Academic Minors

ENGLISH (18 credits)

For a minor in English a grade of C or better must be achieved in the following courses:

COURSE LEVEL	DESCRIPTION OF COURSE
200-Level	Survey Course
Upper-Division	American Literature Course (English Elective)
Upper-Division	British Literature Course (English Elective)
Upper-Division	Genre, Period or Special Topics Course (English Elective)
Upper-Division	English Elective
Upper-Division	English Elective

Academic Minors

ESPORTS & GAMING ADMINISTRATION

At the heart of this minor is a meaningful partnership with Rize that promotes a blend of online learning styles. Our groundbreaking Esports & Gaming Administration minor promises an educational journey like no other – one that marries traditional business teachings with vibrant, game-centric education molded to fit today's dynamic market demands.

All Rize courses are offered online through the Rize Education platform.

HILBERT COURSES	
ACC 205	Financial Accounting
BUS 345	Marketing Management
RIIZE COURES	
GDM I	Introduction to Games
ESM I	Introduction to Esports Management
ESM II	Convention, Event and Trade Show Planning
ESM III	Distribution of Games

Academic Minors

FAMILY VIOLENCE (18 credits)

To pursue a minor, a student must have achieved sophomore status and been granted permission by the chair of the student's major and the chair of the program offering the minor.

For a minor in family violence a grade of C or better must be achieved in **six (6)** of the following courses:

CHOOSE SIX:		
HS 203	Introduction to Counseling	
HS 315	Child Welfare Services	
HS/PSY 330	Violent Children: Prevention/Treatment	
HS 300	Introduction to Chemical Dependency	
CJ 316	Family Violence	
HS/CJ 317	Family Violence Treatment and Prevention	
CJ 416	Advanced Issues in Family Violence	

Academic Minors

FORENSIC BIOLOGY (20 CREDITS)

To fulfill the Forensic Biology minor requirements, a student must complete at least 20 credits of coursework, 14 of which must count only for the minor.

Prerequisites:

- High School Biology or equivalent (recommended)
- The Human Body (BI 114) or College Biology (BI 140/141) or equivalent college-level introductory biology course (required)

REQUIRED COURSES	
BI 140L	College Biology I Lab
BI 141L	College Biology II Lab
BI 300	Genetics
BI 300L	Genetics Lab
FS 101	Introduction to Forensic Science
FS 420	Forensic Biology I
FS 420L	Forensic Biology I Lab
FS 421	Forensic Biology II
FS 421L	Forensic Biology II Lab
CHOOSE ONE:	
FS 318	Special Topics in Forensic Science I
FS 319	Special Topics in Forensic Science II

Academic Minors

HISTORY (18 CREDITS)

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor.

To complete a History minor, a grade of C or better must be achieved.

REQUIRED COURSES:	
HI 103	Nineteenth-Century America
HI 104	Twentieth-Century America
CHOOSE FOUR COURSES:	
PH 301	The Making of the Modern Mind I
PH 302	The Making of the Modern Mind II
PH 330	Conflict and Cooperation
PS 205	Confronting the Holocaust
PS 252	Human Rights and Global Politics
PS 280	Political Movements
PS 333	Terrorism
PS 335	Genocide
PS 367	Gender Politics
RS 300	American Religious History

Academic Minors

HUMAN SERVICES (15 credits)

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor.

For a minor in human services a grade of C or better must be achieved in the following courses:

CHOOSE THREE:	
HS 101	Introduction to Human Services
HS 203	Introduction to Counseling
HS 204	Basic Interviewing Skills
HS 205	Interpersonal Communication and Effectiveness
HS 310	Human Service Ethics
ELECTIVES:	
Human Service Elective	Any Level
Human Service Elective	Any Level

Academic Minors

INTELLIGENCE AND DATA ANALYSIS (18 Credits)

The Intelligence & Data Analysis minor is designed to provide the necessary background for students to pursue careers as research and/or intelligence analysts in government agencies and/or private business enterprises. The work of these analysts, whether relating to banking, national security or criminal investigative activities, involves the preparation of assessments based on the collection, correlation, and analysis of data.

LEARNING OUTCOMES:

- 1. Students will develop an understanding and appreciation of the basic history, concepts and principles of intelligence studies and the analysis of data.
- 2. Students will gain skills in and an understanding of the use of research and data for various industries.
- 3. Students will be able to analyze and interpret data, draw appropriate conclusions, and formulate such in both written and spoken form.

REQUIREMENTS (subject to change)

A student must complete at least 18 credits of coursework, 9 of which must count only for the minor, to fulfill the requirements. The required courses are (total 9 credits):

REQUIRED COURSES:	
IDA 177	Introduction to Intelligence Analysis
IDA 178	Intelligence Methods & Analysis
IDA 275	Intelligence Writing & Presentation
CHOOSE THREE COURSES FROM BELOW:	
ECI 340	Intelligence Research Methods
ECI 355	Computer Crime
ECI 365	Investigative Software Tools
IDA 300	Competitive Analysis
IDA 374	History of Intelligence
IDA 412	Social Media Intelligence & Analysis

CAREER OUTLOOK

While a bachelor's degree in IDA will provide students with a comprehensive and holistic education in intelligence studies and data analysis, the minor can provide a gateway to many of the same career opportunities. As there are few IDA-type programs, most analyst positions do not specify the area of study for a bachelor's degree for entry-level applicants. Also, as there are analysts across various industries from private to public, the title of the analyst will vary depending on the area of work. Government analysts who work for National Security such as FBI and CIA may have very different analytical specifications to work within separate and distinct from that of business or private industry. The current and future job market is positive for a career as an Intelligence Analyst or any analyst for that matter. A cursory review of the job market for intelligence analysts suggests thousands of jobs are available in both the government and private sector. In light of this, an IDA minor could be beneficial to majors in criminal justice, forensic science/CSI, business, psychology, and cybersecurity.

Academic Minors

LEADERSHIP (15-21 credits)

In addition to required courses, students should take BLU 201 and one course from each group below OR one course from each group below plus an additional course from one of the groups.

REQUIRED COURES	
GS 160	Introduction to Leadership
GS 460	Leadership Applications
CHOOSE ONE FROM EACH GROUP:	
GROUP 1: COMMUNICATION	
COM 323	Gender and Communication
CJ 330	Organizational Communication
COM 351	Speaking for the Professions
COM 460	Persuasive Campaigns
COM 493/494	Professional Seminar
EN 240	The Art of Persuasion
HS 204	Basic Interviewing Skills
HS 205	Interpersonal Communication and Effectiveness
HS 308	Basics of Group Work
MGT 430	Organizational Behavior and Change Management
GROUP 2: GROUP DYNAMICS/DIVERSITY	
BUS 310	Management Skills Development
CJ 335	Diversity Issues in Criminal Justice
COM 323	Gender and Communication
EN 327	Multiethnic Literature of the Americas
GS 260	Lessons of Leadership in the Movies
GS 30X	Service Learning Abroad
PH 330	Conflict and Cooperation
PSY 307	Psychology of Group Dynamics
PSY 310	Social Psychology
PSY 408	Organizational Psychology
PS 337	Gender Politics
SO 301	Cultural Anthropology
SO 306	Cultural Diversity
GROUP 3: ETHICS	
BUS 304	Ethics, Leadership, and Management
CJ 330	Ethics in Criminal Justice
COM 320	Communication Ethics

REQUIRED COURES	
HS 310	Human Services Ethics
LW 101	Introduction to Law and Legal Ethics
PH 200	Environmental Ethics
PH 202	Introduction to Ethics
PH 205	Business Ethics
PH 218	Introduction to Ethics II
PS 252	Human Rights and Global Politics
RS 202	Religion and Social Justice
RS 316	Christian-centered Leadership

Academic Minors

PHILOSOPHY (18 Credits)

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor.

To complete a Philosophy minor, a grade of C or better must be achieved in six courses:

REQUIRED COURSES:	
PH 101	Introduction to Philosophy
PH 202	Introduction to Ethics I
PH 208	Street Logic
PH 330	Conflict and Cooperation
CHOOSE TWO:	
PH 218	Introduction to Ethics II
PH 301	The Making of the Modern Mind I
PH 302	The Making of the Modern Mind II

Academic Minors

POLITICAL SCIENCE (18 Credits)

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor.

To complete a Philosophy minor, a grade of C or better must be achieved in six courses:

REQUIRED COURSES:	
PS 101	Introduction to Political Science
PS 202	American Government
PS 335	Genocide
CHOOSE TWO:	
PS 212	Civil Liberties
PS 220	Police States
PS 224	State and Local Government
PS 252	Human Rights and Global Politics
CHOOSE ONE:	
PS 300	Politics of Technology
PS 333	Terrorism
PS 367	Political Trials

Academic Minors

PSYCHOLOGY (18 Credits)

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor.

To complete a Philosophy minor, a grade of C or better must be achieved in six courses:

In addition to required courses, students must select 5 upper level Psychology electives, one may include an internship- HS 360 or HS 460 (at least one class from each of the following 4 groups):

REQUIRED COURSES:	
PSY 101	Introduction to Psychology
CHOOSE ONE ELECTIVE FROM EACH GROUP:	
GROUP 1:	
PSY 201	Psychology of Child Development
PSY 202	Psychology of Adult Development and Aging
PSY 203	Adolescence
GROUP 2:	
PSY 312	Cognitive Psychology
PSY 322	Learning Psychology
PSY 342	Sensation and Perception
GROUP 3:	
PSY 304	Abnormal Psychology
PSY 314	Personality Psychology
PSY 407	Childhood Psychopathology: Assessment and Treatment
PSY 424	Clinical Psychology: Theory and Practice
HS 314	Illness in Film
HS 203	Introduction to Counseling
GROUP 4:	
PSY 307	Psychology of Group Dynamics
PSY 310	Social Psychology
PSY 351	Psychology of Well Being
PSY 406	Cross-Cultural Study of Psychology
PSY 408	Organizational Psychology
HS 210	Services Methods
HS 205	Interpersonal Communication
CHOOSE ONE:	

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor.

To complete a Sociology minor, a grade of C or better must be achieved in six courses:

REQUIRED COURSES:		
SO 101	Introduction to Sociology	
SO 102	Social Inquiry and Activism	
SO 201	Social Problems	
CHOOSE TWO:		
ECO 309	Human Economics	
PS 337	Gender Politics	
SO 301	Cultural Anthropology	
SO 306	Cultural Diversity: Ethnic and Racial Relations	
SO 320	Loss, Grief, and Dying	
SO 332	Marriage and the Family	
CHOOSE ONE:		
CJ 204	Crime and Society	
CJ 205	Drugs, Crime, and the Criminal Justice System	
HI 207	Crime and Punishment in America	

Academic Minors

SPANISH (18 Credits)

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor. A student begins the process by consulting with his or her adviser and completing an application acquired from the Office for Student Records.

To complete a Spanish minor, a grade of C or better must be achieved in six courses:

REQUIRED COURSES:	
SP 101	Introduction to Spanish I*
SP 201	Intermediate Spanish I
SP 202	Intermediate Spanish II
SP 301	Conversation and Composition
CHOOSE TWO:	
SP 102	Introduction to Spanish II
SP 205	Spanish for Law Enforcement
GS 300	Service Learning Abroad: Dominican Republic
Study Abroad	Students may elect to take up to six credits (two courses) at a Spanish-speaking institution during a study abroad experience approved by Hilbert.

Academic Minors

SPORTS MEDIA (18 credits)

The curriculum in our Sports Media minor consists of courses offered by the Communications and Sports Industry Management departments.

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor.

For a minor in sports media a grade of C or better must be achieved in the following courses:

REQUIRED COURSES:		
COM 170	Multimedia Explorations	
COM 243	Journalism	
COM 345	Sports Reporting	
COM 442	Multimedia Journalism	
CHOOSE TWO:		
COM 270	Digital Photography	
SIM 338	Sports Economics	
COM 344	Public Relations Writing	
SIM 401	Sports Communication	
COM 443	Advanced Journalism	

Academic Minors

WRITING ACROSS THE PROFESSIONS (18 credits)

For a minor in Writing a grade of C or better must be achieved in the following courses:

COURSE LEVEL	DESCRIPTION OF COURSE
EN 240	The Art of Persuasion
EN 340	Professional and Technical Writing
EN 250/350	Creative Writing I and II
COM 348	Advertising, Copywriting
COM 344	Public Relations Writing
LW 303	Advanced Legal Writing/Writing for the Sciences

PRE-PROFESSIONAL PROGRAMS

Here at Hilbert, our Pre-Professional Programs aim to support and guide students interested in careers in medicine, dentistry, pharmacy, nursing, optometry, veterinary medicine, or law in fulfilling the professional school admission requirements through Hilbert’s robust curricula, unmatched academic advisement, and valuable hands-on experiences.

WHAT IS A PRE-PROFESSIONAL PROGRAM?

A pre-professional program is an academic support program to help students who wish to pursue admission to professional schools after earning their undergraduate degrees. Based on the specific admission requirements of each professional school, the program guides students to choose track-specific coursework that better prepares them for professional exams, such as MCAT for medical schools, PCAT for pharmacy schools, etc., and helps fulfill other admission-related requirements.

Admission to professional schools is highly competitive, so completing a pre-professional program can help you stand out from the crowd.

Hilbert offers pre-professional programs in health (medicine, nursing, pharmacy, dental, optometry and veterinary medicine) and law.

BENEFITS OF A PRE-PROFESSIONAL PROGRAM

Admission into professional programs is highly competitive. Pre-professional programs at Hilbert give you access to a team of advisers who can help you choose courses and extracurricular activities that may increase your chances of being accepted into your professional program of choice.

In addition to individualized advisement, pre-professional programs at Hilbert offer pre-health and pre-law students access to special events and opportunities. For example, students have the opportunity to attend specialized workshops, information sessions and academic seminars to learn about different career options and professional schools

In partnership with other Hilbert College offices, our programs also assist pre-professional students with:

- Interview preparation
- Cover letter, resume and personal statement creation
- Experience opportunities
- Financial literacy

Pre-Professional Programs

PRE-HEALTH PROGRAMS

A career goal in the health professions is a challenging and rewarding one for any aspiring student. If you are interested in careers in medicine, nursing, pharmacy, dental, optometry, or veterinary medicine, the Pre-health Professional Program at Hilbert College will help you prepare for these highly competitive career tracks through strong curricula, academic and professional advisement. Please note that the Pre-Health Professional Program is a support program and not an academic major. Although students from various academic majors are eligible to pursue most of these pre-health tracks, the curriculum for Hilbert students majoring in Biology and Forensic Science generally complement most of the course requirements for these tracks. In addition, the support program assists in advising students for graduate study leading to MS or Ph.D. degrees in the biological sciences and related fields such as genetics, cell biology, molecular biology, biotechnology, biomedical engineering, and neuroscience.

ADVISEMENT

We recommend all pre-health track students register with the Pre-health Professional Program during the first semester at college or as soon as they become interested in pursuing a health profession track by filling out the [pre-professional declaration form](#). Specific admission requirements vary from one professional school to another. Therefore, we recommend all interested students make initial advisement appointments with the Pre-Health Advisor to ensure they understand the track-specific

requirements set by their intended professional schools. Afterward, students should work closely with the Pre-Health Advisor and their Academic Advisor to discuss career goals and expectations, choose track-specific electives, and plan extra-curricular or supplemental academic experiences, including internship, research opportunities, and volunteer activities. The Pre-Health Advisor evaluates each student's progress in the respective track to maintain their good standing status.

Additionally, the Pre-Health Professional Program provides individualized advisement to all registered students, offers specialized workshops, hosts various information sessions or academic seminars from time to time to assist students in learning about different health career options and professional schools, and helps them complete the application process.

Pre-Health Advisor:
Habib Bakht, Ph.D.
hbakht@hilbert.edu

REQUIREMENTS

The minimum GPA requirement for most health professional schools is 3.0. Students with a GPA lower than this should contact their Academic Advisor for academic assistance. Admission into these professional schools is highly competitive, and higher GPAs are needed for most health professions, with many programs looking for a GPA of 3.5 or better. In some programs, science GPAs are often evaluated separately. For example, a GPA of 3.75 is considered a competitive science GPA for most medical schools. In addition to GPA, some schools require competitive scores on professional exams such as MCAT, DAT, GRE, PCAT, OAT, etc., and evidence of the applicant's professionalism, maturity, sound reasoning, integrity, and true commitment to helping others. Some schools also require candidate's shadowing experience with different health professionals over time, research experience in labs, and various types of volunteer experience. The Pre-Health Professional Program will guide students to prepare for these qualifications as well. In partnership with other Hilbert College offices, the program also assists pre-professional students with:

- Interview Preparation
- Cover Letter, Resume, and Personal Statement Creation
- Observation and Connection to Experience Opportunities
- Financial Literacy

For detailed descriptions of each health track and specific admission requirements, please see below.

PRE-MEDICINE

In general, admission into the medical schools either in allopathic (MD) or osteopathic (DO) medicine requires students to have – 1) a bachelor's degree in any major with an excellent GPA (3.7 for MD and 3.5-3.6 for DO), 2) a good MCAT (Medical College Admission Test) score averaging 510, 3) successful completion of the prerequisite courses, 4) extra-curricular activities including a commitment to the profession, hospital volunteerism, shadowing physicians, and engaging in research activity. Admission into medical school is highly competitive. Students should work closely with the Program Advisor throughout their college years to stay on track with academic and co-curricular preparations. As a part of the academic preparation, students must complete the required and recommended coursework that fulfills their intended medical school requirements and, at the same time, prepares them for the MCAT exam. Gaining practical experiences such as working with a clinician in a hospital setup or shadowing a physician in healthcare facilities is an essential part of co-curricular preparation. Each student must obtain a letter of evaluation from the Pre-health Advisor for applying to a medical school.

Course Requirements: The following courses will fulfill the medical school/MCAT requirements per the Association of American Medical Colleges (AAMC):

BI 140 General Biology I with Lab	4
BI 141 General Biology II with Lab	4
CH 140 General Chemistry I with Lab	4
CH 141 General Chemistry II with Lab	4
CH 311 Organic Chemistry I with Lab	4
CH 313 Organic Chemistry II with Lab	4
PY 140 General Physics I with Lab	4
PY 141 General Physics II with Lab	4
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Most medical schools also require or recommend the following courses.	
BI 310 Cell Biology with Lab	4
BI 320 Biochemistry with Lab	4
BI 420/421 Anatomy and Physiology I/II with Lab	4
MA 200 Topics in Statistics	3
MA 205 Calculus	3
PSY 101 Introduction to Psychology	3
SO 101 Introduction to Sociology	3

For specific requirements, check your medical school. The MCAT exam includes content from these courses.

PRE-NURSING

After completing specific prerequisites, Hilbert students interested in a career in nursing may choose one of the two options to apply into a nursing program in an accredited school to earn the Bachelor of Science in Nursing (BSN). Students interested in the UB Nursing School program typically apply during their sophomore year for the Traditional (2+2) BS program after completing 12 prerequisite courses at Hilbert. The program starts in the fall, and the application is due on January 15. Graduating seniors in other majors can apply to the UB Nursing program for the Accelerated (3+1) BS program after completing 9 prerequisite courses. This intensive one-year program starts in summer, requiring both summer 1 & 2 sessions, fall and spring, to complete the coursework. The application is due on October 1 of the junior year.

Admission into the nursing school at UB is highly competitive. A minimum GPA of 3.0 is required to apply for the above options. However, the average admitted GPA at UB Nursing School is 3.65 for Traditional BS and 3.72 for Accelerated BS. Students should work with the Pre-health Program Advisor as soon as they decide on the nursing track to select appropriate coursework based on their schools of interest. In addition, gaining a thorough understanding of the profession through hospital volunteerism and practical working experiences as a Nursing Assistant is very helpful.

Course Requirements: Traditional BS at UB requires the following 12 pre-requisite courses.

BI 115 Nutrition	3
BI 220 Microbiology with Lab	4
BI 420 Anatomy and Physiology I with Lab	4
BI 421 Anatomy and Physiology II with Lab	4
CH 140 General Chemistry I with Lab	4
MA 200 Topics in Statistics	3
PH 207 Bioethics	3
PSY 101 Introduction to Psychology	3
PSY 202 Psychology of Adult Development and Aging	3
SO 101 Introduction to Sociology	3
BI 241 Applied Physiology (cross-register at ECC)	3
NU 238 Pharmacology (cross-register at ECC)	3
Accelerated BS at UB requires the following 9 prerequisite courses:	
BI 115 Nutrition	3
BI 220 Microbiology with Lab	4
BI 420 Anatomy and Physiology I with Lab	4
BI 421 Anatomy and Physiology II with Lab	4
CH 140 General Chemistry I with Lab	4
MA 200 Topics in Statistics	3
PSY 202 Psychology of Adult Development and Aging	3
BI 241 Applied Physiology (cross-register at ECC)	3
NU 238 Pharmacology (cross-register at ECC)	3

PRE-PHARMACY

Pharmacy schools and colleges offer the Doctor of Pharmacy (Pharm.D.) degree program in various lengths and structures. Typically, Pharm.D. is a 4-year post-graduate program. However, a 3-year accelerated Pharm.D. program is now available in many Pharmacy schools and colleges. Some schools are also offering a fully online 3-year accelerated Pharm.D. program. Students do not need a bachelor's degree to enter the Pharm.D. program. Students can start the professional phase of the Pharm.D. curriculum in a pharmacy school after they have completed all pre-pharmacy coursework. Hilbert students interested in a career in Pharm.D. have two options. They can complete a four-year bachelor's degree in any major together with completing all pre-pharmacy coursework before applying. Alternately, they can apply through the Pharmacy College Application Service (PharmCAS) during their sophomore/junior year, provided that all pre-pharmacy coursework has been completed at that point. For detailed information about the application through PharmCAS, please read the instructions first. Hilbert Biology majors typically complement most pre-pharmacy course requirements by the end of their sophomore year and are eligible to apply early through PharmCAS. We recommend all interested students work with the Pre-health Advisor in their freshman year to plan appropriately for timely entry into the Pharmacy schools.

All pre-pharmacy courses must be completed with a grade of C or better. A minimum GPA of 3.0 is required for all science and math courses. The PCAT (Pharmacy College Admission Test) is recommended but not required by all pharmacy schools. The requirement for PCAT Exam is generally waived for students who have an overall GPA of 3.3 or higher on all science and math prerequisites or have a competitive score on any of the standardized tests such as GRE, GMAT, MCAT, DAT, or LSAT, taken within the last three years. For specific instruction on the PCAT waiver, check with your intended pharmacy school. Students are also expected to have a thorough understanding of pharmacy as a profession. They should consider volunteering or shadowing a pharmacist in a pharmacy, hospital, or other related health care facility to understand how professionals interact with patients and other healthcare professionals and gain valuable interpersonal and leadership skills.

Course Requirements: Pre-pharmacy course requirements vary by school. UB School of Pharmacy and Pharmaceutical Sciences and D'Youville College School of Pharmacy would require the following Hilbert College courses as prerequisites for pharmacy school:

BI 140 General Biology I with Lab	4
BI 141 General Biology II with Lab	4
BI 220 Microbiology with Lab	4
BI 320 Biochemistry with Lab	4
BI 420 Anatomy and Physiology I with Lab	4
BI 421 Anatomy and Physiology II with Lab	4
CH 140 General Chemistry I with Lab	4
CH 141 General Chemistry II with Lab	4
CH 311 Organic Chemistry I with Lab	4
CH 313 Organic Chemistry II with Lab	4
BLU 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
BLU 101 Foundations Seminar	3
MA 200 Topics in Statistics	3
MA 205 Calculus	3
PY 140 General Physics I with Lab	4
PY 141 General Physics II with Lab	4
SO 101 Introduction to Sociology	3

PRE-DENTAL

Students interested in a career in dentistry require four years of study to earn a Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DMD) with additional years for a residency to specialize. Admission into the dental school requires – 1) a bachelor's degree in any major with an excellent overall and science GPA (3.5 or better), 2) a good DAT (Dental Admission Test) score averaging 20, 3) successful completion of the prerequisite courses, 4) co-curricular activities including a commitment to the service, hospital volunteerism and shadowing experience, and engaging in research activity. Dental school admission is highly competitive. Students should work with the Pre-health Advisor throughout their college years to stay on track with academic and co-curricular preparations. Students applying to dental schools receive a letter of evaluation from the Pre-health Advisor, which must be submitted with all other application materials.

Course Requirements: Pre-dental course requirements vary by school. The following Hilbert courses will fulfill the UB School of Dental Medicine pre-dental course requirements.

BI 140 General Biology I with Lab	4
BI 141 General Biology II with Lab	4
BI 220 Microbiology with Lab	4
BI 320 Biochemistry with Lab	4
BI 420/421 Anatomy and Physiology I/II with Lab	4
CH 140 General Chemistry I with Lab	4
CH 141 General Chemistry II with Lab	4
CH 311 Organic Chemistry I with Lab	4
CH 313 Organic Chemistry II with Lab	4
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
MA 200 Topics in Statistics	3
MA 205 Calculus	3
PY 140 General Physics I with Lab	4
PY 141 General Physics II with Lab	4

Pre-Professional Programs

PRE-LAW PROFESSIONAL PROGRAM

A career goal in the legal profession requires a rigorous undergraduate education for any aspiring student. If you are interested in attending law school, the Pre-Law Professional Program at Hilbert College will help you prepare for a legal career through strong curricula, academic and professional advisement. Alternatively, the Pre-Law Professional Program is relevant to non-legal majors and can provide additional knowledge and skills to students majoring in programs such as English, Business, and Criminal Justice at Hilbert. Please note that the Pre-Law Professional Program is a support program and not an academic major. The support program guides all students interested in a legal track, and further assists in advising those students who are interested in graduate study leading to a JD or SJD degree.

ADVISEMENT

We recommend all pre-law track students register with the Pre-Law Professional Program during the first semester at college or as soon as they become interested in pursuing a legal profession track by filling out the [pre-professional declaration form](#). Specific admission requirements vary between law schools. Therefore, we recommend all interested students make initial advisement appointments with the Pre-Law Advisor to ensure they understand the specific requirements set by their intended law school. Afterward, students should work closely with the Pre-Law Advisor and their Academic Advisor to discuss career goals and expectations, choose track-specific electives, and plan extracurricular or supplemental academic experiences, including internship, research opportunities, and volunteer activities.

Additionally, Pre-Law Professional Program provides individualized advisement to all registered students, offers specialized workshops, hosts various information sessions or academic seminars from time to time to assist students in learning about different legal career options and law schools, and helps them complete the Law School Admissions Council (LSAC) application process.

Pre-Law Advisor:

Laura Dannebohm, JD

ldannebohm@hilbert.edu

REQUIREMENTS

The minimum GPA requirement for law schools varies between academic years, but generally UB School of Law targets a minimum of a 3.5 UGPA and a Law School Admission Test (LSAT) score of 155 as medians. Alternatively, some law schools accept a GRE score instead of a LSAT score. Some studies have found that your undergraduate grade point average and LSAT score are correlated to success in law school and on the bar examination which explains the emphasis by law schools on these two scores. Entry into law school is very competitive and based on quantitative and qualitative data. Students with a GPA lower than this should contact

their Academic Advisor for academic assistance. In addition to your UGPA and LSAT score, law schools expect evidence of the applicant's professionalism, maturity, sound reasoning, integrity, and true commitment to helping others. The Pre-Law Professional Program will guide students to prepare for these qualifications as well. In partnership with other Hilbert College offices, the program also assists pre-professional students with:

- Interview Preparation
- Cover Letter, Resume, and Personal Statement Creation
- Observation and Connection to Experience Opportunities
- Financial Literacy

PRE-LAW

The Pre-Law track at Hilbert requires the following coursework:

LW 101 Introduction to Law	3
LW 103 Legal Research	3
LW 303 Advanced Legal Writing	3
In addition, the student must complete an additional 3 upper-level electives to complete the track. Approved upper-level electives include, but are not limited to:	
LW 370 Rights, Liberty & Justice	3
PH 303 Introduction to Critical Thinking	3
LW 302 Introduction to Criminal Law & Procedure	3
EN 341 Advanced Writing	3
EN 340 Professional and Technical Writing	3
EN 450 Introduction to Critical Theory	3
CJ 315 Laws & Rules of Evidence	3
MGT 331 Corporate Legal Environment	3

Students may request approval of other upper-level courses to fulfill the elective portion by contacting the Pre-Law Advisor.

PROGRAMS OF STUDY (HEGIS CODES)

NYSED Department Inventory of Registered Programs: HILBERT COLLEGE

All college degree programs are registered by the New York State Education Department.

New York State Education Department
Office of Higher Education and the Professions
Cultural Education Center, Room 5B28
Albany, New York 12230
(518) 474-5851

PROGRAM TITLE	HEGIS CODE	PROGRAM CODE
<u>Associate of Art in Alcohol and Substance Abuse</u>	2101	41307
<u>Associate of Applied Science in Business Administration</u>	5004	77417
<u>Associate of Arts in Criminal Justice</u>	5505	01838
<u>Associate in Arts in Human Services</u>	5506	01831
<u>Associate of Arts in Liberal Arts</u>	5649	01832
<u>Bachelor of Science in Accounting</u>	5002	76068
<u>Bachelor of Arts in Biology</u>	0401	40904
<u>Bachelor of Science in Business Management</u>	0506	92127
<u>Bachelor of Science in Criminal Justice</u>	2105	92126
<u>Bachelor of Science in Cybersecurity</u>	0799	37599
<u>Bachelor of Arts in Digital Media and Communication</u>	0605	28705
<u>Bachelor of Arts in English</u>	1501	92128
<u>Bachelor of Science in Crime Scene Investigation</u>	1999	29649
<u>Bachelor of Science in Forensic Science</u>	1999	40109
<u>Bachelor of Science in Human Services</u>	2101	92129
<u>Bachelor of Science in Intelligence & Data Analysis</u>	2105	77731
<u>Bachelor of Science in Liberal Studies</u>	4901	21914
<u>Bachelor of Science in Political Science</u>	2207	30039
<u>Bachelor of Arts in Psychology</u>	2001	20098
<u>Bachelor of Science in Sports Industry Management</u>	0599	35891
<u>Master of Science in Criminal Justice Administration</u>	2105	34495
<u>Master of Science in Cybersecurity Technology</u>	0799	43632
<u>Master of Public Administration</u>	2102	34496

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DEAN OF STUDENTS

The Office of the Dean of Students plays a crucial role in the administration and support of student life at Hilbert College ensuring that students have access to co-curricular programming and support services that promote student success. Here's an overview of its main functions:

STUDENT LIFE MANAGEMENT

The Office of the Dean of Students oversees Residence Life and Community Standards, Student Involvement, New Student Orientation, Campus Safety, Dining Services, Career Development, Service Learning, and Community Engagement. The Dean also partners with other student support services to help students succeed academically and personally.

COMMUNITY STANDARDS

The Office of the Dean of Students works to ensure fair and consistent application of community standards. The Dean may oversee conduct hearings, appeals, and mediate conflicts involving students.

CAMPUS ENGAGEMENT

The Office of the Dean of Students supports student organizations, activities, and residence life to foster a vibrant and inclusive campus community while building connections and developing leadership skills.

POLICY DEVELOPMENT

The Office of the Dean of Students develops and implements policies related to student life affecting student behavior, rights and responsibilities, campus safety, and wellbeing.

STUDENT ADVOCACY

The Office of the Dean of Students acts as a liaison representing students' needs and concerns within the larger administration working to ensure that student perspectives are considered in institutional decisions.

NEW STUDENT ORIENTATION

The Office of the Dean of Students supports the programs and events that assist students with their transition to college life while providing information about campus resources and opportunities for social integration.

CAMPUS SAFETY AND CRISIS MANAGEMENT

The Office of the Dean of Students office coordinates response and management of emergencies and crises involving students while supporting staff who oversee campus safety.

Overall, the Office of the Dean of Students is dedicated to supporting students' holistic development and wellbeing, minimizing challenges to their success, and working to improve and enrich the student experience.

CAMPUS SAFETY

The Campus Safety Department provides 24 hour coverage by a staff of uniformed officers who are registered security guards under the New York State Security Guard Act. Officers are responsible for patrolling the campus, traffic control, parking enforcement, crime prevention, enforcing rules and regulations, and those services that are unique to a college campus. With your help and cooperation Hilbert College will continue to be a safe campus in which to live, work, and study.

CRIME STATISTICS

Campus Crime statistics are available on the [Hilbert College website](#).

The Hilbert College Campus Safety Department will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information is provided to all students annually, and is available in the Campus Safety Office. You may request this information and the daily crime log for the last 90 day period by calling [716-649-7900](tel:716-649-7900).

Additional Information on crime statistics and reporting may be obtained from the [United States Department of Education website](#).

EMERGENCY ANNOUNCEMENTS

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

WBEN	930 AM	WBLK	93.7 FM
WKSE Kiss	98.5	WECK	1230 AM
WTSS Star	102.5	WJYE	96.1 FM
WNSA	107.7 FM	WYRK	106.5 FM
B92.9	92.9 FM		

A notice will also be posted on the college website and sent through Omnialert emergency texting system. All Hilbert College community members are expected to register for Omnialert to receive the most accurate information about college closures and emergencies. Individuals can register at <https://hilbert.omnalert.net/subscriber.php>.

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 day or evening classes may be cancelled when the other is not.

CAREER DEVELOPMENT

The Office of Career Development provides students and alumni with the resources, knowledge, and strategies to help them achieve their career potential. Career Development services are available to current students and alumni —for life!

The mission of the Office of Career Development is to enhance learning and facilitate the lifelong pursuit of passion, purpose, skill development, and personal and professional achievement for students and alumni. The Office is committed to empowering students and alumni to lead a fulfilling and purposeful life by offering opportunities to explore their values, collaborate with employers and community partners, and effectively engage in an inclusive career development process.

The Office of Career Development is proud to partner with Handshake to offer a powerful career preparation and job search tool used by students at many colleges and universities throughout the country to:

- Search and save jobs both on and off campus, internships & volunteer opportunities
- Upload their resume, cover letter, and other application materials to apply for employment opportunities using the platform
- Gain access to information on career and volunteer events on campus, along with career events held off-campus and virtually
- Connect with over 900k employers, staff, and alumni all over the world

The Handshake platform can be accessed through the web or smartphone app. To access the Handshake platform via the web, visit the <https://hilbert.joinhandshake.com/login>. Students log in to Handshake using their Hilbert email and password. Some student information is preloaded into Handshake to help start students in building their profile.

ORIENTATION

New Student Orientation is designed to introduce new Hilbert College students to the academic and co-curricular services and programs vital to their successful transition to the Hilbert community. The New Student Orientation program aims to provide a structured and holistic introduction to the collegiate environment for both students and families. All new students are required to participate in New Student Orientation. Through live presentations and activities, new students and their support systems will be informed about educational and social opportunities and responsibilities in and outside of the classroom.

The primary goals of the orientation program are as follows:

- Aid new students in making the transition to Hilbert College.
- Acquaint new students and their support systems with the mission, history, programs, and services of the College.
- Inform students of campus services and resources that will enhance the Hilbert experience..
- Acquaint and educate students about their rights and responsibilities within the campus community.
- Emphasize the importance of student involvement on campus and taking responsibility and initiative for their own academic and personal development.
- Provide students and their support systems with the opportunity to interact with the Hilbert College community and feel confident and excited about joining the community.

RESIDENCE LIFE & COMMUNITY STANDARDS

The Office of Residence Life's mission is to create a home for our students utilizing safety procedures, supportive measures, and student engagement opportunities. This office supports the student's holistic development and strives for all to feel a sense of belonging in their living and learning environment.

Living on campus at Hilbert College allows students easy access to classrooms, library, and athletic facilities, in addition to the opportunity to meet and live with students from a variety of backgrounds and cultures. Residential students must maintain full-time status with a minimum of 6 credit hours of in-person classes. Students who drop below a minimum of (12) credits must seek approval from the Director of Residence Life and Financial Aid to reside on campus. Failure to attend classes for an extended duration of time could result in eviction from housing. An unlimited meal plan with \$50 Hawk Bucks is included with the room and board rate for students living in Trinity or St. Joseph's Hall. A 50-meal plan and \$100 Hawk Bucks are included in the campus apartments.

The Office of Community Standards is housed within the Office of Residence Life. The mission of this department is focused on student development through restorative justice while uniting our students with Hilbert's values. Our goal is to help our students learn from experiences using educational policy dialogue and restorative outcomes.

For detailed information, please visit the [Hilbert College website](#).

SERVICE LEARNING & COMMUNITY ENGAGEMENT

The Office of Service Learning and Community Engagement is dedicated to providing students with individual attention and support while also allowing them to grow and explore new challenges. The office supports the college's academic service-learning program and offers a diverse range of co-curricular service opportunities, workshops, and presentations for students to participate in throughout the academic year to learn about their community and connect with the mission of Hilbert College.

SERVICE LEARNING POLICY

In keeping with the mission, values, and tradition of Hilbert College students will complete at least one service-learning experience as part of an academic course during their Hilbert College career in order to be eligible to graduate. Most students will complete service learning in BLU 201, a Hilbert Blueprint course. Service-learning requirements are unique to each class. In some classes, the entire class may work together on one single project that benefits the community and meets a community priority. In other classes, students may be provided the opportunity to complete a service-learning activity by selecting an organization or project from a list of pre-approved community partners and activities. Students who successfully complete the service learning assignment for their class, including all required service agreements, time sheets, reflection activities, and evaluation, will receive a designation on their records indicating that service learning has been completed.

All students, regardless of their transfer status, are expected to complete Hilbert's service-learning requirement. Students who have completed service-learning projects at another institution may be exempt if that service-learning course appears on their transfer transcript. If service learning is an assignment required of all students in a particular course, every student must complete the service-learning activities in accordance with the course syllabus, including those students who have otherwise been exempted from Hilbert's service-learning requirement or those who have previously fulfilled their service-learning requirement through service-learning activities in another course.

STUDENT HEALTH

The New York State Public Health Law (NYS PHL) §2165, requires all students enrolled in six or more credit hours and who were born on or after January 1, 1957 must submit verification of immunization or proof of two measles, one mumps, and one rubella inoculation; signed by a doctor or designated health official. Students must provide documentation within 30 days of the first day of class to avoid sanctions and interruption of class scheduling. A listing of immunization clinics associated with the Health Department is available in the Wellness Center.

In addition, New York State Public Health Law (NYS PHL) §2167 requires institutions, colleges, and universities, to distribute information regarding meningococcal disease and vaccination to all students enrolled for at least six credit hours, whether they live on or off campus. A response to receipt of this information is required in the form of a signed acknowledgment.

Hilbert College requires that all resident students receive and maintain the meningitis vaccination. All students residing on campus must submit to the Office of Student Life a vaccine record indicating at least 1 dose of meningococcal ACWY vaccine within the last 5 years or a complete 2- or 3-dose series of meningococcal B vaccine. Although the meningococcal vaccination is required for resident students, Hilbert College encourages all students to receive the inoculation. Students should seek information concerning this vaccine from their personal care physician.

More information on immunization requirements may be found on the Health and Wellness page of the [Hilbert College website](#).

Hilbert College requires all full-time students to maintain personal health insurance. Hilbert College is not responsible for payment of any medical expenses incurred by students.

Additionally, resident students must have proof of health insurance on file and proof of a recent physical examination on file in the Office of Student Life before entering the Residence Hall. Student-athletes must provide annual proof of a recent physical to be submitted to the Office of Intercollegiate Athletics. Student-athletes are strongly encouraged to have their own primary health insurance.

More information on health insurance requirements may be found on the Health and Wellness page of the [Hilbert College website](#).

STUDENT INVOLVEMENT

Student Involvement spearheads campus-wide programming and involvement opportunities for all students. Student Involvement offers a variety of events including comedians, fall and spring festivals, speakers, concerts, animal encounters, and trips to sporting events, theaters, and other local attractions.

STUDENT CLUBS

Clubs chartered by the Student Government Association (SGA) can be found on the [Hilbert College website](#).

Given that the initiation of and continuance of student activities and clubs is dependent upon student interest, the aforementioned activities and clubs are subject to change.

STUDENT GOVERNMENT ASSOCIATION

The mission of the Student Government Association (SGA) is to represent the cultural, educational, recreational, and social interests of the student body, to encourage the growth of self-government, and to promote responsibility, loyalty, and cooperation among the students in their relations with faculty and administrators of the college. The SGA is an elected body comprised of Executive Board Officers and Senators representing various segments of the student population. The SGA has standing committees to further its mission and address its objectives as it aligns with the college's mission and values. The SGA is responsible for the oversight of student clubs on campus. The SGA meets on a bi-weekly basis for student advocacy and engagement. More information can be found on the [Hilbert College website](#).

ALUMNI ASSOCIATION

Hilbert's approximately 8,200 alumni have assumed positions in virtually every career area and live throughout the United States and in several foreign countries. The many and varied accomplishments of Hilbert alumni are a measure of the College's success in achieving its goal of career preparation.

The purpose of the Hilbert College Alumni Association is to "advance the interests of the College, to develop and foster a mutually beneficial relationship between the College and its alumni by providing educational opportunities, social programming and services and benefits to build ties and relationships among alumni and current students, to provide alumni input on College issues, and to link the College of today and tomorrow with its heritage of excellence, commitment and service." The Alumni Association encourages alumni to support Hilbert College financially via its endowed scholarship, the annual fund and events.

Alumni participate in activities sponsored by the Alumni Association, including after-work gatherings and sporting events. The Alumni Association Board's recently-formed committees provide opportunities for graduates to become involved in specific areas that are of most interest to them.

The Alumni and Events Engagement Committee works with Institutional Advancement and other Hilbert staff to plan and facilitate alumni events, including True Blue Reunion Weekend, athletic reunion games and tailgates, and networking/reconnecting happy hours or events.

The role of the Career Engagement/Mentor Committee is to create opportunities for alumni to network with current students and each other; identify and connect alumni interested in participating in networking events on campus; identify alumni interested in hosting Hilbert students at their workplace or on the campus (Lunch and Learn programs); identify alumni to act as speakers or to lead a panel discussion or presentation to students (by program.)

The Alumni and Admissions Partnership Committee helps identify out-of-town alumni interested in hosting Admissions staff and local prospective students; facilitates alumni presence at new student orientation sessions and open houses; enlists local alumni to participate in events at the beginning of the school year, including move-in.

ATHLETICS

Hilbert will enter its 33rd season as a Division III member of the National Collegiate Athletic Association at the start of the 2024-25 academic year. Hilbert offers nineteen (19) intercollegiate programs which compete in one of three athletic conferences. The Hawks Baseball, Men's and Women's Basketball, Women's Bowling, Men's and Women's Cross Country, Men's and Women's Golf, Men's and Women's Lacrosse, Men's and Women's Soccer, Softball, and Men's and Women's Volleyball compete for an automatic bid in the Allegheny Mountain Collegiate Conference (AMCC) which would advance their participation in the NCAA postseason tournament. Hilbert Football joined the Empire 8 Conference and the Men's and Women's Track and Field teams joined the State University of New York Athletic Conference (SUNYAC) at the start of the 2024-25 academic year. The Hilbert Women's Ice Hockey program, which began NCAA competition in 2022-23, will join the United Collegiate Hockey Conference (UCHC) in 2025-26.

The athletic program serves as an opportunity for students to be successful contributors to their communities while enhancing their physical, social, and intellectual growth and development. Our student-athletes will graduate with the skills necessary to be affluent leaders, humble winners, and responsible professionals.

Participation in intercollegiate athletics affords students an opportunity to understand the concepts of respect, compassion, good sportsmanship, and accountability. Competitions help to create a strong sense of loyalty and community among students, faculty, staff, alumni and friends.

The organization, the direction and the administration of the athletics program, as well as the supervision of the coaching staff and administration is the responsibility of carefully selected senior staff. The entire athletics department embraces diversity and inclusion and is responsible for implementing and maintaining standards of performance that are consistent with Hilbert's goals of academic excellence and personal development.

CAMPUS MINISTRY

While embracing Hilbert College's Catholic Franciscan heritage and values, Campus Ministry brings together students of various faith backgrounds in a warm and welcoming spirit of inclusiveness. They are offered a variety of opportunities for religious and spiritual growth and enrichment through on-campus programs, faith sharing, inter-faith worship, spiritual/pastoral counseling, and numerous community service projects. Retreats, nature walks, and pilgrimages are also scheduled to encourage students to discover and celebrate God's presence within themselves, others, and all of creation. The integration of our Catholic, Franciscan identity in all aspects of our educational experience assists in the development of ethical leaders committed to peace and justice.

Catholic Mass is celebrated once a week in the St. Clare chapel on campus, and on special occasions. Daily and Sunday Mass is also open to the public in St. Francis Park, the home of the Franciscan Sisters of St. Joseph, directly across the street from campus.

Any student wishing to become Catholic, or to prepare to receive one of the sacraments (such as Confirmation) should schedule an appointment with the Vice President for Mission Integration and Campus Ministry.

Located in Franciscan Hall 108, the Office of Campus Ministry is part of the Office of Mission & Equity. Everyone is welcome to stop by for either an informal visit or a scheduled appointment.

FOOD SERVICES

The College Dining Hall, located on the upper level of the Campus Center, serves three meals each day, Monday through Friday, Saturday, and Sunday an afternoon brunch and an evening meal are served. The Hilbert Cafe, located in West Herr Atrium, provides students with a variety of grab and go snack options, coffee, and smoothies, Monday thru Friday. For more information, visit [Hilbert College Dining Services - Hilbert College Dining Services \(hilbertmetz.com\)](https://hilbertmetz.com). Additionally, snack machines located in various spaces on campus round out the student and faculty food needs during off-hours.

MCGRATH LIBRARY

The mission of McGrath Library is to promote lifelong learning, discovery, digital equity, and research. McGrath Library serves as an extension of the classroom, as well as a central information hub for learning and research for Hilbert's students, faculty, and staff. The Library promotes intellectual growth and creativity by facilitating access to robust information resources and teaching the effective evaluation and use of information. New and emerging technologies are constantly sought out in the support of the delivery of services and information. McGrath Library provides flexible physical spaces and seeks to support and enhance the teaching, research, and service of Hilbert College.

McGrath's librarians continually collaborate with teaching faculty to support the College's academic curricula. The librarians at McGrath are dedicated to service, motivated by the College's Franciscan values, and are committed to diversity, equity, and inclusion in all aspects of the Library. Every person receives equal access to resources and is treated with respect, honesty, and integrity. The delivery of efficient and informed service from Library Staff is critical to the Library's mission. The Librarians ascribe to the belief in free, open, unrestricted exchange of knowledge, ideas, and information.

For more information and policies, please visit the [Library website](#).

PERSONAL COUNSELING

The Counseling Center at Hilbert College offers a confidential, safe environment for students experiencing conflict in their personal and/or academic lives. Using a holistic approach to counseling, the center offers educational encouragement for a healthy mind, body, and spirit. Students are encouraged to seek assistance at the onset of a concern and if necessary referral services are available. Every concern to the student is treated with dignity, respect, and confidentiality. There is no charge for this service 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. Please visit our Resource Room which offers a wide range of resource materials concerning mental health and wellness issues. We also have a Self-Help section in McGrath library. Group support systems are also available depending on the needs of our college community. Students are invited and encouraged to visit the center for all their counseling and wellness needs.

REGISTRATION AND RECORDS

The Office of Registration and Records provides the following services for students:

- Preparing course offerings for each term which are accessible (on the Search for Sections option on Self-Service) on the Hilbert website;
- Processing registrations for courses which require permission to register;
- After the last day for drop/add, processing withdrawals from courses for students who submit a withdrawal form;
- Processing mid-term and final grades, as well as Incomplete and other grade changes, for publication on Self-Service;
- Designing/revising/customizing evaluations for all degree, certificate programs, and minors (and approved curricular substitutions), thereby enabling students and advisors to monitor progress towards program completion and explore status on other programs;
- Evaluating transfer studies for incoming transfer students and returning students who complete transfer studies with departmental approval;
- Verifying candidates for graduation/degree conferral/ Commencement honors; release of diplomas;
- Verifying candidates for completion of certificate programs; preparation and release of certificates;
- Processing and verifying changes in student status and general student directory information;
- Collaborating with the Faculty Athletic Representative regarding certification of student athletes for participation in intercollegiate athletics;
- Processing transcript requests and providing transcripts;
- Processing professional licensure applications as appropriate.
- Processing enrollment verifications upon request.
- Processing veteran certifications for veteran, reserve, national guard, and dependent students.

VETERANS CERTIFICATION

All students who may be entitled to veterans' benefits are required to provide a certification of benefits form to the Office of Student Records. In order to be certified each semester, students receiving benefits must complete a request for certification form and submit it to the Veteran Certifying Official located in the Office of Student Records.

Information regarding benefits can be found on the [Hilbert College website](#) or the [VA website](#).

The State Approving Agency's (SAA) address and phone number are:

New York State Division of Veterans' Affairs
Bureau of Veterans Education
Five Empire State Plaza (Suite 2836)
Albany, NY 12223-1551
[\(518\) 474-7606](#)
[\(518\) 474-5583](#) (FAX)