

MISSION STATEMENT

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

HILBERT COLLEGE PHILOSOPHY STATEMENT

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

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

FRANCISCAN VALUES

Hope

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

Peace

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

Service

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

Joy

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

Integrity

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

Respect

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

Compassion

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

Vision

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

DIVERSITY PLEDGE

Hilbert College pledges to foster and promote the ideals of respect, civility, inclusion, and appreciation of others. We invite all students, faculty, and staff to join us in creating a community of inclusion and a safe space for open dialogue. To do this, we encourage every member of our community to sign our Diversity Pledge.

The Diversity Pledge signifies your commitment to diversity, social justice and inclusion at Hilbert College. There are various facets of diversity including, but not limited to: socio-economic status, age, race/ethnicity, gender, spirituality/religion, mental and physical ability, sexual orientation, and citizenship. However, diversity is not only about being aware of our differences as individuals, but actively embracing them.

The Diversity Pledge is our commitment to diversity and inclusion, social justice and building a holistic community. By signing the pledge, you commit to the following:

- To promote an atmosphere of mutual respect, civility, and appreciation of others in our campus community and beyond.
- To learn more about cultural diversity, engage in intercultural dialogues, and examine my own biases.
- To live by the Franciscan core values of our institution: service, respect, compassion, peace, hope, joy, integrity, and vision.
- To refrain from using derogatory language, discriminating behavior and to challenge stereotypes in a respectful way.

LIBERAL LEARNING OUTCOMES

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.

DISCLAIMER

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

CEEB College Code Number. 2334

ACT College Code Number. 2759

DIRECTORY INFORMATION

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

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

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.

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:

Gregory Roberts, Ed.S.
Vice President and Dean of Students
504/ADA Compliance Officer
Franciscan Hall 107
5200 South Park Avenue
Hamburg, NY 14075
Telephone: 716-649-7900 ext. 231
Email: groberts@hilbert.edu

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

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.

Education Records

Education records are all records that contain personally identifiable information directly related to a student and that are maintained by Hilbert College. Education records may be recorded and stored in any way, including: paper records, electronic records, handwriting, print, computer media, and digital images.

Education records do not include the following:

- Personal knowledge and personal observations.
- Sole possession records – records kept in the sole possession of the maker, which are used only as a personal memorandum and are not shared with or accessible by any other person.
- Law enforcement records – records created and maintained by Hilbert campus safety department for law enforcement purposes.
- Employment records – records pertaining only to a student’s employment with Hilbert College relating only to his or her capacity as an employee.
- Alumni records – records created or received after a student is no longer in attendance at the College and unrelated to the student’s attendance as a student.
- Peer grades – grades on peer-graded papers and assessments before they are collected and recorded by an instructor.
- Treatment records – records maintained by medical professionals and shared with other medical professionals for purposes of providing medical treatment to the stu-

dent.

The College may include in a student's education records disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student or other members of the College community. Nothing in this policy shall prevent the College from disclosing such information to college officials or other institutions who have a legitimate educational interest in the behavior of the student. Moreover, the College may disclose to an alleged victim of any crime of violence the results of a disciplinary proceeding conducted by the College against the alleged perpetrator of such crime. In compliance with federal and state law (Title IX, the Clery Act, etc.) the College will disclose the outcome of an investigation of sexual violence to both the complainant and the respondent, including information about specific disciplinary sanctions when sanctions directly relate to a student who has been harassed. Additionally, the College reserves the right to notify the parents/family of a student determined to have violated the College's policies and/or New York State laws regarding underage drinking or illegal use of drugs.

Release of Information

Education records may not be released without prior written consent from the student to which they pertain. Such written consent must be dated and signed by the student, and must specify the records to be released and to whom the records may be released.

Consent to disclose student records is not required under the following circumstances:

- Where the disclosure is of directory information, as that term is defined below.
- Where the disclosure is to school officials with legitimate educational interests, as those terms are defined below.
- Where the disclosure is to appropriate parties in a health or safety emergency. Appropriate parties may include: law enforcement officials, public health and safety officials, medical professional and personnel, or parents.
- Where the disclosure is to officials of another school in which the student seeks or intends to enroll or is enrolled.
- Where the disclosure is in connection with financial aid for which a dependent student has applied, received or is receiving.
- Where the disclosure is made to accrediting organizations.
- Where the disclosure is made to officials conducting studies for or on behalf of the College.
- Where the disclosure is to authorized government representatives responsible for supervising the College's State-supported education programs.
- Where the disclosure is made to comply with a judicial order or lawfully issued subpoena.
- Where the disclosure is made to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regarding the final results of a disciplinary proceeding concerning such offense.
- Where the disclosure is made to the general public, regarding the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies.

- Where the disclosure is made to parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Should the College disclose personally identifiable information from a student's education records pursuant to one of the above FERPA exceptions, the College must first inform the recipient of the information that it cannot re-disclose the information without the student's consent, and that it may only use the information for the purpose for which the disclosure was made.

The Office of Student Records will maintain a written record of each request for access to, and each release of personally identifiable information from a student's education record, which includes the name of the requester and recipient of the information, the legitimate interests they had in the information, and, in the case of a "health or safety emergency," a description of the perceived threat. A written record does not need to be maintained for disclosures made pursuant to the following FERPA exceptions:

- Disclosures to school officials with legitimate educational interests.
- Disclosures made with the student's written consent.
- Disclosures of directory information, so long as the student has not opted-out.
- Disclosures in connection with a grand jury or other law enforcement subpoena.

Directory Information

At its discretion, Hilbert College may provide "directory information" to others and the College's confidentiality policy shall not be applicable to such information. "Directory information" includes:

- Student name
- Address
- Phone number
- Email address
- Date and place of birth
- Major, field of study
- Dates of attendance
- Enrollment status (includes advanced registration status, anticipated graduation year, class status)
- Resident status (commuter or resident)
- Degrees or awards received
- Recent education institution attended by student
- Participation in recognized activities and sports
- Weight and height of members of athletic teams

The college will withhold directory information if a student makes a written request to the Office of Student Records. A form is available in the Office of Student Records and on the Office of Student Records website. Once a student has requested a non-disclosure, his or her directory information will not be disclosed until the student provides written instruction to change this status. Campus issued email addresses will be included in the

list of directory information not to be released in the event that a student signs a non-disclosure form, however, will remain available to all campus constituents to address the direct educational needs of the student.

Legitimate Educational Interest

The right to consent to disclosures of personally identifiable information lies with the student, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure of personally identifiable information contained in a student's education records without consent is disclosure to College officials with legitimate education interest. A school official is:

- A person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff)
- A person or company with whom the College has contracted (such as an attorney, auditor, or collection agent, temporary staffing agencies, and outsourced vendors). Outsourced vendors are those parties helping the College provide students access to services relating to their education
- A person serving on the Board of Trustees
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing the official's tasks.

Identifying a person as a "school official" does not automatically grant him or her unlimited access to education records. The existence of a legitimate educational interest may need to be determined on a case-by-case basis. Hilbert College constitutes a legitimate educational interest as the following:

- The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- The information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.
- The information is relevant to the accomplishment of some task or to a determination about the student.
- The information is to be used consistently with the purposes for which the data are maintained.

It is important to understand several points related to "legitimate educational interest:"

- Curiosity is not a legitimate educational interest. Just because you have access to student information systems and are able to view the record of your neighbor's son, does not mean that you have a legitimate educational interest in his grades and cumulative GPA.
- Simply the fact that you are a college employee does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities in support of the college's educational mission. In other words, records should be used only in the context of official business in conjunction with the educational success of the student.
- Your legitimate educational interest is limited. While you may have a need to access education records for students in your department, you do not necessarily have a similar need to view records of students outside your department. In other words, access

to information does not authorize unrestricted use.

Right to Inspect and Review

Students have the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their record if they feel the decision following the hearing is unacceptable.

The College Registrar has the responsibility to coordinate the inspection and review procedures for student education records. Students wishing to review their education records must make a written request to the Registrar listing the records or information of interest. The pertinent record or information will be made available within forty-five days of the request. At their expense, students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists). The following documents and information will not be disclosed to students: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or job placement; references to which they have waived their rights of inspection and review, provided they are used solely for such purpose; education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.

Appeal of Educational Records

A student who believes that the education records contain information that is inaccurate, misleading, or inappropriate should discuss the problem with the Registrar in an effort to resolve the matter informally. If not resolved, the student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or inappropriate. If the college decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The decision of the hearing will be final and will consist of a written report summarizing the evidence and stating the reasons for the decision. If the decision is in favor of the student, the student's record will be amended accordingly. If the student is not satisfied with the decision, the student may prepare a written statement explaining the disputed contents of the record. This statement will be maintained as part of the student's education records and released whenever the pertinent record is disclosed. Inquiries regarding this policy should be directed to the Registrar.

In addition, students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office,
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202.

Solomon Amendment

The Solomon Amendment is a federal law that mandates colleges receiving federal fi-

nancial 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. Military recruiters must be from one of the following military organizations:

- | | |
|--------------------------|----------------------|
| Air Force | Coast Guard |
| Air Force Reserve | Coast Guard Reserve |
| Air Force National Guard | Navy |
| Army | Navy Reserve |
| Army Reserve | Marine Corps |
| Army National Guard | Marine Corps Reserve |

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).

<u>Faculty Member</u>	<u>Office</u>	<u>Ext.</u>
John Culhane, JD, Asst. Prof. jculhane@hilbert.edu 316	Paczesny 153	Ext.
Daniel Culver, Asst. Prof. jculhane@hilbert.edu 246	Bogel 177	Ext.
John D’Amico, MA, Prof. damico@hilbert.edu 350	Bogel 114	Ext.
Taylor Doherty, MAH, Assoc. Prof. dohertyt@hilbert.edu 423	Paczesny 157	Ext.
Yvonne Downes, PhD, Prof. ydownes@hilbert.edu 353	Bogel 142A	Ext.
Charles Ernst, PhD, Prof., Director of CEL cernst@hilbert.edu 315	Bogel 105A	Ext.
Martin Floss, PhD, Prof. mfloss@hilbert.edu 307	Paczesny 152	Ext.
Christopher Gallant, Asst. Prof. cgallant@hilbert.edu	Paczesny 155	Ext.

345 Mary Ann Hobar, MS, Assoc. Prof. mhobar@hilbert.edu 326	Bogel 176	Ext.
Jessica Hoffman, Asst. Prof. jessicahoffman17@hilbert.edu 422	Bogel 131	Ext.
Anthony Hughes, PhD, Prof. hughes@hilbert.edu 226	Bogel 111	Ext.
Herb Kauderer, MA, Asst. Prof. hkauderer@hilbert.edu 389	Bogel 137	Ext.
Andrew Kolin, PhD, Prof. akolin@hilbert.edu 403	Bogel 140C	Ext.
Colleen Kumiega, MS, Asst. Prof. ckumiega@hilbert.edu 306	Bogel 110	Ext.
Julie Kusmierz, PhD, Prof. kusmierz@hilbert.edu 303	Bogel 123	Ext.
Jenelle Lukasik, MA, Asst. Prof. jlukasik@hilbert.edu 258	Bogel 129	Ext.
Mark Paoni, Ed.D, Asst. Prof. mpaoni@hilbert.edu 393	Bogel 142C	Ext.
Amanda Recio, MS, Asst. Prof. arecio@hilbert.edu 317	Bogel 113	Ext.
Carraugh Reilly-Nowak, Asst. Prof. carraughnowak@hilbert.edu 328	Bogel 142D	Ext.
John Reinholz, Asst. Prof. jreinholz@hilbert.edu 327	Bogel 174	Ext.
Daniel Roland, MBA, Prof. droland@hilbert.edu 351	Paczesny 158	Ext.
Sharon Sisti, MSW, Assoc. Prof. ssisti@hilbert.edu 304	Bogel 112	Ext.
Amy Smith, PhD, Prof.		

asmith@hilbert.edu 354	Paczesny 161	Ext.
Gordon Snow, PhD, Prof. snow@hilbert.edu 311	Bogel 135	Ext.
Caitlin Szalkowski, PhD, Asst. Prof. cszalkowski@hilbert.edu 147	Bogel 121	Ext.
Mark Thrasher, BS, COA, Asst. Prof. mthrasher@hilbert.edu 409	Bogel 126	Ext.
Donald Vincent, PhD, Asst. Prof. dvincent@hilbert.edu 443	Paczesny 156	Ext.
Megan Witzleben, Asst. Prof. mwitzleben@hilbert.edu 387	Bogel 115	Ext.
Donna Zimpfer, MS, Asst. Prof. dzimpfer@hilbert.edu 259	Bogel 120D	Ext.

LISTING OF INFORMATION SOURCES

PH: Paczesny Hall **BH:** Bogel Hall **FH:** Franciscan Hall
Main: Maintenance Building **HRC:** Hafner Recreation Center
CC: Campus Center **ML:** McGrath Library **TH:** Trinity Hall

Academic & Accessibility Services	Ext. 260	ML114
Academic Appeals		
Arts and Sciences	Ext. 345	PH155
Criminal Justice/Forensic Science	Ext. 316	PH153
Professional Studies	Ext. 350	BH108
Social Sciences	Ext. 304	BH112
Academic Services	Ext. 260	ML114
Accessibility Services	Ext. 260	ML114
Accidents and Medical Insurance	Ext. 123	FH107
Admissions Office - Director	Ext. 330	FH101
Alcohol/Drug Problems	Ext. 232	St. Joe's
Alumni Relations & Annual Giving	Ext. 206	BH103D
Assistant Athletic Director	Ext. 333	HRC115
Athletic Communication	Ext. 333	HRC
Athletic Compliance	Ext. 113	HRC102
Athletic Facilities Coordinator	Ext. 111	HRC122
Athletic Recruiting Counselor	Ext. 248	HRC116
Athletic Student Service Coordinator	Ext. 113	HRC102
Athletics – Director	Ext. 233	HRC114

Billing Information	Ext. 208	FH201
Bookstore – Manager	Ext. 234	CCLower
Campus Safety – Director	Ext. 224	CCLower
Center of Excellence and Learning	Ext. 315	BH105B
Clubs and Organizations	Ext. 392	FH102
Conference & Event Coordinator	Ext. 272	PH144
Counselor’s Office	Ext. 232	St. Joe’s
Dean of Students	Ext. 231	FH107
Dining Services	Ext. 235	CCUpper
Drop or Add a Course	Ext. 341	FH201
Financial Aid	Ext. 207	FH201
Grade Reports/Transcripts	Ext. 341	FH201
Honors Program	Ext. 354	PH161
I.D. Cards	Ext. 123	FH107
International Student Certifying Official	Ext. 341	FH201
IT Helpdesk	Ext. 121	BH156
Judicial Affairs	Ext. 362	TH
Lost and Found	Ext. 229	CC
	Ext. 0	BH
	Ext. 123	FH107
Marketing and Communications Office	Ext. 255	BH140D
McGrath Library	Ext. 361	ML
Mission Integration and Campus Ministry	Ext. 407	FH202
Orientation	Ext. 257	ML
Parking Permits	Ext. 224	CC
Physical Plant Operations	Ext. 295	CC
Registration Information	Ext. 341	FH201
Report Absence - Extended Illness	Ext. 325	BH107
Residence Life	Ext. 362	TH
Scholarships and Awards	Ext. 207	FH201
Service Learning & Community Engagement	Ext. 356	FH102
Student Activities	Ext. 335	FH102
Student Conduct Administrator	Ext. 362	TH
Student Government Association	Ext. 392	FH102
Student Life Office	Ext. 123	FH107
Student Success and Retention	Ext. 257	ML
Students with Disabilities	Ext. 260	ML114
Study Abroad	Ext. 242	BH128
Title IX Coordinator	Ext. 231	FH107
Veteran Certifying Official	Ext. 341	FH201
Veteran Services	Ext. 150	PH166
Vice President for Academic Affairs	Ext. 325	BH107
Vice President of Institutional Advancement	Ext. 302	FH202
Vice President of Student Life	Ext. 231	FH107
Vice President for Enrollment Management	Ext. 330	PH201
Volunteerism	Ext. 356	FH102
Work-Study Program	Ext. 314	FH201
Writing Coordinator	Ext. 415	BH117

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF HILBERT COLLEGE

PREAMBLE:

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

ARTICLE I. NAME AND PURPOSE

Section I. This organization shall be known as the Student Government Association of Hilbert College, henceforth referred to in this document as the SGA.

Section II. The purpose of this organization shall be to represent the interests of the student body, to encourage the growth of self-government and to promote responsibility, loyalty, and cooperation among the students and in their relations with the faculty and administrative officers of the college.

ARTICLE II. MEMBERSHIP

Section I. All current students of Hilbert College shall be referred to in this document as the student body.

Section II. By law, a student is anyone who pays "tuition" to an institution/agency for the purpose of studying a curriculum. Persons who pay fees for workshops or other non-credit offerings are not considered students, unless "tuition" is paid.

Section III. All members of the student body may participate in the SGA meetings and may vote in elections of the SGA.

ARTICLE III. ORGANIZATION OF THE ASSOCIATION

Section I. The Executive Officers of the SGA shall be a President, Vice President, Secretary, Treasurer and Vice President of Programming.

Section II. The Executive Officers of the SGA shall also act as Executive Officers of the Student Senate.

Section III. The voting members of the Senate shall consist of the Executive Officers with the exception of the President, two Senior Class Representatives, two Junior Class Representatives, two Sophomore Class Representatives, two Freshman Class Representatives, two Commuter Representative, one Resident Representative, one Transfer Representative, and two Representatives-at-Large.

ARTICLE IV. SGA STUDENT SENATE

Section I. The SGA shall be governed by a representative body known as the Student Senate, henceforth referred to in this document as the Senate.

Section II. The duties of the Senate shall be as follows:

- a) To act for and on behalf of the student body in promoting and supporting all activities which enhance the purpose of the SGA.
- b) To be responsible for the administration and allocation of all funds accruing to the SGA.

- c) To represent the student body in relations with the faculty and administrative officers of the College.
- d) To keep a permanent record of its proceedings, copies which shall be made available to all members of the SGA and administrative officers of the College.
- e) To act with the officers of the College in setting policy for and maintaining administrative control over the organized activities of the student body.

ARTICLE V. QUALIFICATIONS, NOMINATIONS, AND ELECTIONS

Section I.

Qualifications:

Clause I.

Executive Officers and Representatives shall be undergraduate students in good standing, as defined by the College.

Clause II.

Candidates for Executive Officer and Representative positions shall:

- a) Be full-time students at the college with a minimum of 12 credit hours.
- b) Hold a cumulative point average of at least 2.50.
- c) Not be on academic or disciplinary probations.
- d) Be a member of that respective class if running for a class representative position, as defined by the college.
- e) Be able to attend all weekly meetings.
- f) Be allotted three (3) absences per semester from the senate and committee meetings, unless otherwise excused by the President. The President will be allotted three (3) absences per year unless otherwise approved by the advisor. Anyone having more than three (3) unexcused absences will be considered for dismissal.

Clause III.

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

Section II.

Nominations:

Clause I.

Candidates for all the SGA positions shall present to the Rules and Regulations Committee a petition for Candidacy which has been signed by twenty-five (25) students. No current SGA member may sign this document.

Clause II.

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

Clause III.

Each Candidate must complete a written platform, signed petition, and judicial form. In the written platform, the student will be required to describe any prospective plans, ideas, or goals he or she intends to accomplish by joining the SGA. A copy of this written platform should be emailed to the SGA.

Clause IV.

Each Candidate will be questioned by the SGA in regards to their position. Upon questioning, the candidate will have a chance to enunciate his or her intended plans, ideas, or goals concerning his or her candidacy.

- Clause V. After reviewing an appointed candidate's platform and questioning him or her, if the SGA votes not to appoint the candidate, they must write a concise statement explaining why the candidate was rejected. The candidate must be informed by the SGA Rules and Regulation Committee to the rejected candidate within one week of the vote.
- Section III. Elections:
- Clause I. The Executive Officers and Representatives of the SGA shall be elected by secret ballot of the members of the student body on dates set by the Rules and Regulations Committee.
- Clause II. An election for the following SGA members will take place in the month of late March/April:
- a) Five Executive Officers
 - b) Two Commuter Representatives
 - c) One Resident Representative
 - d) Two Representatives at Large
 - e) One Transfer Representative
 - f) One Diversity Representative
- An election for the following SGA members will take place in the month of September:
- a) One Freshman Class Representative
 - b) One Senior Class Representative
 - c) One Junior Class Representative
 - d) One Sophomore Class Representative
 - e) Any position vacant at the time of elections
- Clause III. Freshman Representatives and Representatives-at-Large for the current academic year shall be elected no earlier than September 1, and no later than September 30.
- Clause IV. All newly elected Executive Board Members shall begin their term of office immediately upon their installation and hold office until their eligibility changes or until new officers are sworn into office. Those elected during the spring semester shall be sworn into office during the Student Awards Banquet.
- Clause V. In the event of a vacancy in the Presidency, the Vice President shall assume the office. For any other vacancy, including one caused by the assumption of the Presidency by the Vice President, the remaining SGA Officers and the Senate shall meet as a single body, elect replacements who shall complete the unexpired term of the office. Candidates for such replacement positions shall follow procedures as stated for the nomination of those persons they are replacing and shall meet the same qualifications and requirements as stated for the original elections.
- Clause VI. If any of the positions are not filled at the time of elections or become vacant throughout the year, the SGA may appoint any student meeting the qualifications for general elections.

- Clause VII. **Class Standing:** For purposes of election and holding office in any student organization, class status shall be defined by the College.
- Clause VIII. **Write-In Elections:** Should a write in candidate in an election win, they may be appointed into the SGA if they have more than eight (8) votes. If the write in candidate has less than eight votes, they must fill out a petition to join the SGA.

ARTICLE VI. STUDENT SENATE DUTIES

- Section I. **President:** It shall be the duty of the President to execute and enforce the provisions of the Constitution. The President shall call and preside over all the meetings of the SGA. He or she shall appoint all necessary committee chairpersons and shall receive verbal reports from all committees on a weekly basis during the SGA meeting if the SGA meets. The President shall serve as the official representative of the SGA to the duly constituted authorities of the College and the community. The President shall also chair the Social Welfare Committee. It is the President's duty to attend all required SGA hosted activities and any other selected activities. The President shall also perform other duties as required.
- Section II. **Vice President:** The Vice President shall perform all duties of the President in his/her absence. The Vice President shall develop a monthly calendar of club approved fundraisers and supervise the various SGA Clubs. The Vice President shall create the Club Policies and Procedures binders to distribute to all clubs each fall. The Vice President is responsible for reviewing the campus clubs' Activity Report Form on a monthly basis. The Vice President shall present club fundraising requests to the senate and then communicate the status to the respective club. The Vice President is responsible for collecting fundraiser completion forms and presenting them to the Senate. In extenuating circumstances and time sensitive matters, the Vice President may exercise discretion and process fundraiser requests with the approval of the Executive Board. The Vice President shall assign and monitor club boards in Bogel Hall. The Vice President shall also chair the Rules and Regulations Committee. It is the Vice President's duty to attend all required SGA hosted activities and any other selected activities. The Vice President shall also perform other duties as required.
- Section III. **Secretary:** The Secretary shall record all the minutes of the meetings of SGA, and shall be responsible for the correspondence of said minutes to the Senate and Student Body. In addition, the secretary shall be responsible for all correspondence of the Student Government Association to the college and community. In May of each year, the Secretary shall deposit all SGA records with the Dean of Students. The Secretary is also responsible for ensuring minutes are posted online. The Secretary shall also chair the Communications Committee. It is the Secretary's duty to attend all required SGA hosted activities and any other selected activities. The Secretary shall also perform other duties as required.
- Section IV. **Treasurer:** The Treasurer shall maintain financial records of the SGA and shall receive and disburse funds as directed by the Student Senate.

The Treasurer shall submit written and verbal financial reports to the Student Senate on a weekly basis. The Treasurer will track all club funding requests and approvals. The Treasurer will communicate with the club treasurer in regards to funding requests. In extenuating circumstances or time sensitive matters, with the absence of the Vice President, the Treasurer may exercise discretion and process fundraiser requests with the approval of the Executive Board. It is the Treasurer's duty to attend all required activities and any other selected activities. The Treasurer shall also perform other duties as required.

Section V.

Vice President of Programming: The Vice President of Programming shall henceforth be referred to as VP of Programming. As a member of the SGA, the VP of Programming must attend all SGA meetings. The VP of Programming must organize all SGA hosted events. This includes the three Children's Holiday Parties and the Awards Ceremony. It is the VP of Programming's duty to attend all required activities and any other selected activities. The VP of Programming shall perform other duties as required. The VP of Programming shall also chair the Events Committee, and will be the President of the Campus Activities Board.

Section VI.

All Representatives: Each representative shall represent the interests of the student body by attending each SGA meeting and present the needs and wants of the Hilbert College student body. If any representative changes their student status during the academic year, he or she will be allowed to hold their respective representative position until the end of the academic year. Further, each representative shall be an active member on one (1) SGA committee. The representative shall be an active member of a committee not sponsored by SGA if volunteered for or appointed by the President for said committee. It is a representative's duty to attend all required activities hosted by the SGA. Additionally, all representatives, excluding the Executive Board, must complete a bi-weekly report. Bi-weekly reports will be a survey administered by the representatives to the constituents they are representing. It is at the Presidents discretion to initiate the bi-weekly reports no earlier than the fall elections and terminate no later than spring graduation. There shall be a written record of the report that is delivered to the President during the meeting. All representatives shall duly represent their respective constituents and the student body as their position requires. All representatives shall hold office hours, for one hour each week.

Class Representatives: Class Representatives shall duly represent their respective class and represent the student body as their position requires.

Residential Representative: The Residential Representative must be a student who lives on campus. The Residential Representative will serve as a liaison between Student residents and the SGA.

Commuter Representative: The Commuter Representative must be a commuter student. The Commuter Representative must update and maintain the commuter Facebook page and commuter Twitter account.

Transfer Representative: The Transfer Representative must be a

transfer student. The Transfer Representative must create and update a Transfer bulletin board in Bogel Hall.

Representatives at Large: Representatives at Large shall also work with new charter clubs to ensure that they are up-to-date with the logistics of the SGA. The Representatives at Large must be a member of the Communications Committee, and shall also be responsible for all public relations material such as flyers, posters, etc. in collaboration with Communications Committee.

Diversity Representative: The Diversity Representative is a representative of marginalized students, women, LGBTQ+, non-traditional students, those of different ethnicities and races, and represents all inclusion, etc. The representative must be a member of Social Welfare Committee, and shall also be responsible to be a liaison with the office of multi-cultural affairs and student government association as well as sit on the Committee of Diversity and Inclusion. They shall also meet with diversity-related clubs once a semester. The diversity representative will receive bi-weekly report questions specifically related to diversity.

- Section VII. SGA members are mandated to attend a minimum of four (4) events per year. These events are as follows: the Children's Halloween Party, the Children's Christmas Party, the Children's Easter Party, and the Student Awards Ceremony. Failure to attend these events will result in an absence. All other events required to attend are at the discretion of the senate. If two (2) of the four (4) events are unattended per year, then removal of office shall be considered. Excused absences must be approved by the President or the VP of Programming.
- Section VIII. All members of both the Executive Board and the Student Senate are required to sit on at least one (1) SGA committee as a part of the general requirements of the SGA, pending available positions.
- Section IX. **Removal from office:** An Executive Officer or Representative of the SGA may be impeached for serious neglect of duty by a majority of the entire Senate. An Executive Officer or Representative shall be tried by the Senate and subjected to a two thirds vote in the affirmative from the senate to be removed from office.

ARTICLE VII. MEETING THE SENATE

- Section I. Regular meetings of the Senate shall be Thursdays from 3:15 pm until all topics have been covered.
- Section II. Special meetings of the Senate may be called for designated purposes by the Dean of Students, the SGA Advisor, President of the SGA, or majority vote of the Student Senate. Notice of a special meeting shall be posted at least two days in advance in the SGA Office.
- Section III. All meetings of the Student Senate shall be open to the public, unless closed by a majority vote of the members of the Senate.
- Section IV. In the absence of the Student Government Association and formal meetings during the months of May, June, July, and August, and for the continuous advancement of the mission of the SGA and its objectives, the

SGA Executive Board shall have full voting privileges on programs and expenditures.

Section V. Quorum: A quorum for any meeting of the Senate shall consist of no less than fifty percent plus one, of the representatives. The quorum shall be comprised of the filled Senate seats.

Section VI. All representatives and executive board members are required to attend two (2) SGA retreats and one (1) paraprofessional event or conference per academic year. Required attendance at additional events will be at the discretion of the senate.

ARTICLE VIII. RELATIONS WITH THE COLLEGE

Section I. The Senate, its subsidiaries and all other student organizations will be governed by the official policies and administrative regulations of the College as expressed to such groups by their faculty/staff advisors.

Section II. The Director of Student Activities shall serve as an administrative advisor to the SGA, henceforth referred to in this document as the SGA Advisor.

Section III. Dean of Students and the SGA Advisor cooperate in assisting faculty members to serve as advisors to the SGA, clubs and organizations.

ARTICLE IX. COMMITTEES

Section I. There shall be five (5) standing committees of the SGA: Budget and Appropriations Committee, Rules and Regulations Committee, Social Welfare Committee, Communications Committee and Events Committee.

Section II. The President of the SGA shall delegate members of the Senate to serve on committees. Other members of the association may be appointed at the discretion of the SGA President.

Section III. All committees shall present verbal reports to the Senate as to their progress on the duties set forth in the Constitution during the SGA meeting.

Section IV. The SGA President may form special committees as deemed necessary and appoint any member of the Senate to serve as Chair. The special committees will follow the same reporting procedure as the standing committees.

Section V. In an effort to better involve students in the college legal and regulatory affairs, Hilbert College's various committees have agreed to allow a member of the SGA per committee to be a part of their meetings. These include, but are not limited to, committees involved with the areas of College Academia, College Athletics, Student Life, Financing, and Campus Safety Issues.

Section VI. The SGA committees and their specific duties shall be as follows:

Clause I. The Budget and Appropriations Committee:

The Budget and Appropriations Committee shall:

a) Assist the SGA Treasurer and the SGA Advisor in preparing the annual budget.

- b) Review, process, and allocate all annual club budget requests.
- c) Work with the SGA Treasurer to ensure that deposits and payments are made in a timely manner.
- d) Meet with the Business Office to ensure all records are up to date.

Clause II. The Rules and Regulations Committee:

The Rules and Regulations Committee shall:

- a) Monitor the attendance of the SGA, and its Committees in coordination with the SGA Secretary. Irregularities in attendance of the SGA and Committees shall be reported to the SGA President for mediation and/or disciplinary action. Lack of compliance with the attendance policy of clubs shall be reported to the SGA Vice President for mediation and/or disciplinary action.
- b) Review and propose amendments to the SGA Constitution and By-laws on an annual basis.
- c) Enforce the policies and procedures stipulated in the SGA Constitution and By-laws.
- d) Ensure Roberts Rule of Order are followed when SGA meetings are conducted.
- e) Monitor club flyers for SGA compliance on a weekly basis and remove items in non-compliance.
- f) Write and deliver a concise written statement to all rejected candidates explaining why the candidate was rejected.
- g) Review all club charters on an annual basis and present to the SGA for approval.
- h) Coordinate and conduct all SGA elections. Review and recommend changes in election requirements and procedures to the SGA on an annual basis.

Clause III. The Social Welfare Committee:

The Social Welfare Committee shall:

- a) Assess the needs of the student body and articulate those needs to the representative offices and/or committees.
- b) Conduct an annual campus safety walk in coordination with the Director of Student Activities, the Dean of Students and the Director of Campus Safety and recommend changes accordingly.
- c) Conduct a student concern survey once per year and report the results to the Student Senate.

Clause IV. The Communications Committee:

The Communications Committee shall:

- a) Be responsible for all digital and other types of communication and media around the college in regards to advertising and promoting Student Government as a whole.
- b) Create proposals for the advertisements on the TV screens located

around campus.

- c) Maintain SGA board(s) in Bogel Hall, Campus Center, and all other advertisement creations and promotions.

Clause V. The Events Committee:

The Events Committee shall:

- a) Plan, organize, and direct the Student Awards Banquet in the Spring Semester. Work with the VP of Programming to help organize all SGA sponsored events. This includes but is not limited to the three children's holiday parties.
- b) Recognize the role of club advisors by planning an appreciation function on an annual basis.

ARTICLE X. RECOGNIZED CLUBS AND ORGANIZATIONS

Section I. Any group of students desiring to function as an inclusive student organization of Hilbert College, which has as its purpose the fulfillment of social, recreational, or cultural interests of the student body, may apply for recognition by the SGA and the College through the submission of a Request for Charter at any time throughout the academic year. This applies to clubs funded and not funded by the SGA. The Charter Request Form must be completed and turned into the Vice President. At that time, the Senate shall then vote for approval.

Section II. Clubs may hold tryouts if the club is based on skills or abilities. The clubs may not discriminate based on sex, race, economic status, sexual orientation, religion, age, nationality, gender identity or expression or able-bodiness.

Section III. Clubs requesting to be re-chartered for the next academic year must fill out a charter form in the spring semester along with submitting a current version of their club constitution, and the list of e-board members for the fall semester. Each club is required to have a President, an Advisor and five (5) members. Clubs are required to have a treasurer if it is planned to do any type of monetary transactions, including, but not limited to, fundraising, requesting of funds, and check requests or deposits. All other officers are at the discretion of the club.

Section IV. The act of charter and recognition shall be evidence of the right of the organization to use the name of the SGA and the College and shall entitle the group to the use of College facilities in accordance with normal policies, procedures and regulations.

Section V. All SGA chartered organizations shall be responsible to the SGA and the College shall be held responsible for the official acts of their officers and members.

Section VI. The SGA requires that each club funded and not funded by the SGA have at least one executive board member or advisor attend the All Clubs Meeting in September and in the spring. Furthermore, the SGA requires that each club funded by the SGA attends the Budget Review Process in the spring semester.

- Section VII. Clubs are required to submit Activity Report Forms to the SGA Vice President on the first Monday of every month.
- Section VIII. If clubs purchase equipment with SGA or club funds with the intention of it being returned, the equipment must be returned to the advisor or the club member may face holds in registration or access to transcripts until it is returned or paid for.
- Section IX. Non-students will be allowed to be in clubs at discretion of the clubs. However, they may have to pay any club dues out of pocket.

ARTICLE XI. RULES OF ORDER

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

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

This Constitution of the Student Government Association of Hilbert College has been established by the officers of the Dean of Students in June 1971 and amended in May 1999, June 2002, March 2003, September 2005, October 2006, April 2007, October 2007, April 2009, March 2010, November 2010, March 2011, February 2012, March 2012, April 2013, April 2014, April 2015, April 2016, April 2017, and April 2018.

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

STUDENT GOVERNMENT ASSOCIATION BY-LAWS FOR HILBERT COLLEGE STUDENT GOVERNMENT

- I. Any member of the Hilbert College faculty, staff, or administration may become a club advisor.
 - II. Any member of the Hilbert College faculty, staff, or administration that becomes an advisor should note that they can only advise up to two (2) clubs per academic year.
 - III. The Student Senate will follow the rules and procedures found in the most current issue of Robert's Rules of Order.
 - IV. SGA funds may be used to fundraise for a charitable cause. SGA allocated funds may not be donated directly to charitable causes.
 - V. The use of the funds in a club's Even Exchange Account can be used as a donation to charitable causes; there is no cap on this amount.
- ### **VI. Fundraiser Request Form and Facility Reservation Form Policy**
- Each club funded or not funded by the SGA is allotted unlimited fundraisers. The fundraiser location will be regulated by the SGA to ensure that all clubs have an equal opportunity to use the Bogel Hall Atrium.

- All clubs funded and not funded by SGA must submit a completely filled out Fundraiser Request Form into the Student Government Office either two (2) weeks or two (2) meetings before the fundraiser is held, whichever is shorter.
- In conjunction with the SGA by-laws, clubs must submit a Fundraiser Request Form to the Vice President for Institutional Advancement if they are planning a fundraising event/activity that meets AT LEAST ONE of the following criteria.
 - a) the group is planning to mail invitations to Alumni, Corporations, and/or Foundations to purchase tickets to attend the event.
 - b) the group is promoting the event as a formal affair (e.g. a formal sit down dinner) with proceeds supporting the group's efforts.
 - c) the group will be soliciting individual and/or corporate sponsorship support in the form of cash donations of \$250 per donor or gifts in kind (such as catered food, auction items, apparel) of \$250 or more per donor to underwrite the event.
 - d) the group is charging an attendance/entrance fee of \$25 per person or more.
- In the case that a club fundraiser request form is not properly filled out, the request can be decided through a vote of the SGA senate.
- The Fundraiser Request Form must be attached with a copy of the completed Facility Reservation Form if required, which can be obtained from the Business Office or the Student Activities Office.
- When a fundraiser request is approved, a notification e-mail will be sent out to the club President and advisor.
- If a club continues on with a fundraiser without approval, or violates any of the above criteria, the SGA holds the right to review violation and determine a consequence dependent on the severity of violation. Any non-funded club who violates the above SGA criteria will receive three (3) warnings. If the non-funded club continues to violate the SGA criteria, the club will be suspended of its club duties for one (1) semester. If the club chooses to return to their duties after the suspension and hold a fundraiser, other clubs will have priority over this club.
- Any fundraiser where money is given to charity, proof of the action must be provided to the Student Government Office.
- Each club is allowed to have one (1) fundraiser request approved of during the months of the SGA's absence from graduation to the beginning Fall semester, and one (1) during Winter break for the Spring semester. In this event, the Fundraiser Request Form must be completely filled out by the club president and advisor, then submitted and approved by the SGA's advisor.

Fundraiser Request Forms Penalizations

If a club fails to turn in a Fundraiser Request Form to be approved by the SGA or the request is not approved by the SGA and the club continues on with the fundraiser, the following penalties will apply:

- A first offense will result in a reduction of 10% of the original SGA allocated funds for the current academic year.
- If a second offense occurs, an additional 25% reduction will be assessed.
- If a third offense occurs, an additional 50% reduction will be assessed.

- If a fourth offense occurs, ALL funds will be withheld for the remainder of the academic year. Please keep in mind that following SGA Policies are a criterion for future budget allocations.

VII. Sign Out Policy for All SGA Equipment

Any club wishing to use any equipment owned by the Student Government Association will be allowed to sign the equipment out in the SGA Office with an Executive Board Member or the Advisor to the SGA. The person who signs out the equipment is assuming all responsibility for the equipment. Clubs are responsible for lost equipment, damaged equipment, picking up the equipment, cleaning the equipment, and the purchasing of any supplies needed.

VIII. Policy for Appeals

If a situation arises where a problem occurs, and a club feels it is necessary to address the SGA, that club should approach the SGA in advance and then send a representative to attend an SGA Senate meeting as soon as possible. The SGA has set aside a “Questions from the Audience” portion at the beginning of every meeting; during this time audience members can address the Senate with concerns, questions, or requests that they feel deserve to be discussed.

If a club has a problem that has stemmed from the monthly financial reporting process and/or any penalties that have been accrued, then that club should send a student representative(s) and an advisor (if possible) to come and present the case to the Senate.

If a decision is made to reinstate the funds that were penalized, it should be noted that although no final monetary penalty was assessed, if a second offense occurs, that fine will consist of the original penalty in addition to the penalty that will be assessed for a second offence.

IX. New Clubs Chartering Policy

Any group of individual students who have begun the chartering process is required to present to the Student Senate, during regular meeting times, a brief description about their club; including its goals, and fundraising ideas. This time is also to be used to answer any questions that might arise, and allow the Senate members to interact with the student representatives and strengthen ties between both parties. This meeting should take place as soon as possible, as the club’s charter will not be approved until this meeting takes place.

In extenuating circumstances where a meeting with the Senate is not feasible, a meeting between the Student Representative, The SGA Treasurer, and the SGA Vice-President will be considered acceptable, pending the charter’s approval by the SGA Rules and Regulations Committee.

X. Attendance for Voluntary Events

Any member of the SGA must attend any event or trip that they have volunteered for. If a member of the SGA misses such an event or trip, he or she can receive an absence in SGA. The SGA member must be excused by the President if he or she cannot be present for a volunteered event or trip, to avoid receiving an absence.

XI. Alcohol Policy

Clubs and the SGA are not permitted to directly sell any alcohol at any club or

SGA events. Alcohol may also not be purchased by a club using club funds even if a person is of legal age. Failure to comply will result in disciplinary action decided by the SGA board and advisor.

XII. Travel Policy

SGA requires that clubs that decide to travel outside of a fifty (50) mile radius or overnight at any location must have a Hilbert College affiliated chaperone attend if club members decide to use SGA funded money (such as a club advisor). In addition, the club must fill out the travel form provided by the Student Life office and returned after it has been filled out. Failure to comply will result in disciplinary actions decided by the SGA board and advisor. While traveling, no alcohol may be provided to or bought for the students or the advisor using club funds.

XIII. Overnight Stays

If a club should conduct an overnight stay every person must have their own bed. Bedrooms may be separated based on sex, gender identity, gender expression or sexuality at the discretion of the club.

SOCIAL ORGANIZATIONS ON CAMPUS INCLUDE

	ADVISOR(S)
Adventure Club	TBA
Black Student Union.....	TBA
Common Ground Club	TBA
Communication Club.....	Justin Sondel
C.R.E.A.T.E Club.....	TBA
Criminal Justice/Forensic Science Club	Dan Culver and John Culhane
Cyber Hawks	TBA
Delta Alpha Pi	Debbie Dimitrovski
Enactus	Dan Roland
Franciscan Spirit Club	Jeff Papia
Freudian Slips – Psychology Club.....	Caitlin Szalkowski
Great Expectations.....	Amy Smith
Hawk Radio.....	Don Vincent
Hilbert Helpers	Rachel Wozniak
Hilbert Starz – Cheerleading Team and Spirit Squad	Colleen Kumiega
Human Services Association	Colleen Kumiega
Never Miss Dance Club.....	TBA
Phi Beta Lambda	Amanda Recio
Rotaract	Amy Smith and Dan Roland
Ski/Snowboard Club.....	John D’Amico
Prism Warriors	Jill Cole-Splawski
Student Athlete Advisory Committee.....	Greg Peri

Student Government Association	TBD
Student Veterans Association	John Culhane

STUDENT PUBLICATIONS

A volume of *Hilbert Horizons*, the student literary magazine, is published once every spring during the school year. A publication of the Office of Academic Affairs, the magazine presents creative work mainly by Hilbert students (and, when space is available, to alumni) in the form of poetry, short stories, essays, short plays, character sketches, reminiscences, dramatic monologues, and the like. Student editor and student staff participants are supported by the Faculty Media Advisor, Dr. Charles Ernst. All material submitted for consideration may be given to the student editor, or submitted or e-mailed to Dr. Ernst (Bogel 105A; cernst@hilbert.edu). All full-time or part-time students with an interest in creative writing, sketching/drawing, photography, and layout/design are encouraged to join the *Horizons* staff.

The Scribe gives college credit through COM343 *Journalism* and COM443 *Journalism Practicum*. Any Hilbert student can learn about news writing and producing stories for *The Scribe*, the Hilbert College student newspaper. The publication is a forum for news, opinion, sports, feature, illustration as well as literature and other commercial and creative works. The online newspaper’s address is <http://hilbertcollegenews.com>.

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

FACILITIES

BOGEL HALL

Bogel Hall, named in honor of Sister M. Edwina Bogel, F.S.S.J., who served as the first President of Hilbert College, is the center of academic activity on campus. Classrooms and faculty offices are located in this building, as well as the Palisano Lecture Hall (Room 101), Academic Affairs Office, Institutional Advancement Offices, Alumni Office, Career Center, and the Switchboard/Reception area.

CAMPUS CENTER

The Campus Center is located directly behind Franciscan Hall. The lower level of the Center houses Campus Safety and the Campus Bookstore. Located on the upper level of the Campus Center is the main Dining Hall.

FRANCISCAN HALL

Located next to the reflection pond, Franciscan Hall was designed as a central location for the Administrative Offices. It has recently been transformed into the Student Union and Welcome Center. You will find Student Activities, SGA and Service Learning & Community Engagement on the first floor, as well as Admissions and Student Life. Student Records, Student Finance/Financial Aid, the College’s executive offices, the Board of Trustee’s Conference Room and the Business Office are located on the second

floor.

HAFNER RECREATION CENTER

The Hafner Recreation Center is open daily for student, faculty, and staff use. The main portion of the building features a regulation basketball court with bleacher seating for 900 fans and is home to the Hawks men's and women's basketball and volleyball programs. The fitness center is a state of the art facility including free weights, nautilus and cardiovascular equipment, satellite cable viewable on two monitors, and a regulated air conditioning system. The sports medicine department includes several different modalities to aid in the treatment of recreational and athletic injuries to help improve the quality of care for the student population. The center also houses the athletic department staff and features a conference room equipped with smart-board technology, two general population locker rooms, and two varsity locker rooms. A meeting room has been added for Hilbert's athletic teams. A student lounge and restrooms are featured near the main entrance to the building. Hours of operation for use of the various areas of the recreation center will be posted at the beginning of the fall and spring semesters, and can be found online on the Facilities portion of the Athletics website. All individuals using the fitness center and gym are asked to present their Hilbert College ID card prior to using the facilities.

PACZESNY HALL

Overlooking the front of campus, Paczesny Hall is Hilbert's 21,000-square-foot academic building housing high-tech smart classrooms, faculty offices and seminar rooms. It's also home to the college's Honors Program, Center for Adult & Graduate Studies, Veterans' Center, and Center for Creative Media. The newly added 78 West Café is located in West Herr Atrium. The two-story academic building is named in honor of Sister Edmunette Paczesny, Ph.D., who served as Hilbert's president for 32 years.

WILLIAM E. SWAN AUDITORIUM

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

SERVICES

ACADEMIC SERVICES CENTER

The Academic Services Center is located in the Learning Commons, on the first floor of McGrath Library. The Center provides a wide variety of services to aid the student in their academic success:

Tutoring

Free tutoring is provided through the Academic Services Center by appointment and is coordinated around the student's schedule and tutor availability. There are numerous tutors available in several subject areas. During these individual appointments, tutors will be able to discuss content concerns, cover a broad range of material, and answer questions based upon their academic strengths. Please be prepared when meeting with a tutor by bringing class materials, including notes and their textbook, to their tutor session.

Visit the main desk in McGrath Library to sign up for an appointment through the online tutoring system or contact the Director of Academic & Accessibility Services.

Writing Coordinator

The Academic Services Center has a professional resource, in addition to student writing tutors, who will help students strengthen their writing skills in several areas of study. The writing coordinator acts as a coach and a mentor for all Hilbert students during any stage of the writing process and can assist with writing for any class. Students who would like to improve their writing skills are strongly encouraged to visit the Resources tab located in Blackboard and enroll in the Writer Coordinators Resource Page. Through this page papers may be uploaded for review and appointments may be made for tutoring.

Study Skills

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

ACCESSIBILITY SERVICES FOR STUDENTS WITH DISABILITIES

Accessibility Services is committed to collaborating with students, faculty and staff to ensure equal access for all. 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 Director of Academic & Accessibility 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 Director of Academic & Accessibility 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. Common Accommodations in College:

Tests and Quizzes

- Extended time

- Use of technology - text to speech, speech to text, word processor, alternate format,
- Distraction reduced environment

In the Classroom

- Note taker
- Interpreter / CART
- Use of technology - laptop, smart pen, digital recorder, etc.

Other

- Housing accommodations
- Attendance flexibility
- Dietary needs
- Priority registration
- Assistive Technology – Read & Write, Dragon Naturally Speaking
- Alternate format materials

Successful accommodations require advanced planning. Please notify the Director of Academic & Accessibility Services in a timely manner.

AUTOMATIC TELLER MACHINE

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

MCGRATH LIBRARY – THE LEARNING COMMONS

Reference Desk (716) 926-8913 or askus@hilbert.edu

McGrath Library Fall & Spring hours:

Monday – Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 7:00 pm
Saturday	11:00 am – 4:00 pm
Sunday	12:00 pm – 5:00 pm

- Need research help? Meet, email, or call a Librarian for help
- A Librarian is always available at the Reference desk to help you whenever we are open
- Individual research appointments with a Librarian
- Large selection of databases available on and off campus
<http://www.hilbert.edu/academics/library/library-databases>
- Wireless access
- Reserve course materials
- Technology assistance available
- Unable to find what you need in the library? Try our free and fast Interlibrary Loan service. Easy to request books and journal articles, and use our ILLiad system to

download and print articles online

- Quiet area, study carrels and group study rooms
- Comfortable leisure areas with leisure, self-help, audio, books and graphic novels
- Art corner (supplies provided) and coloring station

CAMPUS MINISTRY

All are Welcome!

Embracing Hilbert College's Catholic Franciscan tradition and values rooted in the Gospel of Jesus Christ, Campus Ministry welcomes our students of all faiths (or no faith) in a warm and inclusive spirit of hospitality.

Hilbert College Campus Ministry welcomes you to discover our story as you begin to write your own. We proudly celebrate our Catholic Franciscan heritage by welcoming and serving the spiritual needs of the entire campus community. Campus Ministry offers opportunities to build relationships, promote justice, and discover the presence of God in your life.

We invite you to learn and to celebrate the lives of Saints Francis and Clare of Assisi, to share your gifts and talents, to join us in serving those most in need, and to find friendship and community along your own spiritual journey.

In the Catholic tradition, Mass is celebrated on a weekly basis. For more information about dates and times of Mass and other programs, please see the Campus Ministry website: <http://www.hilbert.edu/student-life/campus-ministry>.

Mother Colette's Cupboard, which provides emergency food assistance for Hilbert students, operates through Campus Ministry. Winter gloves and hats for those students in need are provided as well. Mother Colette's Cupboard is free for all Hilbert College Students. Located in McGrath Library, Room 109, anyone is welcome to take what they need, no questions asked!

Located in Fran Hall 202, Campus Ministry is part of the Office of Mission Integration and Campus Ministry. Everyone is welcome to stop by for either an informal visit or a scheduled appointment.

St. Clare Chapel, located in Bogel Hall, is open to anyone and everyone! Join us for Mass or simply spend a few moments in prayerful solitude.

CAMPUS SAFETY

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

The Campus Safety Department asks for your support in the timely reporting of incidents of crime such as assault, theft, criminal mischief or disorderly conduct. Injuries, illness, fires, and accidents are equally important and require that the Department be notified to assure that the proper assistance is rendered. On-duty Campus Safety Officers can be reached immediately by phone by calling 479-1233. Four campus blue light phones can be used as well as the red phones in the Campus Center, Hafner Gym, Campus Safety,

Bogel Hall's main lobby and one upstairs, one upstairs in Paczesny, one downstairs in Paczesny, and one in Swan.

The Department's officers are not police officers, and do not have conventional police authority. Campus Safety Officers are representatives of Hilbert College and should be treated with civility and respect. Failure to honor the request of a Campus Safety Officer could lead to possible disciplinary sanctions under the Hilbert College Code of Rights and Responsibilities. By the same token, we expect that our Campus Safety Officers will treat you with courtesy and respect, and would expect you to report to the Dean of Students, and/or the Director of Campus Safety if you are ever treated otherwise. The Campus Safety Office is located on the lower level of the Campus Center. Campus Safety is on duty 24 hours a day, seven days a week. However, because of the nature of the job, the office may not always be staffed. In this case, an on-duty officer can be contacted 24 hours a day, 7 days a week by calling 716-479-1233 or using the emergency red phone located in the maintenance building which is also open 24 hours.

A more detailed directive on the services provided by the Campus Safety Department is available online at <https://www.hilbert.edu/student-life/campus-safety>. Included on the Campus Safety page are the Crime Statistics for the College over the past three years.

CAMPUS BOOKSTORE

Located in the lower level of the Campus Center, the bookstore stocks all required texts (students have purchase and/or rental options for new textbooks, used textbooks, and e-books) for courses offered each semester, as well as a variety of school supplies, gift items, snacks, sundries and collegiate apparel. Bookstore hours are posted throughout campus at the beginning of each semester. Extended hours plus some Saturday hours are offered to accommodate commuters and night class students. The bookstore buys back used books everyday including the end of the fall and spring semesters; dates and times will be posted. Please visit the bookstore's website which is www.hilbert.bkstr.com or www.hilbertshop.com for store hours, policies and procedures. Students and families can order textbooks, supplies and Hilbert College insignia products online at www.hilbertshop.com with delivery to home or free pick-up at the campus bookstore.

CAMPUS NOTIFICATION SYSTEM

The Campus Notification System will **allow you to receive critical messages and school closing information as a text message to your cell phone and/or a preferred e-mail account.** This service is free, and offered to you as another enhancement to our services. (The service through Omnilert is at no cost to you, however, your text messaging service provider may charge you for text messages you receive from this system. Hilbert College is not responsible for these charges.) This service will keep you abreast of the latest safety and campus information, and save you time, money, and gas. This service will only be used for campus-wide critical messages. You will not receive advertisements, solicitations, SPAM, etc. You can sign up at any time, and cancel at any time. To sign up, please do the following: Determine if you want your messages to come to your cell phone, preferred e-mail, or both. For an account name, use your first initial and last name (ex. jsmith) and put in whatever password you like. Go to www.hilbert.omnilert.net and click on **I need to create an account.**

If you want to be notified via e-mail only, click on the **Click Here to Sign up Using Email Only** link. Follow the directions completely. You will be sent a confirmation message to your cell phone or e-mail address which you need to respond to complete the sign up

process. To change any of your account settings at any time in the future, just go to www.hilbert.omnilert.net. A link is also available from Blackboard.

OFFICE OF CAREER DEVELOPMENT

The mission of the Office of Career Development is to enhance student learning and facilitate the lifelong pursuit of passion, skill development, and professional achievement. The Center promotes the involvement of students, faculty and community partners in meaningful activities that provide the opportunity for critical reflection to deepen the academic experience through quality career coaching, and interactive presentations designed to inspire lifelong civic engagement, enhance professional skills, and strengthen our local and global communities.

Students are encouraged to make contact with the Office of Career Development early in their academic career to develop a strategy to complete their service learning requirement, enter the world of work, continue their education after graduation, and to become engaged and active citizens. Services are free to both students and alumni.

Individual Career Coaching

Individual career coaching is available for Hilbert students and alumni seeking one-on-one assistance. Career assessments, exploration of personality factors in career choice, assistance in gathering information about occupational areas of interest, resume review, and other related areas can be discussed. Individual career coaching is available by appointment.

Career Assessments

To clarify your interests, skills and values, the office offers a variety of career assessments that can help you understand the variety of options available. To find a satisfying career; you must make a good match between your interests and the demands of a job, and between your personality and a work environment.

Workshops and Programs

The Office of Career Development offers workshops in the fall and spring semesters on career-related topics, like resume and cover letter writing, job search techniques, interviewing skills, dining etiquette, graduate school preparation, and more

Employment Announcements

The Office of Career Development is proud to partner with Purple Briefcase to offer a powerful career prep and job search tool – Working Hawks powered by Purple Briefcase! The Working Hawks platform has an innovative look; powerful tools; and many ways for you to connect with employers, alumni and staff. Our system is powered by Purple Briefcase, a cutting edge career network used by many colleges and universities throughout the country.

To access the Working Hawks platform simply click the link to *Career Prep & Job Search* on the Career Development web site, click on Sign-In and this will open up Purple Briefcase's Sign-In Page. For your first time entering, click on New Student. Select New York State and then Hilbert College from the pull down lists and enter your name/email and click Find Me. You will need to enter your Student ID number to verify your account. Once your account is verified your account profile information will display and you can create a password. If the system does not find you, you can still enter your information and create an account and password.

Whether you are a first year student or about to graduate, Working Hawks powered by Purple Briefcase is an important source of information, career related events, and career exploration tools. Most importantly Working Hawks is the main mechanism that Hilbert College uses to post internships, job opportunities and other important career related info. We encourage all students to visit the platform and get familiar with the interface.

St. Clare's Closet

Professional attire is available for students to borrow or keep for job interviews and workplace attire. Donations are accepted throughout the year. St. Clare's Closet is located in McGrath Library, Room 109.

COUNSELING/MENTAL HEALTH

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

Individual Counseling

Individual counseling is available for all of our Hilbert students free of charge. Counseling offers students the opportunity to learn about themselves and how to solve their problems in a positive manner using tools that will enhance a healthy lifestyle and offer a meaningful personal and educational experience here at Hilbert.

Seminars and workshops will be available throughout the year and will be advertised in the GS101 classes, hall monitors, and signs posted around the campus. A variety of interesting topics will enhance your college experience and offer resources for everyday use.

Resource Materials

A wide range of resource materials concerning health and wellness issues are available in the Counseling Center to all students free of charge.

Referrals

Referral sources are available to all of our students depending on individual need.

Students, faculty and staff are invited and encouraged to visit the center. The Counseling Center is located in St. Joseph's Hall, first floor lounge.

Please call 649-7900 Ext. 232.

DINING SERVICES

Hours of operation are posted at the Dining Room entrance and online.

*When there is a holiday with no classes we follow the hours for Saturday and Sunday.

Students on a meal plan should present their Hilbert College issued student Identification Card at time of service. Any student allowing another person to use his or her meal plan number may lose all meal privileges.

Hilbert Dining Service offers meal service for those not on meal plans at any time and may be purchased using cash, credit or debit. Meals are paid prior to entering the serv-

ing line. If the cashier is not immediately available, please contact any one of our staff. Discount coupon cards are available. Students who have special dietary needs should consult directly with the Director of Dining Services, as most needs can be accommodated.

Take Out Food Service

In an effort to reduce our carbon footprint, Hallmark Dining has instituted an Eco Friendly take out service. Those wishing to take food to go may do so by purchasing an Eco ToGo set of containers at the dining room cash register. Upon purchase you will be provided with a contract and a set of guidelines. Those participating may also bring any container (up to 32 oz.) of their choosing to take a beverage to go. To go silverware will be provided with each take out meal.

Please feel free to direct questions to Jessica Lively, Director of Dining Services.

Sick Meals

If a student is ill and unable to eat in the Dining room, they may receive a sick meal. This meal must be requested by Residence Life, the staff in the Health Center or from the office of the Dean of Students. Once the Dining Room is notified that a sick meal is needed, the meal may be picked up by another student for delivery to the ill student.

EMERGENCY FOOD ASSISTANCE

Operated by Campus Ministry, Mother Colette's Cupboard provides short-term, emergency food assistance for members of the Hilbert College community. Located in McGrath Library, Room 109, Mother Colette's Cupboard is free and anyone is welcome to take what they need, no questions asked! Donations can be dropped off at any time. Winter gloves and hats are provided as well. If you are experiencing financial insecurity and need more than what is offered in the Cupboard, resources are available in Room 109 or, please talk to Campus Ministry. We are here to help you!

FAX SERVICES

In an effort to provide students with pertinent services, student may utilize the fax machine located in the Student Life Office.

FINANCIAL AID PROGRAMS

Refer to the Hilbert College Catalog.

HEALTH SERVICES

Your physical well-being is at all times the object of our careful attention. Students who develop an illness or sustain injury while on campus, can be seen and treated in our Wellness Center located in St. Joseph Hall. The office is staffed by a Registered Nurse from 8:00 am – 3:00 pm, Monday thru Friday. A physician consultant is available at all times. If more intense care is needed the student can be immediately referred to one of the nearby clinics or hospitals. First aid kits with standard medical supplies (adhesive bandages, ointment) can be found at the following locations:

- Bogel Hall - main lobby
- Franciscan Hall - Student Life Office
- McGrath Library - main entrance
- Hafner Recreation Center - main lobby
- Campus Center - Student Lounge

Residence Hall - R. A. Office

Maintenance Building

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

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

I.D. CARDS

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

INTERCOLLEGIATE ATHLETICS

Hilbert welcomes the interest of any full-time student meeting NCAA, AMCC, NEAC and institutional eligibility requirements to try out for any of the fourteen intercollegiate sports. Hilbert College is a full-fledged member in the Allegheny Mountain Collegiate Conference (AMCC) and an associate member in the North East Athletic Conference (NEAC) for Men's Lacrosse and Women's Lacrosse and competes at the NCAA Division III level. Hilbert offers the following intercollegiate sports. Men's Baseball (Spring), Men's and Women's Basketball (Winter), Men's and Women's Cross Country (Fall), Mixed Golf (Fall), Men's and Women's Lacrosse (Spring), Men's and Women's Soccer (Fall), Women's Softball (Spring), Women's Volleyball (Fall), Women's Bowling, and Men's and Women's Outdoor Track.

Students who take part in any intercollegiate athletic program will need to complete mandatory NCAA and Hilbert College paperwork; will need to submit proof of a passing medical exam within the last 6 months prior to the start of their organized practices; will need to show proof of their own medical insurance; and lastly, will need to meet AMCC/NEAC and Hilbert College academic standards. Any equipment and gear that is issued to a student-athlete must be returned at the completion of each season or at the request of the head coach should there be a separation from the team for any reason. Any equipment lost or damaged must be replaced at the student's expense or a 'hold' will be placed on the student's account and grade reports will not be released.

Student-athlete academic and athletic eligibility is monitored by the Compliance Coordinator.

INTERCOLLEGIATE ATHLETICS DEPARTMENT

Director of Intercollegiate Athletics

Assistant AD/Sports Information Director

Megan Valentine

Kara Rehbaum

Assistant AD/Recruiting Coordinator	Rob deGrandpre
Athletic Facilities Coordinator/ Event Coordinator	Scott Caracci
Compliance Coordinator/Student Services Coordinator	Mike Carbery
Travel Coordinator	Amy Senefelder
Athletic Operations Assistant	Jeffrey Hallenbeck
Head Athletic Trainer	Greg Peri
Assistant Athletic Trainer	Mike Plandowski
Baseball Coach	Drew Fittry
Basketball Coach, men's	Rob deGrandpre
Basketball Coach, women's	Amy Senefelder
Bowling, women's	Warren Bush
Cross Country Coach, men's & women's	Robert Krug
Golf Coach	Drew Fittry
Lacrosse Coach, men's	Mike Carbery
Lacrosse Coach, women's	Jennifer Marmion
Soccer Coach, men's	Jeff Hallenbeck
Soccer Coach, women's	Jenna Castricone
Softball Coach	John Hall
Volleyball Coach, men's	Calvin Crosby
Volleyball Coach, men's & women's	Calvin Crosby

FITNESS CENTER

The Recreation Center's Fitness Center is available to Hilbert students/alumni and other members during the building's normal operational hours. These hours are posted on the door and may be subject to change. All users must present their valid ID which allows them access to the room. Appropriate clothing and footwear is expected while working out in the Fitness Center. An attendant must be present for student use.

GYMNASIUM

Anyone wishing to use the gymnasium must schedule use of the room through the Facilities Coordinator. The gym is used for classes, intercollegiate competition and practices as well as paid outside events. All schedules must be cleared prior to any use. Appropriate clothing and footwear is expected while using the facility.

INTRAMURAL ATHLETICS

Hilbert College encourages participation in intramural activity. Programs will be announced based on the current student body's interest and excitement level. For more information, please contact Scott Caracci in the Hafner Recreation Center.

MAIL

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

RESIDENCE LIFE

The focus of Residence Life is to educate the whole student. In addition to providing

comfortable accommodations, the residence facilities offer opportunities for social, intellectual, cultural, and personal development. The Residence Life staff is available to promote the welfare of the students and to encourage a positive atmosphere for learning within the facilities. All residential students, guests and their parents are expected to abide by any and all policies as stated in the Student Handbook and the Residence Life Housing Contract. The Office of Residence Life is located in the lobby of Trinity Hall.

RESIDENTIAL APARTMENT INFORMATION

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

Apartments are carpeted (carpet color varies). Rooms have overhead lighting. All bedrooms have cable access, a phone jack (students must contact phone company to activate service) and internet access (wireless and hard-wire). Apartments are air conditioned. Mail is delivered to the apartment daily, and each apartment has its own mailbox. Vacuum cleaners, toilet paper, and light bulbs are available from the hall office.

There is no summer storage at this time.

RESIDENCE HALLS INFORMATION

St. Joseph Residence Hall is a two-story building with 46 student rooms which can accommodate up to 96 residents. St. Joseph Hall has a mixture of single and double occupancy rooms. Rooms open off a main corridor in traditional dormitory style, and each two rooms share one bathroom. Students are responsible for cleaning their own room and bathroom throughout the academic year.

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

There is no summer storage at this time.

Trinity Hall has two types of rooms, doubles and triple room suites. The suites consist of 3 double rooms, 2 bathrooms and a small living room. Students are responsible for cleaning their own room and bathroom throughout the academic year. Trinity Hall is air conditioned, and has wireless internet and cable TV. Mail is delivered to the residence hall daily, and each room has its own mailbox. Vacuum cleaners, toilet paper, and light bulbs are available from the hall office. The Office of Residence Life is located in the lobby of Trinity Hall.

There is no summer storage at this time.

RESIDENCE HALL FIRE SAFETY

In accordance with Section 6438 of the NYS Education Law, Hilbert College is providing all students with a description of fire safety measures in College-owned housing. Both Trinity Hall and St. Joseph Hall, as well as the apartments, are equipped with smoke and heat detectors. All residential buildings have fire alarms which are monitored 24 hours a day, 365 days a year. In addition, all residential buildings are equipped with fire extinguishers and emergency lighting and signage. Fire hydrants are located near all residen-

tial buildings. A sprinkler system is present in Trinity Hall and the apartments. There is no sprinkler system in St. Joseph Hall. Alarm systems are inspected and tested yearly and sprinkler systems are tested quarterly. The College conducts regular fire drills and is subjected to annual New York State fire inspection. Students may access the campus fire safety report on student housing via the Hilbert College website under Campus Safety. See the list of Prohibited Items under Residence Life Policies.

SERVICE LEARNING & COMMUNITY ENGAGEMENT

Service learning is most easily described as academically-based community service and is a component of certain courses. The service is assigned as part of regular coursework, is related to the course's objectives, and meets a community need. Hilbert College's Office of Service Learning & Community Engagement supports service learning by facilitating and sustaining meaningful partnerships between faculty, community agencies and students; providing infrastructure, including placement opportunities and reference tools for faculty to incorporate service learning into their courses; and supporting faculty development and in-class learning initiatives.

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. This policy applies to Hilbert undergraduate students in traditional programs who entered in Fall 2013 or later.

Whenever possible, courses that include service learning will be listed in Blackboard and the Service Learning webpage on Hilbert's website. The use of service learning, the agencies and projects that students collaborate on, and the specific requirements of students are at the discretion of the course's professor. When taking a course that offers service learning, students should be proactive in contacting the community partner and in completing their service. Students are expected to behave professionally and serve as positive representatives of Hilbert College when serving at their community sites. Students should bring any concerns about the service placement to their professor or the Office of Service Learning & Community Engagement as they arise.

In addition, the Office of Service Learning & Community Engagement hosts community service opportunities and events designed to allow Hilbert College students, faculty, staff and alumni an opportunity to engage and serve with the greater community, inspiring lifelong civic engagement and strengthening our local and global communities. The Office of Service Learning & Engagement is located in Franciscan Hall 102.

STUDENT LIFE EMERGENCY LOAN FUND

The Hilbert College SGA has established a loan fund to provide funding for emergencies. The maximum amount of money that can be borrowed is \$20.00. There will be a \$5.00 late fee for borrowed money repaid after 21 days and a \$10.00 administrative fee if the loan is defaulted to the Finance Office. An affidavit has to be signed in the Student Life Office by any student who borrows money to ensure the money will be paid back. The borrowed money should be repaid in 14 days. This service is available to full-time students only. A student may take out a SGA loan twice per semester. If the first loan is not paid back on time the student may not take out another loan for the remainder of that semester.

STUDENT ACTIVITIES

The Office of Student Activities is responsible for scheduling extra-curricular activities

for students on and off campus. The programs enhance the social, educational, and cultural experiences for students at Hilbert College. The office also assists all student organizations on campus. Some of the events and services provided by the office include programs on healthy relationships, mutual respect, social events, discounted movie tickets and educational speakers. In addition, trips off campus for such events as snow tubing, movie nights, football games, and historical and educational programs allow our students the opportunity to get away from campus and enjoy events in surrounding communities. Larger events, like Welcome Week, Commuter Appreciation and Recognition Week, and Quad Party are exciting events that students look forward to each year. The Student Activities Office is located on the first floor of Franciscan Hall or call 649-7900 ext. 335.

VETERANS' RESOURCES

Hilbert College - Veterans Certifying Official

Katelyn Letizia
Registrar, Director of Student Records
5200 South Park Avenue
Hamburg, NY 14075
716-926-8942
716-649-1152 (fax)

Veteran Services Coordinator

TBD

Buffalo Healthcare for Homeless Veterans Program

1298 Main Street, 3rd Floor
Buffalo, NY 14215
716-881-5855

National Coalition for Homeless Veterans

1730 M Street NW
Suite 705
Washington, DC 20036
1-800-VET-HELP
1-877-424-3838 (Crisis Line)
<http://nchv.org>

Buffalo Vet Center

2372 Sweet Home Road, Suite 1
Buffalo, NY 14228
716-862-7350
1-877-927-8387
www.va.gov

United States Department of Veterans Affairs: Buffalo Regional Office

130 South Elmwood Avenue
Buffalo, NY 14202

1-800-827-1000

www.va.gov

Buffalo Veterans Treatment Court

50 Delaware Avenue, Suite 250

Buffalo, NY 14202

716-845-2697

www.erie.gov/veterans/veterans_court.asp

VA Medical Center: Buffalo

3495 Bailey Avenue

Buffalo, NY 14215

716-834-9200

1-800-532-8387

www.buffalo.va.gov

Erie County Veterans Service Agency

Edward A. Rath Building

95 Franklin Street, Suite 800

Buffalo, NY 14202

716-858-6363

www.erie.gov/veterans

Western New York Veterans Housing Coalition, Inc.

1416 Main Street

Buffalo, NY 14209

716-882-5935 ext. 23

www.wnyvhc.org

**Erie County Veterans Service Agency:
Homeless Veterans Resource Center**

Edward A. Rath Building

95 Franklin Street

Emergency Assistance Window #7

Buffalo, NY 14202

716-834-3131 (Crisis Services)

www.erie.gov/veterans/homeless.asp

Veterans One-Stop Center

280 Main Street

Suite 204

Buffalo, NY 14209

716-898-0110

www.vocwny.org

VOTER REGISTRATION

Hilbert College encourages all students to register and participate in national, state, and local elections. Paper registration forms are available in the Student Life Office. Students may also register online at numerous sites, including www.usa.gov.

POLICY

ABSENCE - RELIGIOUS OBLIGATION

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

ACADEMIC STANDING, POLICIES, AND WITHDRAWAL

Refer to the Hilbert College Catalog.

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

ANTI-HARASSMENT

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

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

Prohibited Forms of Harassment

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

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

Harassing conduct includes, but is not limited to:

- Epithets
- Slurs
- Negative stereotyping
- Degrading comments
- Threatening, intimidating or hostile acts (even if claimed to be "jokes" or "pranks") which relate to race, color, religion, creed, age, gender, disability (or perceived disability), sexual orientation, marital status, veteran status, national origin, or ancestry
- Written or graphic material (including, but not limited to computer images) which

makes fun of, belittles or shows hostility or dislike toward an individual or group because of race, color, religion, creed, age, gender, disability (or perceived disability), sexual orientation, marital status, veteran status, national origin, or ancestry

- The term “cyber-bullying” shall mean any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email messages, text messages, instant messages, tweeting, social networking sites, internet based video sites, and blogs.

Any harassment of faculty, staff or students is a violation of this policy and is prohibited, and will be subject to discipline as outlined in the Student Handbook.

AREAS OFF LIMITS

The properties adjacent to, but not owned by, Hilbert College are off limits to Hilbert students. Boating, fishing, wading, and swimming in the pond are prohibited, as is skating on the pond.

BIAS-RELATED CRIME POLICY

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

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

Applicable Laws, Ordinances, and Regulations

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

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

Criminal Penalties

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

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

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

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

Hilbert College Sanctions

Where there is a probable cause to believe that such violations have occurred, the College will pursue strong disciplinary action through its own channels, in accordance with the procedure outlined in the Student Handbook. This discipline includes the possibility of suspension or dismissal from the college. The student conduct administrator has the right to impose any and all sanctions outlined in this handbook. Sanctioning is at the discretion of the Student Conduct Administrator.

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

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

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

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

College Procedures

When a bias-related crime is reported, the Dean of Students will assemble a response team as soon as possible to include the Dean of Students, the Director of Judicial Affairs, and representatives of other offices such as Counseling Services, Campus Safety, Campus Ministry, and Public Relations.

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

In the event of bias-related graffiti, mail, posters, or flyers, the Dean of Students will

contact Campus Safety who will take photographs of the material as part of the investigative process. Campus Safety will then contact Maintenance for immediate removal of the material.

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

Counseling and Support Services

Counseling is available to victims of bias-related incidents through the Counseling Center located in St. Joseph's Hall. This service is confidential and free of charge. Referral services are also available. The Student Life Office can also serve as a resource and referral agent to students in the event of a bias-related incident.

Common Circumstances Related to Bias-Related Crime on College Campuses

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

College Programming

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

Reporting a Bias-Related Crime

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

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

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

Information on Security Procedures

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

Notification is also made to the campus community, as appropriate, on specific threats to campus safety through campus media, Omnilert (Emergency Campus Notification System), publications, posters, and other methods.

Responding to Bias-Related Incidents

If you observe or are confronted with what you feel might be a “bias-related incident” take action. File a report through the Hilbert College website listed below to review the situation and develop a positive strategy for response to the program. <https://www.hilbert.edu/student-life/diversity-inclusion/bias>.

BULLETIN BOARDS

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

CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, became effective on October 28, 2002. Sex offenders, under the Campus Sex Crimes Prevention Act, must register with the state where an institution of higher education is located (even if they do not reside in the state) once they become enrolled or work at an institution of higher education. Changes in enrollment or employment status also must be made known to the state. Individuals covered by the act include:

- An individual enrolled at an institution of higher education in the state on a full-time or part-time basis; or
- An individual that has any sort of full-time or part-time employment at an institution of higher education in the state, with or without compensation, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year.

This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

The New York State Sex Offender Registry can be publically accessed at the link below: <https://www.criminaljustice.ny.gov/nsor/>

CAMPUS-WIDE EVENTS

1. Only recognized organizations may sponsor campus-wide social events.
2. Event organizers must then complete a facilities reservation form at the Business Office, at least two weeks in advance of the event date.
3. If alcohol is to be served, the following guidelines must be observed:
 - a. An alcohol permit must be obtained from the Office of Student Life and completed, with all necessary signatures;

- b. If alcohol is to be sold, a license must be obtained at the organization's expense from the New York State Liquor Authority;
 - c. Only a designated vendor may sell beer, wine, or wine coolers at campus-wide events. The permission of the President and/or Board of Trustees is required for any other type of liquor to be sold;
 - d. Students and guests must be appropriately identified by age;
 - e. Open containers may not leave designated areas.
4. Organizations which wish to sponsor an event that goes past 12:00 am must obtain permission from Campus Safety and the Dean of Students. A full-time faculty or staff member, preferably the organization advisor, is required to be in attendance for the full duration of any event running past midnight.

COMPUTER USE

Hilbert College Computer Use Policy

I. Guiding Principles

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

II. Conditions

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

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

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

- Hilbert College computer users shall not send electronic mail messages, print files

on shared printers, or access off-campus computing facilities without being properly “logged in” with an authorized username assigned by the Hilbert College Information Services Department.

- Computer users should protect their passwords and not share their usernames and passwords with others.
- Computer users should also make sure that they are properly “logged out” of the computer when finished.
- Forgery, attempted forgery, spamming, or spoofing of electronic mail is prohibited.
- Computer users shall not falsify their network identity.

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

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

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

- The sharing of data on hard drives, or the operation of computer servers, gateways, hubs, switches, and routers by anyone other than authorized Hilbert College staff or faculty is strictly prohibited.
- Attempted to break-in to Hilbert College servers, attempts to gain access to Hilbert data, or de-facing of web pages is strictly prohibited.
- The use of “hacking tools” in an attempt to gain access to Hilbert’s data is strictly prohibited.
- Computer users shall not send chain letters through electronic mail or spam e-mail.
- Hilbert College reserves the right to record and review any computer or network data for purposes of evaluating network performance, maintaining the College’s computing environment, and the legal protection of the College.

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

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

Section 6. Peer-to-Peer File Sharing Policy.

- Unauthorized distribution of copyrighted material, such as through peer-to-peer networks, may subject students and/or employees to civil and criminal penalties.

- Copyright law protects the owners and creators of intellectual property from having their works stolen, copied, or distributed without permission. File sharing software that copies and distributes songs, movies, videos, games, and software applications without the permission of the owner can create both a criminal and civil liability for the user of the computer performing those actions. Content owners, such as the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) use technological means to track the file sharing of their intellectual property on the Internet.
- The college encourages the legal and authorized sharing of information and the free expression of ideas. Hilbert College also recognizes and respects intellectual property rights. Willfully taking, copying, or distributing other people's property without their permission or authorization is stealing and violates the college's standards for conduct. There is an obligation on the part of all those who use these campus facilities to respect the intellectual and access-rights of others who own or use the resources.
- All campus computer users (on any of Hilbert's networks) are warned to refrain from using peer-to-peer software applications to infringe on the distribution of copyrighted material. Note that many of these applications may scan your computer for other "legal copies" of music or movies and distribute those files automatically and without notice. Whether or not you have legally downloaded data, you are still responsible for the activities of your computer when connected to the campus network. Under federal rules and regulations, the college is obligated to educate, notify and inform all campus constituents of our policies regarding copyright infringement, P2P files sharing abuses, and the ramifications for violations.

6.1 Definitions

- A. Copyright Act – the United States copyright law is written to protect the intellectual works of content creators. The law grants exclusive rights to creators of original works for a set period of time. There are volume's written on the role and formulation of copyright law, but for the purposes of this policy, if a piece of content (a song, a recording, a book, a movie, etc.) is copyrighted, it falls under the protection of this law. There are several exclusions for the use of copyright works in teaching, learning, research, fair use, library materials, etc. but for the most part this policy deals with the willful duplication and distribution of copyright materials without the owner's permission, in violation of copyright law.
- B. Digital Millennium Copyright Act (DMCA) - the DMCA criminalizes certain actions used to violate copyright in the creation, distribution, dissemination, of protected materials. Most of the copyright enforcement over the past several years has been established under the provisions of the DMCA.
- C. Recording Industry Association of America (RIAA) and Motion Picture Association of America (MPAA) – the RIAA and MPAA are trade groups that serve as agents for the content owned by their members. Many of the largest recording and movie companies are members of these associations. More recently these trade groups have taken on the duties to monitor and enforce the distribution, licensing, and royalties of the content owned by their members.
- D. Peer-to-Peer (P2P) applications – software that is created to distribute and share digital material is generally referred to as P2P tools. While often used to bypass and

circumvent copyright law, there are legitimate uses of P2P software as well. Over time, many of these software products have come under the attention of the various content owners and have either been removed from the marketplace, or in some cases the subject of lawsuits.

- E. Take-down-notices, settlement letters, preservation letters, subpoenas – the courts and various content owners have taken numerous methods to reduce the illegal copying and distribution of copyright materials. A “take-down-notice” is the first communication that a content owner believes that their materials are being used in an illegal manner. The violator is notified to remove the offending content. Settlement letters have been used by the various trade groups to provide an opportunity to resolve a DMCA violation by the infringer paying a set amount to settle the complaint. Often a settlement letter to an individual is accompanied by a preservation letter to the college to collect evidence in network logs that would substantiate a legal claim of violation. The content owners may also pursue a violation through the courts and issue a subpoena to collect evidence of a violation.

6.2 Violation Notification

There are several ways that the college may become aware of a file sharing violation. The most common method is from network monitoring. The source is identified by the network IP address of the computer sharing the material on a specific date and time.

- A. Network monitoring and identification of infringing activities – Information Service uses network based appliance to monitor and restrict activity. All known methods and techniques (including protocols) are currently blocked for illegal file sharing. In the event that we discover a new method or source, the offender is notified at once to cease activity and remove any copyrighted material. Information Services creates additional network policy rules to prevent further abuse.
- B. Preserve Logs and Evidence – Information Services preserves the logs associated with the notification, identifying the computer/IP address/named user/location/date and time of the infringement.
- C. Confirms Complaint – Information Services may scan or review the material in question to determine if it’s likely that a violation/infringement has taken place.
- D. Take Down Notice – Information Services reviews the complaint and begins an investigation to identify the computer/IP address/named user/location of the infringement.

6.3 Violation Response

Copyright infringement, P2P file sharing, and other network abuse infractions are handled through the regular campus disciplinary process. Depending on the identification of the computer in question, the incident may be handled by various departments:

- A. Student - if a student computer is identified, the Office of Student Life is notified and the student disciplinary process is initiated.
- B. Staff - if a staff member is identified, the Office of Human Resources is notified.
- C. Faculty - if a faculty member is identified, the Office of Academic Affairs is notified.
- D. Legal Counsel – there are many complex laws involved in the infringement of

copyright, the actions on behalf of the content owners, the roles and responsibilities of network providers (such as the college), and the rights and responsibilities of individuals accused of violation. The college's legal counsel may become involved in these issues.

- E. Forwarding Notices and Settlement Letters – conforming to all legal elements, the college will forward DMCA notices, take-down notices, and settlement letters to the individual as identified. How that individual responds to the complaint will be their responsibility.
- F. Ramifications of policy violation – disciplinary actions for policy violations are intended to be redemptive and educational in the context of the college's mission. These actions can range from informing the person of their violation and letters that document the incident; to fines, penalties, loss of network privileges, suspension, expulsion, and termination of employment.

6.4 Alternative Services

The college currently permits downloads through iTunes and select other legal sources. The college will continue to evaluate legal alternative sources based on market demand and proven ability to uphold copyright standards.

Section 7. Expected Behavior in Hilbert College Computer Labs During Class.

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

III. Additional conditions for resident computer users

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

Hilbert College provides two computing environments within the Residence Facilities.

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

RESNET Users:

- Only computers and wireless network adapters that have been registered with the Hilbert College Information Services Department may be used to access the ResNet Wireless Network.
- Computer Users may only access the network with a valid username and password.
- Computer Users may not use hubs, routers, wireless access points, or similar signal splitting devices to share ResNet services with unauthorized users. Connection to unauthorized network jacks or splicing of any kind is prohibited.
- Since the wireless network is designed to be a "shared" medium, computer users should exercise discretion when downloading large files from the Internet. Your

actions affect your neighbors, and ultimately yourself.

- The Hilbert College Information Services Department shall have the sole authority to assign host names, network addresses, usernames, and passwords for computers attached to ResNet. Thus, users may not manually configure their computers to use network settings or network adapter cards other than the settings authorized.
- Hilbert College reserves the right to immediately disconnect any computer that is suspected of sending disruptive traffic to the network or causing problems on the network. This includes problems caused by defective cables, Ethernet cards, or other hardware/software problems. It will be the student's responsibility to correct any such problem before the computer will be allowed back on the ResNet network.

IV. Privacy Not Guaranteed on College Network

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

CONSENSUAL RELATIONSHIPS

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

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

CRIME STATISTICS

Campus Crime statistics are available on the Hilbert College website:

<https://www.hilbert.edu/student-life/campus-safety/fire-safety-report>

The Hilbert College Campus Safety Department will provide, upon request, the Campus

Crime Log for the past 90 days. Crime statistics are available to all students annually. Daily Crime Log information is recorded by the date, time and general location, and disposition of the complaint. This daily log is available at the Campus Safety Department, in the Campus Center during office hours. Please note that entries are generally made within two business days after the event occurs. Incidents or situations deemed to pose a threat to the campus community are logged as soon as possible. While all events are logged, the office of the Campus Safety Department may determine that an incident is classified, and noted, as “confidential” in order not to jeopardize a criminal investigation or the identity of a victim. Hilbert College does not withhold, or subsequently remove, a reported crime from its crime statistics based on decision by a court, coroner, jury, prosecutor, or other similar non-campus official. Only a public law enforcement agency may determine that a crime is “unfounded”.

You may request this information by calling 716-649-7900 ext. 224.

DINING HALL RULES

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

1. Allowing another person to use his or her meal plan or acquiring extra food or beverages for another person
2. Use of a meal plan or student identification card that is not one’s own
3. Acquiring any food or beverage without payment
4. Removing food or service ware (cups, china, silverware) from the dining facility
5. Throwing food, beverages, or other objects
6. Failure to return trays and service ware to the dish room
7. Failure to wear shirt and shoes
8. Smoking
9. Unauthorized use of alcoholic beverages
10. Foul Language
11. Disrespect

DISRUPTIVE STUDENT BEHAVIOR

Definition

A disruptive student is a student who engages in behavior on campus that interferes with the normal operation of the campus, including in the classroom, residence halls, dining room, any administrative office or any other campus location, or as a participant in a school activity, athletic team, or organization. Such behaviors may entail, but are not limited to belligerence, inappropriate comments or actions, sleeping/snoring, unauthorized cell phone use, erratic behavior, verbal or physical threats, intimidation or any other behavior that persistently or grossly interrupts or interferes with classroom or campus activities. This policy is not meant to limit appropriate classroom discussions or to limit civil discourse on campus.

Procedure for Dealing with Incidents of Disruptive Behavior:

- A. Any student whose classroom behavior is judged by the instructor to be disruptive shall be informed by the instructor that his/her actions are disruptive. (Specific ex-

- expectations of classroom behavior(s) may be noted in the syllabus of faculty.) This explanation and request may take place in the classroom at the time of the behavior or at another time and place deemed appropriate by the instructor (e.g. during office hours).
- B. A student may be dismissed by the instructor from any class period in which disruptive behavior persists following the instructor's request that it cease. The instructor shall then explain how the behavior disrupts the teaching/learning process, inform the student that if the behavior continues it will be reported in writing to the Director of Judicial Affairs and request that the student cease the behavior. Attendance at subsequent class periods is allowed unless the disruptive behavior continues. If the student refuses a request by the instructor to leave the classroom following persistent disruptive behavior, Campus Safety should be called.
 - C. If a student's disruptive behavior continues following the request that it cease, the instructor shall refer the case to the Director of Judicial Affairs for handling. The Director of Judicial Affairs will deal with the case according to established student discipline procedures and sanctions. Disenrollment from the class is a discipline sanction that may be used, as determined by the Vice President for Academic Affairs.
 - D. Any student whose behavior outside the classroom is found disruptive will be referred to the Director of Judicial Affairs. The Director of Judicial Affairs will attempt to remediate the situation with the student in question and, if necessary or appropriate, other involved parties. Specific expectations of appropriate behavior will be reviewed.
 - E. If the disruptive behavior persists after the initial remediation, the Director of Judicial Affairs will issue a statement in writing which includes the specific disruptive behavior, a request that the behavior ceases, and potential sanctions should the behavior continue. A behavioral contract may be developed to ensure that expectations are clearly delineated in writing. Violation of the behavioral contract will result in the case being referred for judicial action.
 - F. If the disruptive behavior persists after the written warning, the Director of Judicial Affairs will deal with the case according to established student discipline procedures and sanctions.
 - G. If at any time it is believed that the student poses a threat to themselves or to other students, Campus Safety should be called immediately to remove the student, regardless of whether or not the student has received a warning.
 - H. A student involved in an incident of disruptive behavior who believes he/she has been improperly treated may seek relief through established Hilbert judicial appeal procedures.

DRUG FREE SCHOOL PROGRAM

A. College Drug and Alcohol Policy

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

This Program was developed to accomplish the above objective and to comply with the

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

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

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

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

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

chase, transport, and use of alcohol, controlled substances or illegal drugs.

12. Regulations specifically concerning consumption of alcoholic beverages in residence facilities:
 - a. The consumption of alcohol in residence facilities will be subject to all state and federal laws governing the consumption of alcohol as well as any and all regulations mandated by Hilbert College regarding the use of alcohol.
 - b. No student or guest under the age of 21 should have full or empty beer, wine, or any other alcohol bottles or cans in his/her possession. Residents of legal drinking age will be permitted to consume alcohol ONLY in 21+ student bedrooms or apartments. Alcohol is not permitted to be served while underage people are present in 21+ rooms or apartments. It is considered a violation of our policy if alcohol is consumed by any student or guest, no matter their age, outside of these designated 21+ areas unless at a sanctioned event compliant with the Policy Regarding Alcohol at Campus Events. A designated 21+ area is any room or apartment where all the residents who live there are 21+ years or older. This includes singles, apartments, and double rooms in suites. However, alcohol consumption is still forbidden in common areas of suites, lounges, or any other public area. Alcohol, under no circumstances will be consumed in the proximity of any student or guest under the age of 21 years. If alcohol is found to be consumed in violation of the above rules, all alcohol and empties will be taken and a thorough search for more alcohol will commence immediately by Campus Safety and/or Residence Life Staff.
 - c. **Alcohol will not be permitted in any common area including lobbies, lounges, laundry rooms, or hallways.**
 - d. The amount of alcohol allowed for residents 21 years of age or older for personal consumption will be determined to be a reasonable amount of alcohol as determined by the Campus Safety Officer on duty, Director of Residence Life, and or their designee. Empty containers must be properly disposed of daily.
 - e. No hard alcohol, beer kegs, and/or beer balls are allowed in any of the residence facilities. Liquor bottles, full or empty, are not allowed in residence facilities. **Open containers are not allowed outside student rooms.**
 - f. Resident students are permitted to have a maximum of 6 people in a room or 10 in an apartment at any given time, including themselves.
 - g. Resident students are responsible for the behavior of their guests and the rules and regulations of the Alcohol and Drug Policy. Resident students are responsible for any damage caused by their guests to their rooms and/or residence facilities. Such guests must follow the rules and regulations of the Alcohol and Drug Policy.
 - h. Students assume responsibility for their behavior regarding use of alcohol in residence facilities. Students, who are in an intoxicated state and if it is deemed necessary to have an ambulance called, will be responsible to pay the full cost associated with the EMS services provided.

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

C. Disciplinary Sanctions and Legal Penalties for Alcohol & Drugs

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

1. Mandated alcohol and/or drug education workshop
2. Mandated appointment with the college counselor for alcohol assessment/participation in substance abuse group which may be held on or off campus*
3. Suspension from participating in college activities or functions
4. Suspension from classes
5. Community service
6. College probation, suspension, or dismissal
7. Monetary fines
8. Referral to the proper legal authorities for possible prosecution
9. The college reserves the right of family notification in cases where it is deemed appropriate and beneficial to the student
10. Suspension of on-campus vehicle privileges

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

For students, you may receive some or all of the sanctions for an alcohol or drug offense as listed in Table 1:

Table 1: These are some examples of sanctions that may be given for alcohol/drug violations. The Student Conduct Administrator has complete discretion as to which sanctions will be applied to a student’s individual case.

Alcohol Violations	Drug Violations
<p>1st Offense consumption/possession:</p> <ul style="list-style-type: none"> • Educational Sanction • Alcohol Education • Community Service • Advisor/Coach Notification 	<p>1st Offense possession/use:</p> <ul style="list-style-type: none"> • Educational Sanction • Community Service • 1 year (calendar) disciplinary probation • Academic Assignment on the dangers of drug use • Advisor/Coach Notification
<p>2nd Offense consumption/possession:</p> <ul style="list-style-type: none"> • Disciplinary probation (1 semester -1 calendar year) • Community Service • Substance abuse screening • Parental Notification 	<p>2nd Offense possession/use:</p> <ul style="list-style-type: none"> • Intervention/education program • 1 week residential suspension • Community Service • Substance abuse screening • Parental Notification
<p>3rd Offense consumption/possession:</p>	<p>3rd Offense possession/use:</p>

<ul style="list-style-type: none"> • 1 semester residential suspension; possible school suspension • 1 week-full semester suspension from activities, etc. • Community Service • Reflection paper (1000 words) • Parental Notification 	<ul style="list-style-type: none"> • 1 semester residential & academic suspension • Community Service • Treatment agreement • Parental Notification
<p>Providing Alcohol to Minors:</p> <ul style="list-style-type: none"> • 2 week residential & activity suspension • Community Service • Reflection paper (1000 words) • 1 year (calendar) disciplinary probation • Parental Notification 	<p>Distribution/Sales:</p> <ul style="list-style-type: none"> • Academic & residential dismissal
<p>DUI (no injury/minor property damage):</p> <ul style="list-style-type: none"> • 1 year (calendar) disciplinary probation; possible school suspension • Substance abuse assessment • Alcohol sanctions rated at level 3. 	
<p>DUI (with injury/significant damage):</p> <ul style="list-style-type: none"> • Financial restitution • Suspension or dismissal 	

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

D. Rules of Conduct and Discipline - Employees

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

E. Physical Effects of Drugs and Alcohol

All students are encouraged to learn more about the problems of drugs and alcohol including the serious threat these substances pose to health and safety, how to spot the

signs of dependency and abuse, and ways of dealing with dependency and abuse. Hopefully, an awareness of these harmful side effects will discourage use of alcohol and drugs and will also help in identifying others who may be users in order that assistance can be offered and obtained.

F. Assistance to Students

Any student, or recovering student, who would like to discuss an alcohol or drug related problem may contact the Director of Counseling. Your discussion will be kept confidential. Referrals to outside agencies for professional treatment or outside assistance in coping with a dependency problem are available upon request.

G. Policy Regarding Alcohol at Campus Events

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

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

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

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

1. The individual or organization representative registering the party must complete the Party Registration form and have it approved by the appropriate official in the Student Life Office by the end of office hours one week prior to the event.
2. A \$50.00 damage/clean-up deposit payable to the Student Life Office will be required. This deposit is fully refundable provided there are no problems in connection with the party and the area is restored to normal condition.
3. Publicity and advertising for approved events shall avoid any reference (either written or illustrated) to alcoholic beverages or alcohol consumption.
4. The individual(s) or organization(s) registering the party may not sell alcoholic beverages.
5. The individual(s) or organization(s) registering the party is responsible for enforcing all College policies and applicable laws.
6. Adequate amounts of non-alcoholic beverages and food must be prominently available and equally accessible throughout the duration of the event.
7. Visibly intoxicated persons may not be served.
8. Hilbert College Food Service and/or their agents will serve as monitors of identification and servers of alcoholic beverages. No persons other than Hilbert College Food Services and/or their agents will serve in these capacities.
9. Open containers may not leave the designated party area.

10. Visitors to Hilbert College are obligated to follow the rules and regulations of the Alcohol and Drug Policy. Violators may be expelled from Hilbert College property.
11. The number of persons at an event shall not exceed the capacity of the designated area.
12. All parties must have an established ending time to be determined by the Office of Student Life or the applicable state or local law.
13. All trash must be removed from the designated area and adjoining areas, and the area must be restored to its normal condition.
14. In the event damage is done by a guest of those responsible for the party in the designated area or any other area of the campus including the grounds, the responsible party agrees to accept complete financial responsibility.
15. All guests must be properly identified as to age and alcoholic beverages will only be served to those persons appropriately identified and of legal age.
16. In the event that Hilbert College personnel deem that it is necessary to provide additional Hilbert College Campus Safety officers to assist with the event, the individual(s) or organization sponsoring the event will be responsible for this cost.

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

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

EMERGENCY ANNOUNCEMENTS

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

There are also occasions when only the day or the evening class session may be canceled when the other is not. Hilbert College strongly encourages all students to enroll in the text message emergency announcement program offered through Omnilert. A link is available on the Hilbert website and on Blackboard. You may also stay tuned to radio stations for an up-to-date report.

When classes and other college activities have to be canceled because of severe weather conditions, an announcement is made on the college website and through the Omnilert notification service, and on local TV stations and their websites:

WGRZ – TV CHANNEL 2 WIVB – TV CHANNEL 4 WKBW – TV CHANNEL 7

EMERGENCY RESPONSE PLAN

The College has developed an emergency response plan which provides guidelines for preparedness and emergency response programs for various situations that may potentially occur on campus. Extensive efforts have been made to revise the plan and train faculty and staff in its implementation.

The College has a text message and siren notification system in the event of an emergency. Text alerts will also be displayed on the campus digital TV monitors throughout campus and several social media sites when issued. Students are encouraged to sign up for text message service on the web at www.hilbert.omnilert.net. Emergency lockdown procedures are also posted in classrooms on campus as well as in the residence hall and other areas.

FIRE SAFETY

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

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

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 Division 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 Division Chairperson to support their position. The Division Chairperson must review the written statements from both parties within ten (10) business days. (If the involved instructor is the Division Chairperson, then the matter is referred to the Vice President for Academic Affairs who will select an alternate chairperson.) The Division 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 Division 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.

HEALTH INSURANCE

All students are encouraged to carry medical/health insurance; student athletes and resident students are required to show proof of personal medical/health insurance. Information on obtaining such insurance is available online at <https://nystateofhealth.ny.gov>. The College also carries a secondary insurance policy that supplements the full-time student's coverage for medical expenses due to accidental injury. An accident report must be filed in the Student Life Office within 48 hours of the occurrence or no benefits are available under this policy.

IMMUNIZATION

In compliance with the New York State Public Health Law (NYS PHL) S 2165, all students enrolled for six or more credit hours and who were born on or after January 1, 1957, must submit verification of immunization or proof of immunity of two measles, one mumps, and one rubella prior to attending Hilbert. There is a form in the enrollment kit, that should be completed and returned to the Office of Student Life prior to making an appointment to register for classes. Transfer students may request immunization records from a prior college.

Although childhood immunization records represent documentation for initial measles, mumps, and rubella, first-time college students may need to consult a physician to secure a second measles inoculation as required.

THERE ARE TWO WAYS TO MEET THESE REQUIREMENTS.

- You may submit proof of prior immunization.
- You may obtain immunization from private doctors or public health departments and submit proof of immunization.

Meningococcal Vaccination

Since 1997, the American College Health Association (ACHA) has urged undergraduate college students, particularly freshmen who live or plan to live in residence halls, to consider getting the vaccine to reduce their risk for meningococcal disease. Hilbert College requires that all resident students receive the meningitis vaccination.

Please note that immunization records may consist of infant and high school shot records.

THE ACHA RECOMMENDS THE FOLLOWING GROUPS CONSIDER VACCINA-

TION:

- Entering college students, particularly those living in dormitories or residence halls who elect to decrease their risk for meningococcal disease.
- Undergraduate students 25 years of age or under and are not pregnant who request vaccination in order to decrease their risk for disease.
- Students with medical conditions that compromise immunity (i.e., HIV, absent spleen, antibody deficiency).
- Students traveling to areas of the world with endemic meningococcal disease.

FOR MORE INFORMATION

Health Records. (716) 649-7900, Ext. 123

When requesting a copy of your immunizations you must fill out the Health Release form located in the Student Life Office or at www.hilbert.edu under Student Life/Health/Health Forms/Health Release Form. Once the Health Release form is filled out and turned back in to the Student Life Office, your request will be processed within 24 hours. Records are shredded 6 years after the date you graduate or 6 years from the last year you were registered for classes.

LEAVE OF ABSENCE

College Policies Regarding Leaves of Absence for Personal/Psychological or Medical Reasons, Withdrawal from and Readmission to the College

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

At times, it will be necessary to require that a student leave College, if in the opinion of the Dean of Students, a leave is necessary.

MILITARY LEAVE OF ABSENCE

In the event that a student is activated during a semester which requires that they leave the College, the student may apply for a Military Leave of Absence from Hilbert. The student must complete the MLOA form and have it signed by the Veteran Services Coordinator. The form must be submitted with a copy of the military orders to the Registrar. If you are unable to submit the MLOA form in person, you may email the form to the Veteran Services Coordinator. The form will officially withdraw the student from all classes, and the student will not be charged tuition for the semester of withdraw and will receive a refund of any tuition payments made that semester. A notation of Military Withdraw (MW) will be made on the transcript.

MISSING PERSON

The term *missing student* shall refer to any Hilbert College student living on campus who is reported missing from his or her campus residence. All reports of missing or suspected missing resident students should be reported to Campus Safety at 716-479-1233. Reports concerning missing commuters and off-campus students should be referred di-

rectly to the Town of Hamburg Police Department. The Campus Safety Office will assist external authorities with these investigations as needed.

Campus Safety personnel will conduct a thorough and timely investigation to determine the whereabouts of the person. Campus Safety will contact those close to the missing person including the emergency contact on file for the student for any student determined to be missing.

NEW YORK STATE CONSUMER COMPLAINT PROCESS

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

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

How to File a Complaint:

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)
2. If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form. Please telephone (212) 951-6493 or write to:

New York State Education Department
Postsecondary Complaint Registry
One Park Avenue, 6th Floor
New York, NY 10016
3. The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
4. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
5. The Department will make every effort to address and resolve complaints within ninety days from receipt of the complaint form.

Complaint Resolution:

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

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

Excerpts from Subpart 145-8 of the Regulations of the Commissioner of Education Relating to Complaints

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

Student complaints:

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

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

145-8.6-Student complaints

- (1) An institution shall establish, publish, and consistently administer internal procedures to receive, investigate, and resolve student complaints about eligible programs and, at minimum, the requirements established in this section.
- (2) An institution may have informal means by which students can seek redress of grievances.

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

145-8.9-Consumer Complaints.

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

ucation Center, Room 5B28, Albany, NY 12230).

- (h) Complaints subject to the requirements of section 5003(1) (c) of the Education Law shall be handled in accordance with the requirements of that section.

POLITICAL ACTIVITY

Hilbert College, as a 501(c)(3) non-profit organization, cannot engage in political campaign activity. The College is forbidden to directly or indirectly participate in any political campaign on behalf of (or in opposition to) any candidate for elective public office. Hilbert College students, as citizens, are free to engage in political activities and discussions, however no campaign signs or posters may be posted on College doors, windows, common areas, or other locations which could be construed to represent the College's support of a particular candidate.

PROXIMAL COMPLICITY

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

- A. All students in a residence hall room, apartment or area may be held responsible for any violation of the Student Code of Conduct, Residence Life policies, or other Hilbert College policies in that room, apartment or area, even if they are not active participants in the activity or in direct possession of any prohibited items.
- B. If there is a party going on in any suite, apartment, or area, and there is evidence that the scene has been altered before a proper search can be completed, all the students in the suite, apartment, or area will be held in violation of Hilbert College's policies regarding alcohol.

PUBLICITY

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

RESIDENCE LIFE POLICIES

Violation of Residence Life Policies may lead to conduct action in accordance with the Student Code of Rights and Responsibilities.

Alcohol and Other Drugs Policy

The use of alcohol and other drugs in the residence halls will be subject to state and federal laws and Hilbert College Policy. Responsible use of alcohol by residents 21 years of age and older is permitted only according to college regulations. In accordance with New York State law students under the age of 21 may not possess, sell, or consume alcoholic beverages.

Generally, except in matters outlined under the College Amnesty Policy, found under the Student Code of Rights and Responsibilities, the college follows a zero-tolerance policy in these matters. This means that every reported incident will be formally addressed through the conduct review system.

- Any resident bringing guests to campus shall be responsible for making the alcohol and other drugs policies known to their guests. Every visitor/guest is subject to college rules and regulations. It is the responsibility of residents as hosts to monitor and accept responsibility for the behavior of their guests. Any policy violation from guests will be the responsibility of the host.

- Kegs, taps, and other common sources of alcohol, are not permitted. The possession of any implement which can be used to irresponsibly ingest alcohol is prohibited. This includes, but is not limited to, funnels, beer bongs, etc. Drinking games and drinking game devices, (e.g. beer pong tables), are also not permitted.

- Drug paraphernalia is strictly prohibited. The possession of any unregistered implement which can be used to irresponsibly ingest, inject, inhale, or any other method of using drugs is prohibited. This includes, but not limited to, bongs (including homemade bongs), hookah, pipes, needles, small spoons, etc. Any items which resemble drug paraphernalia will be confiscated by Campus safety and/or Residence Life.

- Residents/guests who are of legal drinking age and who are in the possession of alcohol, or present where alcohol is being consumed, must provide proof of age when asked by any college official including Resident Assistants. If proof of age is not provided, students will be asked to dispose of the alcohol and follow-up will occur via the College's Code of Conduct.

- Underage Residents/guests may not be in the presence of alcoholic beverages. The underage person may not consume or possess alcohol. In order for alcohol to be present in a room all individuals in the space must be 21 years of age.

- The amount of alcohol permitted by each resident over the age of 21 in an apartment or room is 1 liter of wine, or a 6-pack of beer. Guests of residents are not permitted to bring alcohol onto campus.

- Alcoholic containers may not be used as decorations. Empty cans or bottles will be deemed as proof of consumption. Students over the age of 21 should dispose of or recycle containers immediately after consumption.

- Public intoxication is considered an alcohol policy violation. Actions as a result of public intoxication which disturb any people, facilities, community, and/or self will be dealt with through the appropriate authorities.

Attendance Policy for Residential Students

As the residence halls are meant to provide a conducive learning environment for those residential students making progress toward a degree, residents who fail to attend classes may be removed from the residence hall. This policy extends to students registered in online courses who fail to complete required weekly course assignments. Exemptions to this policy will be excused absence due to an illness verified by a medical doctor with supporting documentation reviewed by Academic Services, or excused absence by the faculty member(s).

Appeals must be made in writing to the Vice President for Student Life and Dean of Students. The decision of the Vice President for Student Life and Dean of Students will be final.

Authorized Inspection of Residential Facilities

The Office of Residence Life and/or Officers of Campus Safety have the right to inspect any and all residential facilities with just cause. If a suspected violation of the Student Code of Conduct is taking place, Campus Safety and Residence Life Staff have the right to enter the room immediately without warning. Additional Health and Safety inspections will be done to check for policy violations and fire safety. Formal inspections will be posted twenty-four hours before the inspection is done. At times it may be necessary to conduct an inspection without notice. This will only be done in times of an emergency or when it is believed that a student's health or safety is in jeopardy.

Bike Policy

In order to have a bike on campus, residents must register their bike and sign a contract with The Office of Residence Life. This contract states the rules to have a bike within the residence hall(s). The contract will only last one academic year and residents can sign a new one the following academic year. Locks will not be provided and will be required for bikes kept on the bike rack. Any bike left after the academic year will become Hilbert College's property.

Break Closure

For all breaks, Trinity and St. Joseph Halls close. These breaks include Thanksgiving, Christmas, and Spring Break. Except for the period of when the Office of Residence Life is closed, the residential apartments remain open as long as residents obtain permission and register to stay. In the event of extenuating circumstances, residents in Trinity and St. Joseph Halls may obtain permission to remain on campus during a closure from the Office of Residence Life. Such a request should be done in writing at least two weeks prior to the closure and will be considered based on the circumstances and the student's conduct record.

Building Security

Propping or otherwise preventing security doors from closing securely presents a serious safety risk to the building and is prohibited. Similarly, opening security doors for unknown persons puts all residents at risk. Residents must also only enter and exit the building through the main lobby. Any action which compromises building security is subject to judicial sanction or removal from housing.

Check In/Out Policy and Keys

It is the responsibility of the student to check in and out at the designated times during the year. Unless students are involved in an August program where an early move in is permitted by Residence Life, students cannot move in early for the academic year. Check in will be conducted in Trinity Hall at the Office of Residence Life. Students will receive a Room Condition Report (RCR) which documents the condition of the room upon entering and leaving the room space. If a student loses keys or their fob, they will be charged a replacement fee for that item. Upon exiting their residential space, students must check out with the Office of Residence Life and turn in their set of keys. Failure to do so will result in charges being applied to a student's account.

Common Areas

Common areas include lounges, laundry rooms, game rooms, computer rooms and the volleyball court in the residence quad. The indoor common areas are for use of residents and their guests only. Students are not permitted to sleep or conduct inappropriate behavior in the common areas, nor should they complete projects whose materials have a potential for property damage. Any furniture in the common areas must stay in the common areas and is not permitted to be moved to other areas of the residence hall including individual rooms.

Common areas should be respected by all using them. This includes cleaning up after yourself and returning the furnishing back to their original placement. If furniture in lounge is moved, they should be moved back to the rightful place once done. Repeated misuse of a common area could result in removal from housing.

Community Meeting

All residents must participate in the community meetings in their assigned residence halls. Community meetings are a method to update residents on rule(s), community conversation(s), policy(s), safety measures, etc. Community meetings will be hosted by Resident Assistants. Resident Assistants will post signage with dates and times at the beginning of the semester. The first community meeting will be on move-in day. If you cannot attend a community meeting, you must talk with your resident assistant and schedule a date and time to go over important content which you need to know. Any unexcused absence from a community meeting will result in a discussion with the Office of Residence Life.

Consolidation

In order to ensure fairness and that all students are residing in the type of room for which they are paying (single, double, etc.), consolidations may be necessary each semester. Students who are occupying a room with an empty space must be prepared for a new roommate to enter the residence at any time. The Office of Residence Life will notify all impacted residents via email before a move is conducted and will try to give 24 hours' notice before a move. Students may be allowed to purchase a single room if the space is not needed for another resident. Students may also be required to change rooms as part of the consolidation process.

Conflicts

All conflict situations will be resolved through restorative discussions. Dependent on the situation, severity, and the impact on the community, there are three methods which can be implemented to resolve conflict:

- Restorative Conferences: This model focuses on the facilitated dialogue between offender and harmed parties. After a discussion of the harm, the parties decide what steps the offender can take to repair the harm.
- Restorative Circles: Circles are used for a variety of purposes beyond offender/harmed party dialogue and decision making. Often they are used for community building or discussion of difficult issues.
- Restorative Dialogue: A guided and structured conversation which aims to open communication, develop understandings, and come to a consensus agreement on how to make things right.

Students unwilling to participate in restorative discussions who continue to cause distress in their living environment may be processed through our disciplinary process. This can include being removed from housing.

Damages

Damage is defined as physical harm caused to something in such a way as to impair its value, usefulness, or normal function. Damages in the residence hall include but are not limited to holes in walls, broken doors/ door frames, impair school-provided furniture, etc. No alterations or repairs may be made to the assigned room, its furnishings or equipment without express written consent of the Office of Residence Life. Alterations may include, but are not limited to, painting, drawing, chalking, and carving. Residents who paint rooms, patch holes, doors, furnishings, or common areas or otherwise substantially alter the appearance or structure of college property without permission are charged the cost of restoration or replacement.

Any damages in in residents' rooms will be charged to the student(s) living in that space. The student will receive an email stating the process to appeal the damages and/or costs. Appeals are made for the following reasons; the damage was present when moving in (according to the Room Condition Report), the student did not create the damage, and/or a report was made to the Office of Residence Life for the quality of the object damaged. Damage charges are taken out of the student's damage deposit fee. Any additional fees will be added to a student's account.

Elevator Use

Use of the elevator should be appropriate and not destructive. No resident/guest should jump, slam, push, hit, liter, etc. in the elevator at any time. Residents are not permitted to sleep or conduct inappropriate behavior in the elevator. The following rules must be followed in the elevator:

- Watch your step
- Leave closing doors alone
- If doors don't open ring alarm button and wait
- If there is a fire in the building use stairs

Any damage caused on the elevator will result in a restitution to the student.

Fire Safety

Any resident who is responsible for starting a fire in any facility; interfering with fire officials; interfering or tampering with a fire alarm or safety equipment; or creating false alarms will be subject to College disciplinary action, monetary fines and/or civil action. This includes covering a smoke detector in any way, for any reason, or hanging anything from the sprinklers/smoke detectors.

All residents are required to participate in fire drills. Evacuation of the building by all residents is required immediately after the fire alarm sounds. Refer to the personalized room evacuation routes. Any person who discovers a fire should immediately call for assistance by dialing 911 and asking for the Big Tree Fire Department, followed by calling Hilbert College Campus Safety at 716-479-1233.

The storage of explosives or flammable substances within any residence hall is strictly prohibited. This includes charcoal/propane/gas grills. In addition, the use of other flaming articles, including candles and incense, is prohibited. No candles and/or incense are permitted in the residence halls, even if not lit. Halogen lamps are also prohibited. No exces-

sively flammable furnishings or decorations may be used. Refer to the prohibited items listed under Residence Life Policies.

Failure to abide by the above fire safety guidelines may result in disciplinary action.

Furniture

All of the furniture and appliances provided by the College remain the property of the College throughout the resident's occupancy. The resident may not remove any College owned furniture or appliances from the facilities. The resident may not remove any College-owned items from the common spaces within the residence hall. Residents are not permitted to build lofts or adjust college furniture into an unsafe position. Failure to abide by the above restrictions may result in disciplinary action. Any furniture brought into the halls that is deemed a health hazard, as defined by the Office of Residence Life is subject to removal.

Residence Halls and Apartments are fully furnished therefore, no futons, couches or upholstered furniture and mattresses are permitted in the Residence Halls.

Guest/Visitation Policy

Residents are responsible for the actions of their guests at all times. A guest is defined as any person not assigned to the resident host's room and must be the age of 17 or older. A resident who lives on campus but in a different residence hall is also considered a guest and should be treated as such.

Resident hosts may not have more than two (2) guests at any one time. Each guest is required to have photo identification on them at all times. It is the responsibility of the host to inform the guest of the photo ID requirement. Acceptable forms of photo ID include: driver's license, non-driver's ID, school ID, or passport. No other forms of ID will be accepted. Guests without ID will not be allowed access into the residence hall.

Resident hosts must escort their guest(s) at all times within the building, including when they exit the building.

A resident may not pressure a roommate to tolerate the presence of a guest. All guests to a room are subject to the agreement of all room residents. The presence of guests must not restrict free access for assigned residents to all common spaces and any private space they may have or create any situation that infringes on the need of roommates to remain undisturbed. Students may not sign in or sign out guest(s) for other residential students.

Hilbert College students, in the role of guest or host, are responsible for properly following sign in procedures.

Guest/Cohabitation Policy

Residents are permitted to have overnight guests in accordance with the above-mentioned policy. However, cohabitation is not permitted and is defined at the discretion of the Director of Residence Life. Residents who have guests that are deemed to be cohabitating, or are causing a disruption to the community, will be asked to have their guest leave immediately. If cohabitation continues, the guest will be persona non grata from campus and result in loss of guest privileges for the resident. In general, students' guests are not allowed to stay more than 2 nights during the course of any 7-day period. A Residence Life Staff member, Campus Safety Officer or their designee, may ask anyone to leave if it infringes on the rights of any other residents, or creates a disruption to the community. In those instances, the host will be subject to review under the Hilbert College Code of Conduct.

Housing Contract

All residents are required to uphold all aspects of the Hilbert College Housing Contract. Residents agree to the Housing Contract when obtaining their keys from the Office of Residence Life.

ID Policy

All residents must have a valid, College-issued ID card in order to gain access to the residence halls. The resident may not intentionally provide another person's ID card for the purpose of that other individual gaining access to the residence hall. Students are required to show their Hilbert ID to the desks of Trinity and St. Joseph's Hall every time they enter the facility.

Key Policy

Residents should lock their door(s) at all time. Students should not give another student or guest the key or fob to their room at any time. If theft is suspected, students must contact Campus Safety immediately to put a report in. If a student loses keys or their fob, they will be charged a replacement fee for that item.

Laundry Services

Laundry machines are no charge to operate and use for residents. Laundry facilities can only be used by the residents in that specific community. Items should not be left in laundry room for extended periods of time. Items should be removed in a timely manner from laundry room. If items are left either in machine or on counter for more than 24 hours, they will be removed and donated. It is not the College's responsibility for items that are damaged, stolen, or other related issues due to laundry machines. If you have any concerns or problems with the laundry machines, please submit a maintenance request.

Lockouts

Residents can only get access their individual room, not other resident(s) spaces. If a resident is locked out of their room, the resident must call Campus Safety at (716) 479-1233 to unlock the room. If a resident is consistently getting locked out of their room, the resident will be required to have a discussion with the Office of Residence Life. If a resident loses a key or fob, they will be charged a replacement fee for that item.

Mail Delivery

The Office of Residence Life is charged with the sorting and delivery of USPS letters and packages, UPS and FEDEX packages. Mail delivery will be completed by 4 pm Monday through Friday except during breaks and holidays. If a package has been delivered to a student, the student should check their box for a package slip. The student should take this slip to Trinity Hall where a Residence Life staff member will retrieve the package.

Maintenance Request

Any damage or maintenance issues in a resident's living space must be formally addressed through submitting a maintenance request form. Once a resident submits a maintenance request, a member of the Hilbert College Maintenance Department will respond between 10 am-3 pm to address the issue within 3-5 business days. If it is an

emergency maintenance issue, the resident should call Campus Safety at (716) 479-1233 and inform the Resident Assistant of Call at (716) 863-3336.

If the maintenance issue is still not resolved, the resident must contact the Office of Residence Life to report the issue and resubmit the maintenance request.

If the maintenance issue was caused/ inflicted by the resident or guest, the resident will be charged accordingly for the damage caused. Please refer to Damages above.

Noise

It is the responsibility of residents to maintain reasonable conditions for studying. The right of a student to a reasonable environment to study precedes any other privileges, and excessive noise is a violation of such right. Noise that emanates from the residence halls and disturbs classrooms, other residence halls, and College activities is prohibited. Musical instruments may only be played in student rooms in accordance with courtesy hours. Stereo speakers may not be placed in residence hall windows or in positions to amplify sound to the outdoors. Bass/subwoofer speakers are prohibited. The use of earphones with stereo equipment is strongly encouraged.

While quiet hours are from 11:00 pm – 10:00 am daily, it is important to note that courtesy hours are in effect 24 hours a day. Failure to respond to a reasonable request, made from anyone, to lower noise volume is a violation of courtesy hours. During final examinations, 24 hour quiet hours are in effect as posted, and a student responsible for noise which emanates from a room or in a hallway in violation of this policy is subject to disciplinary action. Violations of quiet hours may result in room/hall reassignments or other appropriate disciplinary action.

Pet Policy

The Office of Residence Life does not allow any pets in the student rooms at any time.

This includes all animals except fish. No aquatic life that is potentially dangerous is allowed. A student can have one ten-gallon fish tank per unit. Students who require an animal for documented medical needs need to contact the Office of Accessibility Services to obtain a Residential Accommodation.

Posting Policy

All signs, either from students or from outside vendors, must have prior approval from the Office of Residence Life or Office of Student Activities to be posted and/or hung in or around residential facilities. Student signs and posters may not be hung on interior and exterior entrances and exits, in stairwells, or in elevators.

Prohibited Items (Non-weapons)

The following are prohibited for use and/or possession in the residence halls. This is not a comprehensive list. Any other item that is deemed unsafe or inappropriate for residential living may be considered prohibited, at the discretion of Office of Residence Life.

- Coffee maker with hot plate
- Air conditioners
- Candles and candle warmers
- Cloth furniture including bean bag chairs
- Extension cords that are not surge protected
- Fireworks
- Flammable decorations

- Grills (including George Foreman and other like materials)
- Halogen lamps
- Hookahs
- Incense
- Christmas trees (real or fake)
- Microwave ovens
- Open flames of any kind
- Refrigerators (large). Students may have up to 3.4 cu ft of refrigerator, per person.
- Space heaters
- String lights
- Popcorn makers

Any prohibited items found on Hilbert College's property will be confiscated and will only be returned to the student during finals week. Illegal confiscated items will be reported to the Town of Hamburg Police Department. Prohibited items not claimed will be donated to a local church after hall closing each semester.

Hilbert College will not allow any type of weapons to be carried or stored anywhere on campus. All Hilbert students and personnel are prohibited from possessing any firearms, ammunition or other similar dangerous instruments, that can threaten and/or cause bodily harm to themselves or others. Any weapon found would be confiscated by campus safety personnel and the owner is subject to disciplinary and possible legal action. This includes paint ball guns, pellet guns, and air soft guns. This policy also applies to any non-cutlery knife blade (hunting knife, for example) in excess of 3 inches in length. Refer to the Weapons Policy in this handbook.

Smoking

Hilbert College is a Tobacco Free Campus and therefore, smoking is prohibited at all times on campus grounds. Any used cigarettes, ashtrays, smoking paraphernalia, vapes, electronic smoking devices and/or ashes will be considered a violation of the smoking policy. Smoking is, in part, defined as carrying or holding of any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device.

Smoking any drugs or illegal substances is against college policy as well. This includes but is not limited to being knowingly in the presence of smoking a substance or having the odor of marijuana on their persons.

Solicitation of Funds and Fundraising Programs

Purpose: The purpose of this document is to provide clarity within the campus community (faculty, staff and students) regarding solicitation of charitable funds from internal and external sources.

The Hilbert College Office of Institutional Advancement (IA) is responsible for all general areas of fundraising and charitable support. It is the responsibility of IA to serve as the coordinating agent to the institution for all fundraising programs and for all solicitation of funds from private individuals, foundations, businesses, corporations and organizations.

Intent: Hilbert relies on the generosity of its alumni, friends, faculty and staff to support our Franciscan college and its mission and programs. The office oversees all phases of the development process, including identification of donor prospects, cultivation, solicitation and stewardship. As well, the IA office records and tracks charitable donations

and is the only Hilbert office authorized to provide official acknowledgement letters for IRS tax purposes.

Overview and Approval: If you plan to fundraise at Hilbert, faculty, staff and students must work through the regular channels by the appropriate Department Chair, department administrator or Senior Staff member and then submit the request to the Office of Institutional Advancement for feasibility and recommendation. This allows IA to track the many fundraising efforts on campus, establish any accounts that you need and help you succeed. **If you receive a donation from an outside source, please bring to the IA Office for proper recording and acknowledgment.** Similarly, the IA Office should be notified when Hilbert receives gifts-in-kind so we may note the gift in the donor's record and send a thank you letter. Importantly:

1. If you plan to solicit individuals or businesses, the prospect names need to be reviewed with the IA office. The office can provide guidance and often helpful information on target gift amounts or the process to secure a gift. In addition, the prospect may have recently given or is in the process of making a gift, and coordination will avoid potential embarrassment for the college, as well as over-soliciting;
2. All gift or pledge forms are available from the IA office. **As donors give, the check and other pertinent information must be submitted to IA.** Please do not take directly to the Business Office. The IA office will record the information, send an official IRS tax acknowledgement, contact the donor for other information needed to process the gift, etc.;
3. The most important thing is to keep the IA team in the loop. Hilbert is perceived as one College from the outside, even though we have many programs and projects running at the same time. By working together we can be more successful.
4. Internal fundraising efforts coordinated by and intended to be supported by Hilbert faculty or staff must be approved by the IA office. The IA staff will review proposals, gather further information as needed and submit the information to the President for final approval. Preference will be given to projects that support scholarships, student needs or programming, service and charitable works. Fundraising for individual recipients will be discouraged, however all requests will be reviewed. ***Hilbert student clubs and organizations hosting on campus fundraising events (bake sales, raffles, etc.) are exempt from needing IA approval. However, students are encouraged to receive appropriate campus leadership approvals in sponsoring any and all fundraising activities on campus.***
5. **Grants:** all grant initiatives and submissions, including grants to private or family foundations, corporations, associations, public foundations or government entities are to be coordinated with the IA office. This includes appropriate project approvals as part of the overall coordination of fundraising efforts on behalf of the college.
6. **Go Fund Me** (or similar platforms): Hilbert College as an institution is unable to sponsor external fundraising efforts on crowd funding platforms such as Go Fund Me. However, if a Hilbert faculty, staff or student wishes to create an event or raise money to support an individual, family or cause, these efforts are outside of the College and are permissible. Note: if a member of the Athletic

Department or a student athlete, you must have the approval of the Hilbert Athletic Director before creating a GoFundMe site or fundraiser.

For forms or supplies, or if at any time you have questions or need further information, please contact the Institutional Advancement Office at ext. 251.

Sports and Pranks

Participating in sports or other athletic activities inside the residence halls is prohibited. Throwing balls, Frisbees, and other objects in the residence halls can disturb others and possibly damage University property. Riding bikes, skateboards, and other self-propelled or motorized equipment in the residence halls is prohibited. Due to the potential for damage to college property and/or disruption of others in the community, participating in pranks is prohibited. Engaging in activities that involve water guns, water balloons, and shaving cream is prohibited.

Trespassing

New York State defines trespassing as a person knowingly enters or remains, unlawfully or uninvited in or upon premises (New York Penal Law 140.05). This definition is upheld in residential spaces. If a resident/ guest remains in a room uninvited or unwanted, that resident/guest is trespassing in that room. Residence Life and Campus Safety staff reserves the right to escort non-community members with no legitimate purpose or those not compliant with College policies off campus. Those in serious violation may be subject to Law Enforcement.

Equally, residents should be apprised that they may be subject to arrest for trespassing on private property in the local area if caught trespassing on lands owned by private residents, businesses, or railways.

Individuals who are Persona Non Grata (PNG) must comply with the guidelines set for them. If individuals who are PNGed enter spaces which they are not allowed to, they will be subjected to Law Enforcement.

Residential Accommodation Requests

Residents who need housing accommodations or adjustments must complete the Residential Accommodation Request with the Office of Accessibility Services. Accommodations includes but are not limited to; ADA complaint restroom, single room, dietary restrictions, emotional support animals and/or specific locations for air purification. All residential accommodations must be documented with the college and approved through the Accommodations Committee. Accommodation approval will be communicated via email to the resident. The Office of Accessibility Services and the Office of Residence Life will work collaboratively with the resident to meet their needs once an accommodation is approved.

Unsanitary and Unsafe Conditions

Living conditions that could adversely affect residents' health and safety are prohibited. Residents are responsible for maintaining reasonable standards of cleanliness and safety in their housing assignments and rooms, laundry rooms, the fitness center, hallways, lounges, bathrooms, and lobby areas. This includes proper garbage/trash disposal. Upon vacating a room or housing assignment, the resident must ensure that the space is clean

and in acceptable condition for the next student to occupy. Residents will be billed for cleaning charges.

Window Usage

Residents may not remove window screens at any time. Throwing any object out/handing objects through a residence window is prohibited. Food, plants, shoes, flags, banners, or other items are not permitted outside windowsills. Stereo speakers may not be placed in residence hall windows or in positions to amplify sound to the outdoors. Entry through a window is considered trespassing and will be handled as such.

SAFE GUARDING CUSTOMER INFORMATION NOTICE

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

Information Collected by Hilbert College

Hilbert College collects nonpublic personal information about its customers from the following sources: applications, financial aid and other forms, financial transactions and methods of payment.

Information Disclosed by Hilbert College

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

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

Keeping Customer Information Secure

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

SEXUAL MISCONDUCT POLICY

Hilbert College promotes respect for the dignity and integrity of each person. Hilbert is deeply committed to equal opportunity and a tolerant, supportive learning and working environment. Hilbert College complies fully with all applicable federal and state legisla-

tion, including, but not limited to, Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act, the New York Human Rights Law, and Article 129A&B of the New York State Education Law commonly referred to as “Enough Is Enough”. Pursuant to these statutes and regulations, the College prohibits all acts of sexual harassment, sexual violence and sexual misconduct. This policy is intended to educate the Hilbert community about these issues and thereby prevent such incidents from occurring and also explain the way in which the College will respond to incidents in the event they do occur.

SCOPE OF POLICY

This policy applies to all students, faculty and employees of Hilbert College. This policy applies to conduct on campus and in connection with any Hilbert College-sponsored program or activity; regardless of where it occurs. Additionally, off-campus conduct may violate this policy if the conduct creates a threatening or hostile environment on Hilbert’s campus or within a Hilbert program, or if the incident causes concern for the safety or security of Hilbert’s campus. Non-community members (e.g., family or friends of students, vendors, visiting athletes, etc.) visiting campus, participating in a Hilbert program or activity or interacting with Hilbert College community members are expected to abide by the behavioral expectations in this policy.

This Policy applies to all individuals 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.

OVERVIEW OF CONSENSUAL RELATIONSHIPS POLICY

As a general rule, the College actively discourages all romantic and/or sexual relationships between faculty and student, supervisor and employee, and staff person and student in cases where the staff person can exert authority because the relationship may pose a conflict of interest and the difference in power can give rise to the appearance of impropriety. If a consensual relationship does exist, it is required that the participants in such a relationship act immediately to remove the conflict of interest. In addition, the person in the more powerful position in such a relationship is required to report it to their supervisor. It is expected that all members of the College community comply with the Consensual Relationship Policy. The Consensual Relationship Policy can be found in the Student Handbook and the Human Resources Manual.

DEFINITIONS

1. **Sexual Harassment** - Sexual Harassment is a form of harassment with specific distinguishing characteristics, which are described below. Sexual harassment is a type of prohibited sex-based discrimination. Sexual harassment may be verbal, written, visual or physical. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute *sexual harassment* when:
 - a. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s education/employment;
 - b. submission to or rejection of such conduct by an individual is used as the basis for education/employment decisions affecting such individual; or
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive edu-

cational/working environment.

Merely by way of illustration, sexual harassment includes, but is not limited to, the following kinds of behavior:

- i) Exposing a person to unwanted insulting, degrading, or oppressive sexual remarks, jokes, innuendoes, or other sexually oriented conduct (including, among other things, graphic or descriptive comments relating to an individual's body or physical appearance; sexually oriented teasing or pranks; improper suggestions, objects, or pictures; unwanted physical contact);
- ii) Repeatedly subjecting a person to unwelcome sexual attention or advances; or
- iii) Making threats, demands, or suggestions that an employee's working conditions or a student's grade depends in any way upon tolerating or accepting sexual advances or sexual conduct. This is referred to a "quid pro quo" (or "this for that") harassment. "Quid pro quo" harassment can be expressly stated, but it can also be implied by words, actions or the surrounding circumstances. No person should believe that any other person – regardless of their title with Hilbert College – has the right to pressure another person for sexual activity; they do not.

The fact that a person was personally offended by a statement or incident does not alone constitute a violation of this policy. Instead, the determination is based on a "reasonable person" standard and takes into account the totality of the circumstances. Hilbert College considers the context of a communication or incident, the relationship of the individuals involved, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, and the seriousness of the incident.

2. **Sexual Exploitation** – when one takes non-consensual sexual advantage of another. Said behaviors may include, but are not limited to, any audio and/or visual recording of a consensual sexual act without the person's knowledge; distributing, without the prior consent or knowledge of the victim of exploitation, an audio and/or visual recording of a consensual sexual act; voyeurism; forcing or causing another without affirmative consent to touch one's own private body parts, engaging in sexual activity with another while knowingly infected with HIV or another sexually transmitted infection without informing the other person of such infection; attempting to incapacitate someone for the purposes of committing sexual assault or unwanted sexual contact; exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals.
3. **Sexual Assault** – Consistent with federal law, sexual assault is defined by the College as including:

Non-Consensual Sexual Intercourse – these sexual assaults can be sub-defined by the following:

- **Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent or where the victim is incapable of giving affirmative consent due to incapacitation.**
- **Statutory rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.**

Non-Consensual Sexual Contact – intentionally having any physical contact, however slight, for purposes of sexual gratification or with sexual intent, with another person’s private body parts without their affirmative consent. Acts of non-consensual sexual contact may include, but are not limited to, the touching of a person’s buttocks, penis, vagina, breasts; and/or touching of another person with said body parts; and/or making another touch you in such a manner.

4. **Domestic Violence** – refers to a felony or misdemeanor crime of violence between spouses, former spouses, or intimate partners, cohabitating romantic partners or individuals who were formerly cohabitating romantic partners, individuals who share a child in common or individuals who are similarly situated to spouses and/or individuals who are protected from the other person’s acts under the domestic or family violence laws of the jurisdiction in which the acts of violence occur.
5. **Dating Violence** –refers to a pattern of violent behavior (including, but not limited to, sexual or physical abuse or the threat of such abuse) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship
 - the type of relationship
 - the frequency of interaction between the persons involved in the relationship.
6. **Stalking** – The term stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. Stalking can include, but is not limited to:
 - Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email.
 - Repeatedly leaving or sending the victim unwanted items, presents, or flowers.
 - Following or lying in wait for the victim at places such as home, school, work, or recreation place.
 - Making direct or indirect threats to harm the victim, the victim’s children, relatives, friends, or pets.
 - Damaging or threatening to damage the victim’s property.
 - Harassing the victim through the internet.
 - Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
 - Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting victim’s friends, family, workplace associates, or neighbors, etc.
7. **Affirmative Consent** - Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based

upon a participant's sex, sexual orientation, gender identity, or gender expression.

All references to "consent" in this policy will mean affirmative consent as defined in this policy. As stated above, silence, lack of physical resistance, and/or the absence of a verbal "no" should not be construed as consent to any sexual activity. A person can withdraw consent at any time during sexual activity and when consent is withdrawn or can no longer be given the other person must stop all sexual activity immediately.

A prior relationship, existing relationship, prior sexual contact, or prior consent does not, alone, constitute affirmative consent to any continued or future sexual activity. Consent to engage in one sexual act (such as kissing or fondling) does not indicate consent to other sexual acts (such as intercourse).

Certain conditions prevent a person from being able to consent. Effective consent cannot be given if a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation can be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. An individual's mental disability may cause him/her to be unable to give affirmative consent to sexual activity. In New York, the statutory age of consent is 17 years old. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants (whether consumption was voluntary or otherwise) may be incapacitated and therefore unable to consent. A person initiating sexual activity is still responsible to obtain affirmative consent even if they are under the influence of drugs or alcohol. Affirmative consent cannot be given under coercion, force, or threat of physical harm or injury.

8. **Force** - Force is the use of physical violence and/or imposing on someone physically to gain sexual access. It includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
9. **Coercion** - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
10. **Sexual Misconduct**- The term "sexual misconduct" is a term used by this policy to more conveniently refer to any form of sexual harassment, sexual assault, non-consensual sexual activity or contact, sexual exploitation, dating violence, domestic violence or stalking as those terms are defined above. Sexual misconduct may occur between members of the same or opposite sex and in heterosexual or homosexual relationships.
11. **Reporting Party** – The term Reporting Party refers to the person making the allegation or report. That person is usually the person who experienced the harassment, sexual misconduct or other violation of this policy.
12. **Respondent** – The term Respondent refers to the person alleged to have committed the alleged harassment, sexual misconduct or other violation of this policy.

APPLICABLE LAWS, ORDINANCES, AND REGULATIONS

All federal, state, and municipal laws apply on campus. This includes the New York State Penal Law, which details the criminal statutes dealing with sex offenses. According to

New York State statutes, there are varying degrees of sexual assault. **Sexual Assault of any kind is not only a crime, but also a violation of this policy.**

REPORTING OPTIONS FOR RESPONDING TO INCIDENTS

You have the right to make a report to Campus Safety local law enforcement, and/or state police or choose not to report; to report the incident to Hilbert College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from Hilbert College. A Students' Bill of Rights for cases involving sexual assault, domestic violence, dating violence, or stalking is attached at the end of this policy. An additional Statement of Rights for any individual reporting a sexual assault, domestic violence, dating violence, or stalking is also attached at the end of this policy.

Reporting to Law Enforcement

Any person may call 911 or Campus Safety, which can be reached at 716-479-1233, for immediate safety assistance. Campus Safety can also assist the individual in making a report of a crime to local law enforcement. A victim of a crime is encouraged to, but not required to, report the incident to local law enforcement and pursue criminal charges. The criminal process and the College's disciplinary processes are not mutually exclusive, meaning that an individual can either bring a report through the College or law enforcement, or both. Any internal investigation and/or hearing process conducted by Hilbert College will be conducted concurrently with any criminal justice investigation and proceeding. Decisions rendered in a court of law have no impact on the College's obligation to respond to allegations of sexual misconduct within our community. However, in some cases the College may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation. Such delays will not last more than 10 days except when law enforcement authorities specifically request and justify a longer delay.

The Hamburg Police Department, which can be reached at 716-648-5111, can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. The New York State Police Sexual Assault Hotline, which can be reached at 1-844-845-7269, may also be of assistance in reporting an incident to law enforcement.

Preservation of Evidence

In criminal cases, the preservation of evidence is critical and must be done properly and promptly.

- Preserve all physical evidence of the assault. Do not shower, bathe, douche, or brush your teeth. Save all of the clothing you were wearing at the time of the rape or assault. Place each item of clothing in a separate paper bag. Do not disturb anything in the area where the assault occurred.

Orders of Protection

Orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by a College community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter the College's property, and Hilbert will abide by a lawfully issued order of protection. Campus Safety, or other College officials, will, upon request, provide reasonable assistance to any member of the campus community in obtaining an order of protection or, if outside of New York State, an equivalent protective

or restraining order, including providing that person with:

- A copy of an order of protection or equivalent when received by the College and providing that person with an opportunity to meet or speak with a College representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- An explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- Assistance in contacting local law enforcement to effect an arrest for violating such an order of protection.

Reporting individuals should understand that not all sexual misconduct under this policy is a crime and that the standard law enforcement employs in processing allegations is different than the College's standard under this policy. Questions about whether incidents violate criminal laws and how the criminal process works should be directed to law enforcement officials or the local district attorney's office.

Reporting to Confidential Resources

On-Campus Confidential Resources

All parties are encouraged to seek support for their emotional and physical needs. A person seeking confidential emotional or medical care may contact the following on-campus support resources:

- Counseling Center – 716-926-8930 or 716-649-7900 (ext. 232), St. Joe's Residence Hall 1st Floor
- Wellness Center - 716-926-8908 or 716-649-7900 (ext. 406), St. Joe's Residence Hall 1st Floor

The services above are confidential and free for all Hilbert College students. Immediate contact with a counselor can be arranged through Campus Safety if a situation occurs after hours or on weekends. Professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the College community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without your permission.

Hilbert College employees may seek support through the Employee Assistance Program. Service may be accessed through Integrated Behavioral Health, 800-386-7055 or online at www.ibhworklife.com. Some services are only available to full-time employees.

Off-Campus Confidential Resources

In addition, there are numerous off-campus resources available. These confidential off-campus resources, which may or may not charge services fees, include:

- Mercy Ambulatory Care Center – 716-662-0500
- Mercy Hospital – 716-822-3800
- Crisis Services (24 Hour Hotline) – 716-834-3131
- NYS Domestic Violence Hotline – 1-800-942-6906
- NYS Police Sexual Assault Hotline – 1-844-845-7269

Additional Sexual Assault & Violence Response (SUNY SAVR) Resources can be found

online at <https://www.suny.edu/violence-response/>. This website can provide you with information you can use to seek resources and support, and to report the crime to law enforcement.

Contacting any of the confidential resources listed above does not constitute notifying Hilbert College.

Individuals who have been the victims of sexual assault are encouraged to seek medical attention immediately. Whether or not you report the assault to the College or the police, you should have a medical examination immediately. The exam is confidential. Medical personnel will test for sexually transmitted infections, look for physical injuries, and collect physical evidence. If you report the assault, Campus Safety or the police can provide transportation to the hospital and arrange for a Crisis Services Sexual Assault Advocate to meet you there. If you choose to go to the hospital without notifying Campus Safety or the police, the hospital can still collect physical evidence and contact a Crisis Services Advocate to meet you there, while protecting your anonymity, in case you later decide to prosecute. If you suspect that you may have been given a rape drug, such as Rohypnol and GHB, ask the hospital to take a urine sample which will be preserved as evidence.

Reporting to the College's Non-Confidential Resources

All reports of sexual misconduct should be made to any of the following specially trained individuals:

- Title IX Deputy Coordinator – Lee Coletti, 716-926-8786 or 716-649-7900 (ext. 126), Franciscan Hall 102, or lcoletti@hilbert.edu
- Dean of Students/ Interim Title IX Coordinator – Gregory Roberts, 716-926-8935 or 716-649-7900 (ext. 231), Franciscan Hall 107, or groberts@hilbert.edu.
- Director of Residence Life & Judicial Affairs, Jill Cole-Splawski, 716-926-8933 or 649-7900 (ext. 362), Trinity Hall, 1st Floor, or jcole@hilbert.edu
- Director of Campus Safety, Vito Czyz – 716-926-8925, 716-479-1233 (24-hour number), or 716-649-7900 (ext. 224), Lower Level Campus Center, or vczyz@hilbert.edu

These individuals have been trained to receive and respond to allegations of violations of this policy. The College's main concern is that victims of sexual misconduct receive the help and guidance essential for beginning the process of healing, while giving special consideration to the welfare of the campus community. Campus Safety is available, upon request, to escort students during day or evening hours.

There is no time limit for making a report of a violation of this policy. However, the passage of time may make effective responsive action difficult. Further, if the Respondent is no longer a member of the College community, the College's ability to respond may be limited. Individuals are encouraged to promptly report any and all incidents.

Mandated Reporting Authority

All Hilbert College employees, with the exception of the College's Confidential Resources noted above, are designated as Responsible Employees and are therefore legally required to report any allegation of sexual misconduct to the Title IX Coordinator. Responsible Employees are those employees who have the authority to take action to redress harassment, have the duty to report harassment or other types of misconduct to appropriate officials, and those employees a student could reasonably believe has this authority or responsibility. Nevertheless, if a report is made to anyone other than the non-confidential resources listed above, the Re-

porting Party risks the possibility that it will not come to the attention of the proper College officials and may, therefore, not be acted upon.

Privacy Statement

Even Hilbert College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

Reports from Others or Anonymous Sources

If the College receives a report of alleged sexual misconduct by someone other than the alleged victim (e.g., by a friend or roommate, resident assistants, etc.), the College's Title IX Coordinator will promptly notify the subject, and inform the subject of the available resources and assistance. Hilbert will accept anonymous reports. However, due to the nature of anonymous reports, Hilbert's ability to take responsive action may be limited.

Reporting Party Options

If a Reporting Party reports an incident of sexual misconduct to a non-confidential College employee, but requests that no investigation into the incident be conducted or disciplinary action taken, the College will weigh that request against Hilbert's obligation to provide a safe, nondiscriminatory environment for all members of the campus community, including the Reporting Party.

Request for No Action

Hilbert College endeavors to comply with Reporting Party's wishes with respect to whether responsive action is taken. However, that is not always possible. If a Reporting Party requests that no action be taken against the accused, (i.e., no investigation or disciplinary action), the Title IX Coordinator will consult with appropriate administrators in order to consider Reporting Party's request. The Title IX Coordinator will consider a range of factors related to pattern, pervasion, threats, and violence which include but are not limited to, the following:

- The seriousness of the offense;
- Whether there have been other sexual misconduct reports about the same Respondent;
- Whether the Respondent has a history of violent behavior or is a repeat offender;
- Whether the Respondent threatened further sexual misconduct or other violence against the Reporting Party or others;
- Whether the sexual misconduct was committed by multiple perpetrators;
- Whether the alleged sexual misconduct was perpetrated with a weapon;
- Whether the Reporting Party is under the statutory age of consent in New York State. The statutory age of consent in New York State is 17 years old;
- Whether the College has other means to obtain relevant evidence (e.g., security cameras or physical evidence);
- Whether circumstances otherwise suggest an ongoing or future risk to the campus community or the Reporting Party.

A decision will be made and shared with the Reporting Party. If, after considering these factors, the College determines that it is able to respect the Reporting Party's request that no responsive action be taken, the College will nevertheless take all reasonable steps to

respond to the report consistent with the Reporting Party's confidentiality request, and will determine whether interim measures are appropriate or necessary. Hilbert College will also consider broader remedial action, such as increased monitoring, supervision of security at locations where the reported sexual misconduct occurred, increasing training, education and prevention efforts, and conducting climate surveys.

Request for Action taken Confidentially

Similarly, a Reporting Party may desire to have investigatory and/or disciplinary action taken, but may wish to have their identity as the Reporting Party kept confidential. Depending on the circumstances, this may or may not be possible. If any number of people could have reported the incident or if Hilbert possesses other means to obtain evidence (such as security footage), it may be possible for the Reporting Party's identity to remain confidential and not shared with Respondent. However, in other cases, it may not be possible to proceed with investigatory or disciplinary action without revealing the identity of the Reporting Party.

If Hilbert honors such a request, the Reporting Party must understand that the College's ability to effectively investigate the incident and pursue disciplinary action against the accused may be limited.

The College may not be able to honor a Reporting Party's request for confidentiality when doing so would jeopardize the College's responsibility to provide a safe, non-discriminatory environment.

Hilbert has designated the Title IX Coordinator to evaluate requests for action to be taken confidentially. If the College determines that it must disclose the Reporting Party's identity to the Respondent, the College will promptly inform the Reporting Party. Ultimately, Hilbert College retains the right to act upon any information that comes to its attention.

AMNESTY FOR STUDENTS

The health and safety of every student at Hilbert College is of utmost importance. Hilbert College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that the violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

Hilbert College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Hilbert College officials or Campus Safety will not be subject to Hilbert College's code of conduct action for violations of alcohol or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Hilbert College will provide amnesty to the Reporting Party, Respondent, and bystanders acting in good faith. Amnesty does not apply to college employees.

COLLEGE'S PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL MISCONDUCT

Hilbert College is committed to providing a prompt, fair and impartial investigation and resolution to all allegations of sexual harassment, sexual assault, domestic/dating violence, stalking and any other form of sexual misconduct. The College reserves the right to

investigate and potentially discipline any violation of this policy that comes to its attention. The College operates on the presumption that Respondents are “not responsible” for a violation of college policy until a final determination is reached.

If the individual who was subjected to the violation (i.e., the victim) does not wish to act in the role of the Reporting Party, the College may continue nevertheless to investigate and refer the case for possible discipline. In such a situation, the College will appoint an appropriate administrator to act in the role of the Reporting Party in any disciplinary proceeding.

No unauthorized recordings will be allowed in any meetings, interviews, or disciplinary proceedings associated with the Sexual Misconduct Policy.

Investigation

If a report appears to allege a plausible violation of this policy, Hilbert will conduct an investigation. An investigation may occur because the Reporting Party wishes to proceed with responsive action or because the College determines that this is necessary despite the wishes of the Reporting Party. Investigations normally take no longer than 30 days, and will be handled in the following ways:

1. Any report of sexual harassment, sexual assault, domestic/dating violence, stalking, any other form of sexual misconduct or other alleged violation of this policy will be investigated by a team of Investigators appointed by the Title IX Coordinator. In certain cases, the College may engage trained individuals from outside the College, who may be attorneys, to conduct the investigation.
2. The Reporting Party and Respondent will be permitted an equal opportunity to present information in the context of the investigation and to request that witnesses having relevant information be included in the investigation process. The Investigators retain discretion to determine the order and method of investigation and what, if any, witnesses will be interviewed as part of the investigatory process.
3. The investigation usually involves interviews of the parties and/or any witnesses and reviewing any relevant documentation.
4. The Reporting Party and Respondent will have the right to have their own prior sexual history with persons other than the other party and their own mental health diagnosis and/or treatment excluded from the investigatory and disciplinary proceedings held under this policy. If either party offers information relating to the parties’ sexual history with one another, the other will have the right to respond.
5. At the conclusion of the investigation, the Investigators will prepare a draft written investigation report that summarizes the information gathered and any supporting information or accounts. Before the draft investigation report is finalized, the Reporting Party and Respondent will be given the opportunity to review the investigation report including all appendices and incident reports, subject to redaction permitted and/or required by law and consistent with College policy and applicable federal and state law, including the Family Educational Rights and Privacy Act (FERPA). A Reporting Party and Respondent may submit any additional comment or evidence to the Investigators within ten (10) business days of the opportunity to review the relevant portions of the report.
6. After the ten (10) business day comment period has lapsed, the Investigators will submit the final written investigatory report to the Title IX Coordinator that sets forth

a summary of the facts discovered during the investigation and an assessment of the credibility of the Reporting Party, Respondent and/or witnesses (as relevant). The investigatory report shall contain a copy of any written statement submitted by the Reporting Party, Respondent, and/or witnesses or, if no written statements were submitted, a written summary of the statements or reports provided to the Investigator. The investigatory report may also contain any documentation submitted as evidence during the investigation including but not limited to e-mails, text messages, social media posts, notes, letters, photographs, videos, etc.

7. The Title IX Coordinator will either pursue an Informal Resolution, or refer the case to the appropriate Hilbert College formal disciplinary process.

Informal Resolution

In some cases, an informal resolution may be appropriate. An informal resolution may take the form of mediation in which a designated third-party explores whether the parties can agree on a resolution of an incident. Informal resolution must be agreed upon by both parties, and the Title IX Coordinator must agree that informal resolution is appropriate. Mediation is not appropriate in cases of sexual assault or violence of any kind. When informal resolution is appropriate, the Title IX Coordinator will select the mediator. The parties may, but will not be required to, meet together as part of the mediation.

At any time during the mediation process the Reporting Party or the Respondent has the right to resume the formal processing of the reported situation (i.e., investigation, disciplinary proceedings, etc.). A mediated resolution may include sanctions. If the mediation results in an agreement, and if this agreement is acceptable to the Title IX Coordinator, the mediation will be considered successful. Both parties will sign a statement agreeing that the mediation was successful, and the matter will be considered resolved. If the mediation is unsuccessful, the formal process will resume.

Disciplinary Proceedings

This policy applies campus-wide and sets forth the behavioral expectations for all. However, the applicable formal disciplinary procedure that will be applied in a particular case depends on whether the accused is a student, employee, or a non-community member. The following disciplinary procedures will apply:

- A report by anyone against a student will be processed in accordance with the procedures set forth in the Student Code of Rights and Responsibilities contained in the Student Handbook, subject to the additional provisions set forth below.
- A report by anyone against a College employee will be processed in accordance with the Employee Disciplinary Procedures below, subject to the additional provisions set forth below.
- A report by anyone against a non-community member (e.g., a visitor, vendor, etc.) will be investigated but no formal policy or procedure applies. The College may opt to ban the non-community member from College property or take other appropriate responsive measures.

Disciplinary proceedings shall provide a prompt, fair and impartial resolution and are conducted by officials who receive annual training on the matters covered by this policy, including domestic violence, dating violence, sexual assault and stalking.

Prior to the commencement of the disciplinary process the Student Conduct Administrator or appropriate Vice President will thoroughly review the Investigation Report, including all inci-

dent reports. At any disciplinary proceeding held under this policy, both the Reporting Party and the Respondent shall receive notice referencing the specific provision of this policy alleged to have been violated and the possible sanctions. This notice shall also include the date, time, location and factual allegations concerning the alleged violation. In addition to charges being filed, in cases involving a student Respondent, the Student Conduct Administrator will also enclose an explanation of the Judicial Process, student's rights in the process, and the formal process for appeal.

Notwithstanding anything to the contrary in the Student Code of Conduct, the Human Resources Manual, or any other policy or procedure, in all disciplinary proceedings regarding an alleged violation of this policy, the following shall apply:

- The Reporting Party and Respondent have the right to be accompanied by one advisor of their own choosing. In cases involving sexual assault, domestic violence, dating violence or stalking, the advisor may be an attorney.
- The Reporting Party and Respondent will have an equal opportunity to present relevant evidence and information subject to the terms and conditions set forth in this policy. While the College encourages Reporting Parties to put their allegation or report in writing, Hilbert College will proceed with an investigation and resolution of an allegation, regardless of whether it is reduced to writing.
- The Reporting Party and Respondent have the right to raise any issues of conflict of interest related to individuals serving in official roles under this Policy, including, but not limited to those serving as decision-makers. The Title IX Coordinator will determine whether any such conflict of interest exists and, if so, the appropriate official to appoint as a replacement. If the perceived conflict of interest is with the Title IX Coordinator, the Provost/Vice President of Academic Affairs will appoint an appropriate official as a replacement.
- **The standard for decisions in any disciplinary proceedings held under this policy is a preponderance of the evidence;** meaning that it is more likely than not a violation of this policy occurred.
- Both the Reporting Party and Respondent will be permitted to submit a written impact statement to the Title IX Coordinator after a finding of responsibility for violation of this policy and prior to the determination of an appropriate sanction(s).
- Both parties will receive simultaneous written notice of outcomes of all disciplinary proceedings, to the extent permitted by law. The final outcome letter shall include factual findings supporting the determination, the decision and sanction, if any, as well as the rationale for the decision and sanction.

Employee Disciplinary Procedures

In disciplinary proceedings where the Respondent is an employee, the President will assign a Vice President to be the decision maker. In matters where the Respondent is a Vice President or higher, the decision maker will be the President or the Audit and Compliance Committee of the Board of Trustees. In addition to the specific provisions listed above, in all disciplinary proceedings regarding an alleged violation of this policy, the following shall apply:

- Prior to the commencement of the employee disciplinary process, both the Reporting Party and the Respondent shall receive notice from the appropriate Vice President referencing the specific provision of this policy alleged to have been violated and the

possible disciplinary action. This notice shall also include the date, time, location and factual allegations concerning the alleged violation.

- The appropriate Vice President will thoroughly review the investigatory report, including all appendices and incident reports, with the Director of Human Resources and the Title IX Coordinator. During the review, the Investigators may be asked for clarification and factual understanding of the report.
- Once the review is complete, the appropriate Vice President shall issue a written determination of whether the Respondent is found responsible for the alleged violation and what, if any, disciplinary action will be taken. The standard for decisions in any disciplinary proceedings held under this policy is a preponderance of the evidence; meaning it is more likely than not that a violation occurred.
- Both the Reporting Party and the Respondent will be permitted to make a written impact statement to the Title IX Coordinator after a finding of responsibility for violation of this policy and prior to the determination of appropriate disciplinary action.
- In determining the appropriate disciplinary action, the appropriate Vice President will take into consideration the complete investigatory report, any impact statement(s) submitted by the parties, in addition to consulting with appropriate college officials. The Vice President will also consider any past findings of violations of this policy or other previous disciplinary action of the Respondent.
- The appropriate Vice President will simultaneously notify both parties in writing of the outcome. The final outcome letter shall include factual findings supporting the determination, the decision and disciplinary action, if any, as well as the rationale for the decision and disciplinary action.

Appeals Process

In any case where the Respondent is a student, the following appeals process will apply:

- For an appeal where the respondent is found responsible for sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's Code of Rights and Responsibilities, the case must be heard by the Campus Standards Board where the Dean of Students or their designee is the chair. The Campus Standards Board will operate in the same entity it would for a hearing, except members of the Campus Standards Board may question the Reporting Party and/or Respondent for the sole purpose of fact finding and clarification of the reason for the appeal.
- Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the disciplinary hearing and supporting documents for one or more of the following purposes:
 - To determine whether the hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the reporting party a reasonable opportunity to prepare and present evidence that College policy was violated, and giving the Respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that if be-

lied by the fact finder, were sufficient to find that a violation of College policy occurred.

- To determine whether the sanction(s) imposed were appropriate for the violation of College policy which the Respondent was found to have committed.
- To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the hearing.
- If an appeal is upheld the Campus Standards Board may reduce, increase, or uphold the sanctions or remand the case to the original disciplinary body for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved, except when the sanction of expulsion is involved. This sanction may be appealed to the President of the College. However, such an appeal shall be entertained solely at the discretion of the President.

In any case where the Respondent is a college employee the following appeals process will apply:

- Within ten (10) calendar days either party may request review by the College President, in writing, of the recommendation(s) and/or the action of the respective Vice President. Within ten (10) calendar days after receipt of the appeal, the President shall render a decision in writing. The decision of the President is final.
 - If the Respondent is a Vice President or higher, within ten (10) calendar days either party may request review by the Audit and Compliance Committee of the Board of Trustees or Executive Committee of the Board of Trustees, in writing, of the recommendation(s) and/or the action of the decision maker. Within ten (10) calendar days after receipt of the appeal, the Audit and Compliance Committee of the Board of Trustees or the Executive Committee of the Board of Trustees shall render a decision in writing. The decision of the Audit and Compliance Committee of the Board of Trustees or Executive Committee of the Board of Trustees is final.
- Except as required to explain the basis of new evidence, an appeal shall be limited to review of the investigation report and supporting documents for one or more of the following purposes:
 - To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that if believed by the fact finder, were sufficient to find that a violation of College policy occurred.
 - To determine whether the sanction(s) imposed were appropriate for the violation of College policy which the Respondent was found to have committed.
 - To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original investigation, because such evidence and/or facts were not known to the person appealing at the time of the hearing.

ADVISORS

In any investigatory meeting or disciplinary hearing held under this policy, the Reporting Party and Respondent have the right to be accompanied by one advisor of their own choosing. In cases involving sexual assault, domestic violence, dating violence or stalk-

ing, the advisor may be an attorney or a parent/legal guardian. If an advisor is a paid advisor, the advisor will be at the party's own expense.

The advisor's role is to support the Reporting Party or Respondent throughout the process and aid in their understanding of the investigatory and/or disciplinary process.

The advisor cannot be a witness in the proceedings nor is the advisor permitted to cross-examine the other party or any witnesses. The advisor may talk quietly with the party they are accompanying, but may not participate in the interview or be disruptive to the meeting. The parties are required to speak on their own behalf. The College has the right at all times to determine what constitutes appropriate behavior on the part of an advisor and violators of these expectations will be asked to leave the proceeding.

Investigations and/or disciplinary proceedings will not be delayed based on the availability of a party's desired advisor. Absent extenuating circumstances, witnesses and others involved in the investigation or hearing are not entitled to have an advisor. An individual may be precluded from serving as an advisor if the Title IX Coordinator determines that a conflict of interest exists.

INTERIM SUPPORTIVE MEASURES

Interim supportive measures may be made by the College in an effort to immediately respond to a situation. These interim supportive measures could include, but are not limited to: summary suspension; changes in class schedules, class assignments, residence hall/room assignments and/or restrictions from living on campus; adjustments to academic deadlines and course schedules; "No Contact" orders; attendant restrictions; all other restrictions outlined in the Student Code of Conduct under "Interim Sanctions"; altering work assignments for employees; any other interim restriction or sanction deemed appropriate by the College.

Supportive measures are defined as non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the Reporting Party or Respondent before or after the filing of a formal report or where no formal report has been filed.

A "no contact order" prohibits both direct contact and indirect contact (i.e., passing messages through friends or social media). When a "no contact order" is issued as a result of a sexual misconduct allegation, if individuals protected by the no contact order observe each other in a public space, unless otherwise provided in the order, it shall be the responsibility of both parties to leave the area immediately and without directly contacting the other party.

Any party directly affected by a no contact order or other interim supportive measure may, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of the no contact order or other interim measure, including potential modification or elimination of those measures. This request may be made by submitting a written request to the Title IX Coordinator or, if the party is a student, to the Dean of Students, providing the basis for the request and submitting any evidence in support of the request. Upon receipt of such a request, the Title IX Coordinator or Dean of Students, whichever is applicable, will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. This review process will occur as soon as possible, but generally no later than five business days of the request and the parties' submission of any evidence.

RETALIATION

Both the Reporting Party and the Respondent have the right to continue their educational endeavors free from retaliation or further harassment as a result of filing a report or participating in a judicial process until the final disciplinary sanction(s), if any, is/are imposed. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying. Interim measures are not retaliatory and are only put into place on an as needed basis. Any evidence of retaliatory behavior from the alleged perpetrator, or on behalf of the alleged perpetrator, could warrant immediate summary suspension from the college pending disciplinary proceedings.

Retaliation exists when action is taken against a Reporting Party or participant in the Title IX process that

- adversely affects the individual's opportunity to benefit from the College's programs or activities, and
- is motivated in whole or in part by the individual's participation in the Title IX process.

SANCTIONS

The potential sanctions for violations of this policy include: written warning, disciplinary fines, community service, mandatory counseling, written assignments, access and/or activity restrictions, disciplinary probation, loss of campus residency or other privileges, suspension, expulsion, change in a job assignment or work location, demotion or reduction in pay, or termination of employment.

For those crimes of violence that Hilbert College is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall include the following notation:

- Suspended after a finding of responsibility for a code of conduct violation;
- Expelled after a finding of responsibility for a code of conduct violation; or
- Withdrew with conduct charges pending.

Transcript notations for suspensions may be removed at the discretion of the College, but no earlier than one year after the conclusion of the suspension. To request the removal of a transcript notation for suspension one year after the conclusion of the suspension the request must be made in writing to the Dean of Students. Transcript notations for expulsion shall not be removed. The Director of Judicial Affairs will notify the Office of Student Records to place the appropriate notation on the Respondent's transcript.

TIME FRAME FOR RESOLUTION

Hilbert College seeks to resolve every report of sexual misconduct within a timely manner of the initial report, excluding any appeal. Any time frames included in this policy may vary depending on the details of the reported situation and, in some cases, extenuating circumstances that may require an extension of the time frames. Extenuating circumstances may include the time of the academic year (e.g., during College breaks or final exams), the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation by local law enforcement, or other unforeseen circumstances. In the event that the investigation and resolution is delayed, Hilbert will notify the Reporting Party and Respondent of the reason(s) for the delay and

the expected adjustment in the time frame.

TITLE IX COORDINATOR

In accordance with Office of Civil Rights legislation pertaining to Title IX of the Education Amendments of 1972, the College is required to appoint and maintain a coordinator for Title IX Compliance on campus. Hilbert College's Title IX Coordinator is Gregory Roberts, Vice President and Dean of Students. All reported incidents of sexual misconduct and subsequent documentation of investigations, findings, and judicial hearing outcomes will be kept on record with the Title IX Coordinator in accordance with College policies regarding records management.

Gregory Roberts
Interim Coordinator, Title IX
Fran Hall 107
716-649-7900 ext. 231 or 716-926-8935
groberts@hilbert.edu
Lee Coletti
Deputy Coordinator, Title IX
Fran Hall 102
716-649-7900 ext. 126 or 716-926-8786
lcoletti@hilbert.edu

SEXUAL VIOLENCE PREVENTION PROGRAMS

Hilbert College officials, including the Dean of Students, the Director of Counseling, the Director of Residence Life, and the Director of Campus Safety, work together to develop educational programs related to promoting awareness of personal safety and campus security specifically focused on sexual assault, domestic violence, dating violence, and stalking.

The campus education programs are intended to address the following:

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

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

If a victim discloses actions constituting a violation of this policy through a public awareness event, such as "Take Back the Night" or a candlelight vigil, the College is not obligated to begin an investigation. The College may, however, use the information to inform the need for additional education and prevention efforts.

CLERY ACT COMPLIANCE

Hilbert College is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, Hilbert will issue a timely warning to the campus community. In

such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the Reporting Party will not be disclosed.

DESIGNATION OF AUTHORITY AND COLLEGE COUNSEL

Any person assigned a role pursuant to this policy may designate their authority to another appropriate person to avoid conflicts of interest or in other circumstances, as deemed necessary.

Any College administrator or official involved in implementing this policy may seek the advice of the College's legal counsel, to be coordinated through the Title IX Coordinator.

COORDINATION WITH OTHER POLICIES

A particular situation may potentially invoke one or more College policies or processes. Hilbert College reserves the right to determine the most applicable policy or process and to utilize that policy or process.

ADMINISTRATION OF THIS POLICY

The College's Title IX Coordinator is responsible to ensure compliance with this policy. Any questions or concerns about the administration of this policy should be directed to the Interim Title IX Coordinator, Gregory

Roberts, Fran Hall 107, 716-649-7900, ext. 231, 716-926-8935, or groberts@hilbert.edu.

In addition to or as an alternative to the College's internal process, or if dissatisfied with the outcome of the College's process, a person may make a complaint to a governmental agency. These governmental agencies include:

The **U.S. Department of Education, Office for Civil Rights** is a federal agency responsible for ensuring compliance with Title IX and other federal laws, including Section 504 of the Rehabilitation Act. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481. As a general rule, a complaint must be filed with OCR 180 days after the complained of event. OCR will investigate the complaint and determine if the College is in compliance with federal laws within OCR's jurisdiction. If OCR finds non-compliance, OCR will ensure that the College returns to compliance. OCR may require individual remedy for the individual complainant, where appropriate.

The **New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL)**, codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A complaint alleging a violation of the Human Rights Law may be filed either with DHR, subject to a one year statute of limitations, or in New York State Supreme Court, subject to a three year statute of limitations.

The DHR will investigate the complaint to determine if unlawful harassment occurred and if the circumstances amount to a violation of the law. If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which varies, but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including reversing an unlawful employment action, paying monetary damages, attorneys' fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 www.dhr.ny.gov. The DHR can be contacted at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form and contact information for DHR's regional offices across New York State.

The **United States Equal Employment Opportunity Commission (EEOC)** enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a complaint with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC also investigates complaints, but does not hold hearings or award relief. The EEOC may take other action including pursuing cases in federal court on behalf of complaining parties, or issuing a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred.

The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or visiting their website at www.eeoc.gov or via email at info@eeoc.gov If an individual files an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

STUDENTS' BILL OF RIGHTS IN CASES INVOLVING SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE, AND STALKING

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial process and or criminal justice process free from pressure by Hilbert College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Hilbert College, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of Hilbert;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial process of Hilbert College.

STATEMENT OF RIGHTS IN CASES INVOLVING SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE AND STALKING

Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:

- Notify Campus Safety, Local Law Enforcement or the New York State Police.
- Emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual and who can provide information, including:
 - o Options to proceed, including the right to make a report to Campus Safety (reports to Campus Safety are reported to the Title IX Coordinator), Local Law Enforcement, and/or the New York State Police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College, as set out in Hilbert College's Sexual Misconduct Policy.
 - o Where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
 - o That the criminal justice process utilizes different standards of proof and evidence than the College's misconduct procedures and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;
 - o Whether the person they are reporting to is authorized to offer confidentiality or privacy; and
 - o Any other reporting options.
- If they are a student, to contact the College's Wellness Center and/or Counseling Center, where they may be offered confidential resources pursuant to applicable laws and can be assisted in obtaining services for reporting individuals; or to contact non-College confidential resources, including the New York State Office of Victim Services at 1-800-247-8035 or <https://ovs.ny.gov>.
- Disclose confidentially the incident and obtain services from the state or local government;
- Disclose the incident to the College's Responsible Employees who can offer privacy or, in appropriate cases determined by the Title IX Coordinator, confidentiality, subject to the College's Sexual Misconduct Policy, and can assist in obtaining resources for reporting individuals;
- File a report of sexual assault, domestic violence, dating violence, and/or stalking and consult the Title IX Coordinator and other appropriate College personnel for information and assistance. Reports shall be investigated in accordance with College policy. A reporting individual's identity shall remain private if that is what the reporting individual wishes, however privacy is not the same as confidentiality and private information can be shared as necessary to implement and fulfill the College's obligations under the law and its policies and procedures;
- Disclose, if the accused is a College employee, the incident to Human Resources or to

- request that another employee assist in reporting to Human Resources;
- Receive assistance from appropriate College representatives if interested in initiating legal proceedings in family court or civil court, such assistance to consist of facilitation in contacting appropriate local agencies who can provide direct assistance with court proceedings; and
 - Withdraw a report or involvement from the College's processes at any time, with the understanding that in appropriate cases, Hilbert College may nonetheless be required to proceed even if the reporting individual does not wish to do so.

Sexual Misconduct Policy Updated: August 14, 2020

SMOKING AND TOBACCO USE POLICY

In accordance with New York State's Smoke-Free Workplace law and recommendations from the federal level, Hilbert College is committed to having a smoke-free and tobacco-free campus. In creating a healthy environment for all members of our community, smoking and tobacco use is prohibited at all times on campus, which includes inside all buildings, outside all buildings, residence halls, grounds and college owned vehicles.

Smoking includes the use of any type of lighted pipe, cigar, cigarette (including electronic cigarettes), or any other smoking equipment, whether filled with tobacco or any other type of material.

SOLICITATION

Solicitation by non-campus entities is prohibited on campus. Campus organizations may hold sales or fundraising drives provided they adhere to campus guidelines. All sales and fundraisers by recognized student organizations must be approved in advance by the Student Government Association. Tables may be reserved through the Business Office for sales or fundraisers inside campus buildings. Students are not allowed to solicit door-to-door in offices as this is disruptive to the work day.

SPEAKERS

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

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

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

SPORTSMANSHIP

Hilbert College has high expectations of both student athletes and our fans. We foster good natured competition while adhering to our College's Franciscan values. In the spirit of good sportsmanship and so that all may equally enjoy our athletic contests, Hil-

Hilbert College abides by the Allegheny Mountain Collegiate Conference rules:

- Cheer for your team, not against the visitors.
- Do not become personal in your comments about players, coaches, or officials.
- No profanity, vulgarity, racist, sexist, or discriminatory comments shall be tolerated.
- Give players, coaches, and officials their space by keeping away from the playing area and team bench areas.
- A no tolerance policy for alcohol use is in effect at all contests.

Failure to abide by these policies may result in your removal from the venue as well as judicial sanctions.

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

Hilbert College is dedicated to the search for and communication of truth. The education process should assist the student in understanding the rights and responsibilities that are part of the academic community. It is the purpose of the student code to provide the student with the knowledge so that they may become a contributing member of the academic community. Students receive consideration without discrimination because of race, creed, color, gender, age, national origin, sexual orientation, disability or status. Those who believe any of these rights have been transgressed have the opportunity to utilize the judicial procedure as outlined in this student handbook. Communication with students involved in the Community Standards process will receive all communication through their Hilbert email account unless told otherwise by the Student Conduct Administrator.

Students who receive accommodations through Accessibility Services are encouraged to use their need for accommodations during judicial proceedings. Students need to self-identify their accommodations so the Student Conduct Administrator can seek advisement from the Director of Academic and Accessibility Services.

AMNESTY FOR STUDENTS

Any student may seek assistance or report an intoxicated or drug-impaired peer to a Hilbert College Campus Safety Officer, Residence Life Staff member or member of the Hilbert College community. By doing this, neither they nor the peer will face disciplinary action from the College for having used or provided alcohol or drugs. Further, if the consumption of alcohol or drugs took place at an event held, sponsored, organized or supported by a student group and the person who seeks assistance for the intoxicated or drug-impaired student was a member or guest of the student group involved, the College will weigh this fact heavily as a mitigating circumstance with respect to any potential disciplinary action with respect to the other members of the group. Conversely, the College will consider the failure to seek assistance by members of the student group as a factor when determining the appropriateness of any such disciplinary action. The College also may consider as mitigating factors any efforts made by the hosts or officers to prevent the harmful or potentially harmful situation and their cooperation with the College in its investigation of the situation.

ARTICLE I. DEFINITIONS

- A. The Dean of Students is that person designated by the Hilbert College President to be responsible for the administration of the Student Code of Rights and Responsibilities.
- B. The term "College" means Hilbert College.
- C. The term "institution" means Hilbert College.
- D. The term "Student Code" refers the Student Code of Rights and Responsibilities.

- E. The term “student” includes all persons taking courses at the college, both full-time and part-time, pursuing undergraduate, or graduate studies and those who attend post-secondary educational institutions other than the College and who reside in College residence halls. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are person who are living in the College residence halls/apartments, although not enrolled in the institution.
- F. The term “faculty member” means any person hired by Hilbert College to conduct classroom or teaching activities or who is otherwise considered by Hilbert College to be a member of its faculty.
- G. The term “Hilbert College Official” includes any person employed by Hilbert College, performing assigned administrative or professional responsibilities.
- H. The term “member of the Hilbert College community” includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Dean of Students.
- I. The term “Hilbert College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Hilbert College including adjacent streets and sidewalks.
- J. The term “organization” means any number of persons who have complied with the formal requirements for Hilbert College.
- K. The term “Campus Standards Board” means any person or persons authorized by the Student Conduct Administrator and/or Dean of Students to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- L. The term “Student Conduct Administrator” means a Hilbert College official and/or Director of Community Standards who is authorized on a case-by-case basis by the Dean of Students to impose sanctions upon students found to have violated the Student Code. The Dean of Students may authorize a Student Conduct Administrator to serve as the hearing officer for an Administrative Hearing or as a non-voting member of a Campus Standards Board. Nothing shall prevent the Dean of Students from authorizing the same Student Conduct Administrator to impose sanctions in all cases.
- M. The term “shall” is used in the imperative sense.
- N. The term “may” is used in the permissive sense.
- O. The term “policy” means the written regulations of Hilbert College as found in, but not limited to, the Student Code, Residence Life Handbook, web page and computer use policy, and Undergraduate Catalogs.
- P. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Hilbert College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- Q. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct

quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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

ARTICLE II. JUDICIAL AUTHORITY

A. Charges and Hearings

Any member of the Hilbert College community may file charges against any student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator, Campus Safety, the Title IX Coordinator for sexual misconduct charges and the Director of Diversity & Inclusion for bias-related incidents. Any charge should be submitted directly to the Student Conduct Administrator as soon as possible after the event takes place, preferably in writing within 30 days. In addition to charges being filed, the Student Conduct Administrator will also enclose an explanation of the Judicial Process, student’s rights in the process, and the formal process for appeal.

- B. The Student Conduct Administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Administrative Hearings and Campus Standards Board Meetings. These policies will be coordinated with the Title IX coordinator to assure consistency with provisions of the Student Code.
- C. Decisions made by a Student Conduct Administrator and/or Campus Standards Board shall be final, pending the normal appeal process.
- D. The reporting party shall have the choice of a Campus Standards Board Hearing or an Administrative Hearing which shall be run by the Student Conduct Administrator (see Article IV).
- E. Alleged violations of the Student Code generally may be adjudicated by one of four types of conduct review bodies on campus, depending upon the nature and seriousness of the charges (see below for levels of violations), the location of the event and/or the number of students involved:
 - 1. Restorative Dialog generally occur in cases which do not involve a violation of the Student Code or impact the college’s community standards. The Student Conduct Administrator and/or their designee may be assigned as mediator. All parties must agree to mediation, and to be bound by the decision with no right of appeal.
 - 2. Professional Residence Life staff generally addresses lower-level violations by resident students including noise, alcohol and fire safety.
 - 3. The Student Conduct Administrator or Director of Community Standards generally addresses intermediate-level violations and cases involving commuter students or multiple residents from different living areas. The Student Conduct

Administrator or their designee would be the hearing officer for Administrative Hearings.

4. The Campus Standards Board, consisting of faculty and staff generally conducts hearings to address violations of the most serious nature that have the potential to result in College suspension or expulsion. The Board is advised by the Student Conduct Administrator who will chair or assign a designee for all Boards hearings.

There are two exceptions to the above-stated procedures. With respect to non-academic matters, exceptions to this policy may be made by the Dean of Students, at their discretion. With respect to academic dishonesty, faculty should follow policies as outlined in the student grievance policy.

ARTICLE III. PROSCRIBED CONDUCT

A. Jurisdiction of Hilbert College Student Code

The Hilbert College Student Code shall apply to conduct that occurs on Hilbert College premises, at Hilbert College sponsored activities, and to off-campus conduct, including conduct on social media or otherwise occurring online, that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct Administrator shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in consultation with the Dean of Students and/or Director of Campus Safety if needed.

B. Conduct Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the Community Standards Proceedings, Article IV-D:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Knowingly furnishing false information to any Hilbert College official, faculty member or office.
 - c. Forgery, alteration, or misuse of any Hilbert College document, record, or instrument of identification.
 - d. Tampering with the election of any Hilbert College recognized student organization.
2. Disruption or obstruction of Hilbert College activities or community members on or off campus.
 - a. Violation of Disruptive Student Policy
 - b. Disruption of peace or community learning spaces
 - c. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without consent,

- d. Taking pictures of another person where there is a reasonable expectation of privacy such as, but not limited to in a gym, locker room, restroom or residence room.
3. Violation of federal, state or local law on or off-campus from the time of application for admission through the actual awarding of a degree.
4. Violation of published Hilbert College policies, rules or regulations.
5. Physical abuse (assault, threats, intimidation, harassment, coercion) and/or other conduct that threatens or endangers the health or safety of any person.
6. Verbal abuse (assault, threats, intimidation, harassment, coercion) and/or other conduct that threatens or endangers the health or safety of any person.
7. Attempted or actual theft of and/or damage to property of Hilbert College or property of a member of the Hilbert College community or other personal or public property.
8. Stalking is defined as repeatedly contacting another person when;
 - a. The contacting person knows or should know that the contact is unwanted by another person
 - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this subsection, "contacting" includes but is not limited to communicating with (in any format including electronic) or remaining in the physical presence of the other person.
9. Hazing, defined as any reckless or intentional act, occurring on campus or off, which produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule, endangers the mental or physical health or safety of a student, places a person in a position of servitude, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
10. Failure to comply with directions of Hilbert College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Insubordination towards a college official. This will also include acts of hostility or any actions that make it difficult for the attending employee or official to do their job.
12. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
13. Smoking of any material and the use of tobacco is prohibited on college grounds, inside or outside buildings, and in college owned vehicles. Smoking includes the use of any type of lighted pipe, cigar, cigarette (including electronic cigarettes), vaping devices, or any other smoking equipment, whether filled with tobacco or any other type of material.

14. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by the law and Hilbert College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed by or to any person under twenty-one (21) years of age.
15. Alcoholic beverages may only be used by person(s) 21 years or older at any time. The following are additional violations of Hilbert College alcohol policies:
 - a. Presence: if a student is found to be in the presence of underage drinking, it is considered a violation of Hilbert College policy regardless of whether the student was drinking or the age of the Respondent.
 - b. Consumption and possession: no student under the age of 21 years of age will be allowed to possess or consume alcoholic beverages.
 - c. Illegal distribution/transportation: if a student illegally purchases alcohol for an underage student, it will be considered a violation of our policies. This also includes students who are transporting said alcohol.
 - d. Public intoxication: if a student is found to be intoxicated on Hilbert College property, it will be considered a violation of Hilbert College policies. If a student is of age and found to be heavily intoxicated, it will also be considered public intoxication.
 - e. Illegal party: if alcohol is found to be served in the presence of a minor, or if hard liquor is served, the party is deemed illegal by college policies. Drinking games are not allowed on campus or at sanctioned events. These include beer pong and other games that facilitate large consumption of alcohol.
 - f. Possession of empty alcohol containers: it shall be considered a violation of Hilbert College policies for underage students to have in their possession any empty alcoholic containers.
16. Participation in an on-campus or off-campus demonstration, riot or activity which disrupts the normal operations of Hilbert College and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
17. Obstruction of the free flow of pedestrian or vehicular traffic on Hilbert College premises or at Hilbert College sponsored or supervised functions.
18. Extortion or blackmail.
19. Violation of any New York State and federal laws pertaining to gambling. The college defines gambling as any “wagering of money or something of material value on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods”. This includes online gambling.
20. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual’s identification and/or password.

- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or college official.
 - e. Use of computer facilities and resources to send and/or store obscene or abusive messages or materials. Use of computer facilities and resources to interfere with normal operation of the college computing system.
 - f. Use of computing facilities and resources in violation of copyright laws.
 - g. Violating any part of the Hilbert College acceptable computer use policy.
21. Abuse of the student conduct system, including but not limited to:
- a. Knowingly falsifying, distorting, or misrepresenting information before or during a judicial proceeding
 - b. Disruption or interference with the orderly conduct of community standards proceedings.
 - c. Institution of a student conduct proceeding in bad faith.
 - d. Attempting to discourage an individual's proper participation in, or use of, community standards proceedings.
 - e. Attempting to influence the impartiality of a member of a community standards proceeding prior to, and/or during the course of, the judicial process.
 - f. Failure to comply with the sanction(s) imposed under the student code.
 - g. Influencing or attempting to influence another person to commit an abuse of the community standards process.
22. Failure to adhere to the Residence Hall visitation policy.
23. Violation of the Hilbert College Sexual Misconduct Policy.
24. Violation of the Hilbert College Anti-Bias Policy.
25. Violation of Residence Life Policies.
26. Violation of Hilbert College's noise policy or quiet hours. This includes use of sound amplifiers.
27. Violation of New York State and Hilbert College's fire safety regulations.
- C. Violation of Law and Hilbert College Discipline
- 1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the Hilbert College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
 - 2. Hilbert College community standards proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this student code (that is both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Student Conduct Administrator. Determination made or sanction imposed under this Student Code shall not be subject to

change because criminal charges arising out of the same facts giving rise to violation of Hilbert College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. When a student is charged by federal, state or local authorities with a violation of law, Hilbert College will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a policy violation under the student code, Hilbert College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally with the Hilbert College community. Hilbert College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions).
4. If a student is arrested on Hilbert College property or at a school sponsored event, Hilbert College will issue an Interim Suspension and Persona Non Grata to campus until the incident can be investigated. The Student Conduct Administrator will be the only point of contact for the student during the interim suspension. The Student Conduct Administrator will notify faculty and Academic Services of student's excused absence. The student is responsible to communicate with faculty and Academic Services if suspension is lifted on timelines to complete missing assignments and class content. Interim suspensions will be lifted on a case by case basis.

ARTICLE IV. COMMUNITY STANDARDS POLICIES

A. Charges

1. Any member of the Hilbert College community may file charges against any student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 30 days.
2. The Student Conduct Administrator or their designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of through mediation by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. The Student Conduct Administrator may serve as the mediator or appoint a mediator. If the charge could be a Title IX case, the Student Conduct Administrator will stop investigating the charge to where the Sexual Misconduct Policy will begin. In cases where a judicial charge and a Title IX charge are reported, the Student Conduct Administrator will treat each charge separately so charges do not conflict.
3. All charges shall be presented to the Respondent in written form. A time shall be set for a Campus Standards Board Hearing or Administrative Hearing, not more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Campus Standards Board Hearings may be extended at the discretion of the Student Conduct Administrator. In addition to charges being filed, the Student Conduct Administrator will also enclose an explanation of the Judicial Process, student's rights in the process, and the formal process for appeal.
4. When a complaint of alleged Student Code violation is presented to the Student Conduct Administrator and the Administrator determines that there may be suffi-

cient cause to believe the alleged violation may have occurred, the student will be contacted to schedule a hearing before the Campus Standards Board or through an Administrative Hearing. The Campus Standards Board typically includes three to five trained faculty or staff members. The Student Conduct Administrator or their designee will serve as a non-voting member of the Campus Standards Board.

B. Hearings

All College hearings are open only to members of the College community and those people who have specific involvement in the case. Hearings shall be conducted in private. Admission of any person to the hearing shall be at the discretion of the Student Conduct Administrator and should be provided to the hearing officer at least three calendar days prior to the hearing in order to be approved.

During all formats of hearings, students have the rights to;

1. To give answer to the charge or accusation and to offer any additional information that might be helpful in resolving the case.
2. Not to answer any question that may be asked during the hearing.

There are two formats for hearings. All low or intermediate level Community Standards cases will be heard by an administrative hearing conducted with the Student Conduct Administrator or their designee. In any case in which the sanction could result in College suspension or expulsion, the reporting party can choose an Administrative Hearing or Campus Standards Board. Students will have three calendar days to choose a style of hearing. If the student does not respond, the Student Conduct Administrator will choose on their behalf.

1. Administrative Hearings

- a. All charges of misconduct shall be presented to the Respondent in written form generally between three and 15 calendar days after the student has been notified. This notice is called a “Notice to Appear.”
- b. Hearings shall be conducted in private. Admission of any person to the hearing shall be at the discretion of the hearing officer. Group hearings may occur when multiple Respondents can speak on behalf of the same situation and are in good standing with the college.
- c. If applicable, the respondent and the reporting party have the right to be accompanied throughout the hearing by process advisors of their choice.. A process advisor may not speak on behalf of the student or address the Student Conduct Administrator. The name of the process advisor should be provided to the hearing officer at least three calendar days prior to the hearing in order to be approved. A process advisor can be presented to a student on behalf of the Student Conduct Administrator if requested. Legal counsel can only be an advisor in cases of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution’s Code of Rights and Responsibilities.
- d. If applicable, the respondent and the reporting party may present witnesses only those persons with first-hand knowledge of the alleged incident or violation or others having information which can otherwise be shown to be credible. The decision to hear testimony from witnesses having information other than first-hand shall be made by the Student Conduct Administrator. The Student Conduct Administrator will begin all hearings with an overview of the community standards process, a stu-

dent's due process and the appeals process.

- e. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Student Conduct Administrator. Assumptions, speculations, or references to prior, unreported incidents will most likely not be permitted.
 - f. After the hearing, the Student Conduct Administrator shall determine whether the student has violated each section of the Student Code that the student is charged with violating. The decision shall be made on the basis of whether it is more likely than not that the Respondent violated the Student Code (preponderance of evidence).
 - g. There shall be a written record of all hearings before an appeal can occur. The record shall cite the violation(s), the decision (responsible or not responsible), and the sanction(s). Dependent on the severity of the incident, a description as to why that decision was determined will be included in this letter. This notice is called a "Letter of Resolution."
 - h. Failure to obey the summons of the Student Conduct Administrator or failure to attend one's own hearing does not preclude the case from still being heard and a decision being rendered; and
 - i. Decisions made by the Student Conduct Administrator shall be final, pending the normal appeal process. The appeal process will be present in all letters with a student being found responsible of the policy violation. The appeal process is highlighted in Article IV-D below.
2. Campus Standards Board

All proceedings associated with Administrative Hearings are required when conducting a hearing that involves a Campus Standards Board. Additional processes and steps include;

- a. The Campus Standard Board is comprised of three to five panelists who are Hilbert College employees and one Chair which is the Student Conduct Administrator in the first round of adjudicating the case. The Dean of Students or their designee will be the chair in an appeal. The Campus Standards Board is trained annually and has on-going training every semester.
- b. The chair will present to the Campus Standards Board all pieces of information, witness accounts, etc., that are deemed necessary and relevant for the case. This may include an investigative packet if the accused policy violation is Hilbert College's Sexual Misconduct policy.
- c. After all parties have reviewed the documents prepared for the hearing, the chair shall call the meeting to order formally, announcing the date and time.
- d. The chair shall introduce the purpose of the hearing, outline the conduct process and identify roles for those attending the hearing.
- e. All parties involved will introduce themselves by name and role at the hearing (chair, panel member, respondent, reporting party, witness, and advisor).
- f. The chair shall read the charges and the respondent will provide a preliminary indication of whether they are responsible or not responsible for those charges.
- g. The reporting party shall present their opening statement and present the com-

plaint.

- h. Members of the Campus Standards Board may ask questions of the reporting party, respondent, and all witnesses for the sole purpose of fact-finding and clarification.
- i. The respondent may question the reporting party and witnesses as they appear. The respondent or their advisor must write all questions down and submit questions to the chair. The chair can choose to ask the questions presented, deny the ability to ask a question if it is redundant, is “victim-blaming” or does not carry relevance to the case. The chair may call a break for the Board in order to clarify questions to assure the respondent is receiving their due process.
- j. The respondent shall present their opening statement and present a response to the reporting party.
- k. Members of the Campus Standards Board may ask questions of the reporting party, Respondent, and all witnesses for the sole purpose of fact-finding and clarification.
- l. The Campus Standards Board members may call witnesses from either side after all original testimony has been heard for the sole purpose of fact-finding and clarification.
- m. The reporting party may present a closing statement.
- n. The respondent may present a closing statement.
- o. All parties except the Campus Standards Board and the chair shall be excused from the hearing room while the Board discusses the case to determine their decision and appropriate sanction(s).
- p. Their decision will be made within three calendar days of the hearing unless unusual circumstances make deferment necessary. The reporting party and the respondent will both be made aware of any deferments in writing simultaneously. A majority vote of all participating Campus Standards Board panelists is required to declare a decision and sanction(s).
- q. The respondent shall be notified in writing of the decision. If the decision is that the respondent has been found to be responsible, the respondent and reporting party will have the opportunity to complete an impact statement in writing to the chair discussing the long-lasting impact of this decision on the individual and the college community. The students will have three calendar days to complete the impact statement.
- r. After impact statements have been received or the timeline to submit impact statements has passed, sanction(s) will be distributed within one calendar day. Any sanctions imposed are effective immediately, unless otherwise indicated.
- s. At the discretion of the chair, the reporting party will be informed of the outcome either at the hearing or at a later date, not to occur more than 48 hours after the hearing. If the respondent is found responsible of Hilbert College’s Sexual Misconduct Policy, the reporting party will be notified of the decision simultaneously.
- t. There will be no formal transcript of the hearing. A panelist will type notes of the Campus Standards Board Hearing and submit the notes to the Chair before a decision is rendered. All notes will be filed with the case’s supplemental documents in case of an appeal.

- u. In case of an appeal, a copy of the case file will be available to either party upon request through the Dean of Students or their designee.

C. Process Advisors

If requested at least three calendar days prior to a hearing, the Student Conduct Administrator may approve the reporting party or respondents to have an advisor present during the proceedings. In order to have an advisor, the respondent must request a specific advisor in writing to the Student Conduct Administrator or request, in writing or in person that a process advisor be provided to them. An approved advisor must be a member of the Hilbert College community and is not permitted to speak at the proceedings. Prior to the hearing, the Student Conduct Administrator will meet with the advisor to provide information about the code of conduct and to answer any questions they may have about the proceedings if they are not a trained process advisor. Advisors are trained annually and have on-going training every semester. The Student Conduct Administrator cannot answer questions about the charge itself or the student's case to a process advisor. The advisor is permitted to meet with the respondent in advance of the hearing and to be present at the hearing and appeals if needed. The advisor's role is to provide guidance to the respondent with regards to what to ask and how to act, what questions to ask, how to prepare their case and make sure the college is providing their advisee due process. Advisors are able to share notes with the respondent at the hearing.

In cases involving sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's Code of Rights and Responsibilities, the parties are permitted to have an advisor of their choice present, including legal counsel, or a representative from a rape crisis center or other community organization. The advisor must obtain the same approval process as outlined above

D. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code.
 - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Community Service - Providing a service back to Hilbert College or the local community to restore harm caused to a community. Community Service sanctions also support the values of a Franciscan college.
 - d. Restitution/ Fines - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. Previously established and published fines may be imposed.
 - e. Educational Experiences – Can include but is not limited to; programming, bulletin boards, newsletters, or a specific experience to help a student learn about or from the policy violated. This will be assigned by the Student Conduct Administrator with strict instructions and/or oversight provided.
 - f. Reflection Paper- All Community Service and Educational Experiences require a 3-page reflection paper to highlight the experience of giving back to

the community.

- g. Alcohol and Drug Education- the Director of Counseling Services hosts a 2-3-hour workshop on alcohol and drug use where students can learn more about these substances to make educated decisions.
 - h. Removal from Leadership Position- Dependent on the policy, the Student Conduct Administrator can notify the appropriate club advisor, supervisor, or coach of the policy violated which could result in removal from that leadership role. This includes suspension from an athletic team, club, or activity.
 - i. No Contact Order- This is an order of protection issued by the Director of Community Standards or their designee to eliminate all contact with another member of the college community. Violating this order may result in expulsion.
 - j. Persona Non Grata- Prohibition from a specific area or all campus property and/or activities. Violation of a persona non grata sanction may subject the violator to arrest for trespass.
 - k. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - i. Residence Hall Suspension - Separation of the student from the residence halls and/or apartments for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - ii. Residence Hall Expulsion - Permanent separation of the student from the residence halls/apartments.
 - l. Hilbert College Suspension - Separation of the student from Hilbert College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - m. Hilbert College Expulsion - Permanent separation of the student from Hilbert College.
 - n. Revocation of Admission and/or Degree - Admission to or a degree awarded from Hilbert College may be revoked for fraud, misrepresentation, or other violation of Hilbert College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
2. Withholding Degree-Hilbert College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.
 3. More than one of the sanctions listed above may be imposed for any single violation.
 4. Other than Hilbert College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record.
 - a. Students who have been sanctioned with suspension will have a minimum of one year notation on their transcript signifying that the suspension is due to a violation of the Student Code.
 - b. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall/apartment expulsion, Hilbert College

suspension or Hilbert College expulsion or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall/apartment expulsion, Hilbert College suspension, Hilbert College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case.

- c. In situations involving both a Respondent(s) (or group or organization) and a student as the reporting party, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent(s) and reporting party because the educational career and chances of success in the academic community of each may be impacted.
5. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV (B)(1)(a)-(l).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including Hilbert College recognition, for a specified period of time.
 6. In each case in which a Campus Standards Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator or Campus Standards Board using the sanction chart in article IV ((B)(1)(a)-(l). Following the hearing, the Student Conduct Administrator or their designee will send the Letter of Resolution providing responsibility and sanctions if applicable.
 7. Disciplinary Probation: If a student is placed on disciplinary probation and then violates the terms of that probation by further violating any additional article of the Student Code, that student will be contacted via email by the Office of Community Standards to be present for a conduct hearing which will determine if the student did violate policy. Students who fail to show for a pre-scheduled meeting will have the case heard, and a decision rendered, in absentia. Cases can be appealed to the Dean of Students or their designee.
 8. The sanction chart is a guide for students to know what sanctions may be imposed for their first policy violation.
 9. **In addition, student athletes found to have violated college policies may be subject to additional disciplinary actions through the Department of Athletics as outlined in the Hilbert College Student Athlete Code of Conduct.**
 10. Students who do not complete sanctions in full or in the allotted time will have a judicial hold placed on their student account. Students will not be able to obtain transcripts, apply for housing or register for classes without completed judicial sanctions.
- E. Interim Suspension

In certain circumstances, the Student Conduct Administrator, or a designee, may impose a Hilbert College or residence hall suspension prior to the Hearing.

1. Interim suspension may be imposed only:
 - a. To insure the safety and well-being of members of the Hilbert College community or preservation of Hilbert College property;

- b. To ensure the student's own physical or emotional safety and well-being; or
 - c. If the student poses a definite threat of disruption of or interference with the normal operations of Hilbert College.
2. During the interim suspension, a student shall be denied access to the residence halls/apartment and/or to the campus (including classes) and/or all other Hilbert College activities or privileges for which the student might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate.
 3. The interim suspension does not replace the judicial process, which shall occur per the Student Handbook. The student should be notified in writing of this action and the reasons for the suspensions. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat and at which they may contest whether a campus rule was violated.
 4. When a student is on Interim Suspension, the only college official with whom the student or those communicating on the student's behalf should be in communication is the hearing officer who issued the interim suspension.

F. Appeals

1. A decision reached by the Student Conduct Administrator or Campus Standards Board may be appealed by the Respondent or Reporting Party to the Dean of Students within three calendar days of the decision. Such appeals shall be completed using the Judicial Appeal Form and shall be submitted to the Dean of Students or their designee via email.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the Campus Standards Board Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Respondent(s) was based on substantial information, that is, whether there were facts in the case that if believed by the fact finder, were sufficient to find that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the Hearing.
3. If an appeal is upheld by the Dean of Students, the Dean of Students may add additional sanctions, reduce the sanctions imposed or remand the case to the original hearing officer to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding

upon all involved, except when the sanction of expulsion is involved. This sanction may be appealed to the President of the College. However, such an appeal shall be entertained solely at the discretion of the President.

4. For an appeal where the respondent is found responsible for sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's Code of Rights and Responsibilities, the case must be heard by a Campus Standards Board where the Dean of Students or their designee is the chair. The Campus Standards Board will operate in the same entity it would for a hearing, except members of the Campus Standards Board may question the Reporting Party and/or Respondent for the sole purpose of fact-finding and clarification of the reason for the appeal.

ARTICLE V. INTERPRETATION AND REVISION

- A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Students or their designee for final determination.
- B. The Student Code shall be reviewed every year under the direction of the Student Conduct Administrator.

STUDENT CODE OF ACADEMIC ETHICS

Introduction

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.

The Code of Ethics prohibits behavior which can broadly be described as lying, cheating, or stealing. Violations of the code of academic honesty will include, but are not limited to, the following:

1. Fabrication of data or citations
2. Collaboration in areas prohibited by the professor
3. Unauthorized multiple submission of work

4. Sabotage of others' work, including library vandalism or manipulation
5. Plagiarism: presenting any work as one's own that is not one's own
6. The creation of unfair advantage
7. The facilitation of dishonesty
8. Falsification of or (tampering with) records
9. Cheating on examinations through the use of written materials or giving or receiving help in any form during the exam, including talking, signals, electronic devices, etc.

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.

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 pro-

fessor.

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 1: 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 2: 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 orientation 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 3: 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 4: 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 Curriculum, Academic Policies, and Procedures Committee (CAPP) 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 CAPP Committee instead supports the student, such a report will be removed. If either the faculty member or student does not accept the decision of the CAPP Committee, a report will be sent within one business week to the Provost/VPAA for a final decision.
- Step 5: 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.

Hilbert College Honor Code

Hilbert College is an academic community devoted to the pursuit of knowledge. Academic integrity is fundamental to this pursuit. As I join the Hilbert Community, I accept the Student Code of Academic Ethics, and I pledge to uphold the principles of honesty

and civility embodied in it. I will conduct myself in accordance with Hilbert's ideals of truth and honesty, and I will forthrightly oppose actions which would violate these ideals.

STUDENT GRIEVANCE POLICY

Preamble

Hilbert College wishes to provide a means of both informal and formal dispute resolution for any student who has a complaint against a Hilbert College employee, coach, or volunteer.

Disputes involving grade or academic issues are covered by separate policies. The College assures that no retaliatory action will be tolerated against a student who files a complaint.

A. Definition of Terms

1. Reporting Party: The person(s) submitting the complaint.
2. Respondent: The person(s) against whom the complaint is made.
3. Complaint Committee: Complaint Committee, appointed by the President of Hilbert College at the beginning of the academic year, will be comprised as follows:
 - a. The Committee will consist of one representative from each of the following groups:
 1. Faculty - member chosen by the Faculty Senate
 2. Administration – to serve as chair selected by the President
 3. Student - member chosen by the Student Government Association
 4. Staff – member chosen by the Staff Senate
 - b. The term of service in the Committee will be for duration of the complaint process.
 - c. The Committee will operate as follows:
 1. This is a four (4) person committee.
 2. The representative of the Administration will serve as Chairperson.
 3. A quorum shall consist of four (4) members.

B. Process

Step One

Informal Resolution

Should any student believe that he/she has been unfairly treated by college personnel, informal contact between the student and faculty or staff member is encouraged to attempt to clarify or rectify the situation. An informal resolution is not appropriate in cases of sexual assault or violence of any kind.

Formal Resolution

Continued dissatisfaction following informal attempts to rectify complaints, or cases involving allegations of sexual assault or violence of any kind, would require that the matter be referred to the next stage of the process described below. Formal complaints must be submitted in writing.

Step Two

Should the Reporting Party remain unsatisfied, a written review may be submitted to the

appropriate Vice President within ten (10) calendar days after meeting with the Respondent. Such written review shall set forth specifically the nature of the complaint, the facts relating thereto, and the Reporting Party's reasons for rejection of the decision rendered in Step 1. The Respondent may submit a written reply to the Reporting Party with any appropriate and relevant documentation.

The Vice President will review the written statements from both parties within ten (10) calendar days and render a finding to attempt to resolve the situation. If the complaint is resolved at this meeting, both parties should sign a brief statement to that effect. Copies of this statement should be given to both parties and to the appropriate Vice President.

Step Three

If the matter is still not resolved, the Vice President should proceed to invoke a Complaint Committee as identified in A (3) above. Within ten (10) calendar days after receipt of the review, the Complaint Committee shall review the written statements and other information submitted by the Reporting Party, Respondent and Vice President.

The Committee will attempt to schedule a meeting among the parties within ten (10) calendar days to hear statements and afford all parties an opportunity to present any relevant information. At the conclusion of the meeting the Committee will decide by majority vote on a resolution to the complaint. Within ten (10) calendar days, the Committee must make a written recommendation(s) of action in writing to the respective Vice President and simultaneously inform the Reporting Party and Respondent.

Step Four

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

C. Operation of the Complaint Committee

1. Authority of Committee - The Committee is empowered to hear a specific complaint and to render a decision regarding it. The Complaint Committee shall adopt standards and procedures of review which are suited to the process of dispute resolution.
2. Procedure of the Meeting
 - a. *Rules of Operation*
 1. First Meeting - The Chairperson is to call a meeting of the Complaint Committee within ten (10) calendar days of receiving a complaint and to set the time and place for the meeting. The Reporting Party and the Respondent are to be informed in writing of the time and place of the meeting and be supplied with a copy of the procedures to be followed by the Committee.
 2. Process - Any questions regarding process or procedure are to be settled by a majority vote of the Complaint Committee.
 - b. *Documentary Material*

Documentary material may be submitted that is relevant to the complaint. The person supplying this should submit one original to the office of the Chair-

person of the Committee, at least seventy-two (72) hours prior to the meeting of the Committee. It is the duty of the Chairperson to disseminate this material with the other members of the Committee.

c. *Participants and Observers*

The Complaint Committee shall make every effort to hold its meetings to respect the individual privacy of the participants.

d. *Length of Meeting*

The Chairperson shall establish the length of the meeting, set the agenda, and decide on the relevancy of verbal and/or written communication, subject to a majority vote of the Committee.

e. *Role of Advisors*

Each principal (Reporting Party or Respondent) is entitled to bring an advisor to the meeting. The advisor is not a legal representative with the exception of cases handled in accordance with the Hilbert College Sexual Misconduct policy. In this circumstance only, the advisor may be an attorney. If the advisor is a paid advisor, the advisor will be at the party's own expense. The function of the advisor is to give counsel to the principal whom they accompany. However, the advisor may not enter into any discussion with the Committee or question the other principal, or challenge the documentary material. The Committee may also appoint an advisor who may interact with the Committee at any time. The term "advisor" in this context does not necessarily mean the student's academic advisor.

f. *Questioning by the Committee*

The Chairperson of the Committee has the right to interrupt the speaker at any time, or may recognize a committee member for this purpose, to ask for clarification, proof, or questioning of any statement. The principals will have an opportunity to question one another, subject to the discretion of the Chairperson.

g. *Record of Meeting*

The meeting is intended to be a means of dispute resolution. Hilbert College and the Complaint Committee will be responsible to make one authorized audio recording.

h. *Decision of Committee*

The Committee will vote in executive session on the recommendation(s) it will make regarding the complaint. These deliberations will not be recorded. The decision will be reached by majority vote. The Chairperson of the Committee is responsible for sending its decision in writing to both principals and to the Vice President.

i. *Publication of Decision*

The decision of the Committee will be communicated to the principals within ten (10) calendar days after the completion of the executive session of the Committee.

D. Record of Resolution

All written grievances, responses and documentation of resolution will be kept in the

office of the President for a period of at least six years after the final disposition of the grievance.

TRAFFIC AND PARKING

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

Appeal Process

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

Collection of Violations

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

General Information

- Hilbert College assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus. All employees and students of Hilbert College holding a valid operator permit issued by the Division of License in their state are privileged to use properly registered motor vehicles on the campus. All persons who drive a vehicle on campus are expected to comply with all traffic and parking regulations.
- A person who registers a vehicle is responsible for assuring that the vehicle is operated in conformance with all campus regulations regardless of who drives the vehicle.
- Weather conditions do not affect the applicability or enforcement of these regulations. These regulations apply all year long, including academic breaks.

Parking Regulations

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

marked spaces. Parking outside of marked spaces is prohibited.

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

Registration Regulations

- All vehicles driven on campus by College employees and students must be registered with the Campus Safety Office and have a current parking decal.
- Vehicles may be registered at the Campus Safety Office, the lower level of the Campus Center, during the hours of 7:00 am to 3:00 pm Monday thru Friday, at orientation or on-line at <https://www.hilbert.edu/student-life/campus-safety/parking-on-campus>.
- After hour registration can be done by calling the on-duty Campus Safety Officer at 716-479-1233, or by using any of the red phones located on campus.
- Vehicles must be registered within 5 days of being brought on campus.
- Any employee of Hilbert College or student attempting to obtain a parking decal must show a valid ID card upon request. Additionally, vehicle registration papers must be presented to help complete the registration process.
- A student may not acquire a decal for another student's vehicle.
- The parking decal is issued for a specific vehicle and as such is nontransferable.
- Decals must be properly affixed and/or displayed. Instructions for placement of decal will be printed on the decal.
- Lost or stolen decals require immediate replacement.
- College decals and permits shall not be reproduced or altered.

Regulations Regarding Bicycles, Motor Bikes and Motorcycles

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

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

Sanctions

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

Fire Lane	\$35.00
Handicap Zone	\$35.00
Impeding Snow Removal	\$25.00
No Parking Permit	\$25.00
Decal Not Properly Displayed	\$10.00
Excessive Speed	\$35.00
Obstructing Traffic	\$10.00
Parking In Reserved Zone	\$10.00
Unauthorized Parking.....	\$10.00
Other (discretion of issuing officer).....	\$10.00

Parking

- All residential students are permitted to park in Lots A & B. If both Lots A & B’s are filled, residential students are permitted to park in Lots C or D.
- Guests of Residence Hall students must register their vehicle with the Residence Hall Office, located in the Residence Hall. Parking for guests may be in Lots A, B, C or D depending on availability.
- All commuter students are permitted to park in Lots C, D & G.
- College Administrators are permitted to park in Lot F.
- College Staff are permitted in Lot C, D & G.
- Faculty are permitted to park in Lot H.
- Visitors are permitted to park in Lot E.

Towing

Vehicles are subject to being towed at the owner’s expense for the following reasons:

- Parking in a reserved space.
- Parking in a handicap space without a handicap-parking permit.
- Obstructing vehicular or pedestrian traffic, handicapped spaces or wheelchair ramps.
- Interfering with College operations, or creating a hazard to persons or equipment.
- Blocking a fire lane or hydrant.
- Parking in maintenance, cafeteria, delivery, Campus Safety, or resident staff spaces.
- Parking on the campus after driving and parking privileges have been revoked.

- Accumulation of three or more parking or moving violations.
- Disabled or abandoned vehicles.

Vehicles towed from the campus become the custody of the towing service until the owner/operator pays the required fee.

Traffic Regulations

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

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

Special Events/Maintenance

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

TRAVEL POLICY (STUDENT)

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

1. I voluntarily participate in this activity.
2. I accept full responsibility for my actions and conduct while traveling and realize that I am expected to positively represent Hilbert College by my conduct.
3. I will conduct myself in accordance with the applicable laws and with the Hilbert College Student Code of Rights and Responsibilities.
4. I agree that I will not transport alcohol, illegal drugs, or weapons during this activity. Neither will I use illegal drugs, or alcohol (if under the legal drinking age) throughout the duration of this activity.
5. I will comply with all rules established by the trip leader, and will treat the trip leader with respect.
6. Should I believe the trip leader is behaving in an inappropriate manner, I will report such behavior to the appropriate Vice President immediately upon my return to campus.
7. I certify that I am in good health and have no physical, mental, or emotional impairments, conditions, or concerns that might jeopardize my safety or the safety of others involved in the activity.
8. I understand that there are certain risks inherent in participation in this activity, including (but not limited to) illness, accidents and injuries. I voluntarily accept this risk associated with participating in this activity.
9. I understand that if I am found in violation of any of the above conditions I will be removed from the trip. I understand that I will be responsible for reimbursement of all costs incurred for such a removal.

10. Violation of this policy can also result in judicial action in accordance with the policies stated in the Hilbert College Student Handbook, including sanctions, suspension, or expulsion from Hilbert College.
11. In the event of an emergency, the trip leader has my permission to contact the individual(s) I have designated as emergency contacts.
12. I certify that I am at least eighteen (18) years of age and am competent to sign this policy. If I am under age 18, a parent or legal guardian must also sign.

UNACCEPTABLE OFF-CAMPUS BEHAVIOR

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

VISITOR POLICY

Purpose

The safety and wellbeing of the Hilbert College community, including students, faculty, staff, and visitors are of paramount importance. Accordingly, this policy sets forth guidelines and expectations for behavior and conduct while on College owned or controlled property.

Scope

This policy applies to all individuals, including visitors and groups, present on College owned or controlled property.

Policy

Access to College owned or controlled property shall primarily be limited to students, employees and their visitors or guests for the purposes of study, work, teaching and conducting or attending other College business or activities. The College is a private institution and, as such, reserves the right to lawfully restrict or prohibit access to College owned or controlled property and to prohibit certain individuals from being present on College owned or controlled property at any time at its discretion.

All individuals – visitors and others – present on College owned or controlled property shall conduct themselves in accordance with the law, College policies, as well as in a manner that maintains a safe environment. Conduct including, but not limited to, intentional or negligent disruption of the operations of the College, excess noise, threats, harassment, hate speech, physical abuse, intimidation, endangerment to the health or safety of any person or property, or unauthorized entry into, obstruction of, or occupation of any College owned or controlled property is prohibited and shall be deemed a violation of this policy.

If an individual engages in behavior or conduct that is inconsistent with this policy or any other College policy or that is otherwise inconsistent with the best interests of the College, the individual will be asked to refrain from such conduct and may be asked to vacate College owned or controlled property at once. Failure to adhere to this request may result in law enforcement being summoned to take appropriate action, including possible removal for trespassing.

WEAPONS POLICY

Possession of any weapon is prohibited on College property and at College sponsored events.

This policy applies to employees, students and individuals visiting or conducting business on College property.

For purposes of this policy, College property includes any property owned or leased by the College, including College owned vehicles. This policy also applies to off campus College sponsored events.

Weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun, air soft gun, dart gun, paintball gun and any ammunition for any such device. Any replica of the aforementioned is also prohibited.
- Any explosive device including fireworks, firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to nunchucks, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, throwing stars, dagger, razor or other cutting instrument the blade of which is exposed.

Weapons are not permitted to be stored on campus or in vehicles. Any weapon on campus in violation of this policy will be confiscated.

Violation of this policy by employees constitutes misconduct and may subject the offender to discipline including immediate termination.

Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances violation of this policy may subject the offender to discipline up to and including dismissal from the College.

Violation of this policy by individuals visiting or conducting business on College property will result in the individual being required to leave the College property or event as the case may be and may also result in the individual receiving a written directive to remain off of College property.

The College may refer any violation of this policy to appropriate law enforcement authorities.

Exceptions to this policy include.

- Any federal, state, or local law enforcement officer in the performance of his or her official duties.
- A weapon, real or replica, used in connection with drill, public ceremony or a theatrical performance. Prior written approval must be obtained from the Director of Hilbert College Campus Safety.
- Prior written approval from the Director of Hilbert College Campus Safety and the Provost must be obtained when the weapon will be used in a College sanctioned academic course or activity.

ADDENDUM

Hilbert College COVID-19 Pandemic-Related Acknowledgment of Assumption of Risk, Release, Waiver, and Covenant Not to Sue

PLEASE READ CAREFULLY BEFORE SIGNING THIS ACKNOWLEDGMENT OF ASSUMPTION OF RISK, RELEASE, WAIVER, AND COVENANT NOT TO SUE (this “Agreement”):

State and federal health authorities have issued extensive warnings that the coronavirus disease known as “COVID-19” which is caused by the virus known as Severe Acute Respiratory Syndrome Coronavirus 2 or “SARS-CoV-2” (the disease and virus being hereinafter referred to collectively as “COVID-19”) is a highly contagious infectious disease that can be spread from one person to another – even without any direct personal

contact. Public health officials have also warned that carriers of COVID-19 may spread the disease to others even when the carrier shows no symptoms of the disease.

In an effort to protect against transmission of COVID-19, Hilbert College (“Hilbert”) has put in place a safety plan, including policies and rules to be followed by its students, faculty, staff, and visitors which are based on recommended guidance from state and local health authorities which require, among other things, that individuals on campus (1) maintain social distancing of at least six feet, (2) practice good hand hygiene, (3) use face coverings when in the company of others where six feet of social distancing for brief periods may not be possible, (4) comply with all other health and safety rules and policies published from time to time by Hilbert on its website www.hilbert.edu, as the same may be modified or supplemented by Hilbert (collectively, Hilbert’s Rules and Policies”).

The effectiveness of Hilbert’s Rules and Policies in preventing the spread of COVID-19, however, are dependent upon the extent to which individuals comply with Hilbert’s Rules and policies, and the COVID-19 pandemic (the “Pandemic”) continues to create risks and uncertainties associated with, among other things, receiving classroom instruction, studying on-campus, living on-campus and participating in sports or other activities on-campus. As of the date of this Agreement, the potential continuing impacts of the COVID-19 Pandemic are not fully foreseeable, and the Pandemic may impact the feasibility and conditions of on-campus study, and residence during some or all of the current academic year.

Agreement:

The undersigned, a student of Hilbert, hereby agrees to the following:

- 1. Hilbert’s Rules and Policies.** Hilbert College (“Hilbert”) has established Hilbert’s Rules and Policies and may in the future impose additional or different rules, policies, and regulations governing students’ presence on campus and/or occupancy of its residential facilities (collectively, “Housing Facilities”) in response to the COVID-19 Pandemic, and that Hilbert’s Rules and Policies (whether now existing or adopted in the future) may include, but shall not be limited to, requirements for social distancing, the wearing of face coverings, sanitation, and/or health screenings as a condition for initial or continued presence on campus and/or occupancy of Housing Facilities. The student agrees to review and comply fully with all of Hilbert’s Rules and Policies, and acknowledges that the student’s presence on campus and the student’s presence in or occupancy of any Hilbert residential facility are contingent upon the student’s full compliance with all of Hilbert’s Rules and Policies, as the same may be modified or supplemented from time to time, and that Hilbert reserves the right to take disciplinary action against any student who fails to comply with all of Hilbert’s Rules and Policies.
- 2. Tuition Nonrefundable.** The tuition rates charged by Hilbert are not dependent on the format of the educational programs for which they are payable. Accordingly, if Hilbert is required to alter the structure of its on-campus educational programs or transition students to remote learning models (in whole or in

part) due to restrictions imposed by Legal Requirements, or if Hilbert determines such action to be warranted in light of continuing or potential impacts of the COVID-19 Pandemic, another pandemic, acts of God, or other threats to health or safety, no reduction or refund of tuition will be made based on the resulting changes to the programs in which the student is enrolled.

- 3. Relocation of Students from Residential Facilities.** If the student resides in an on-campus residential facility, Hilbert reserves the right, at any time and from time to time, to require the student to temporarily relocate to other Hilbert Housing Facilities in the event that Hilbert determines, in its sole discretion, that such action is necessary or advisable in response to a positive COVID-19 test or suspected COVID-19 exposure of the student or any other person, for other reasons related to the COVID-19 Pandemic, or for other reasons of health or safety. The Housing Facilities to which the student may be relocated may be located on-campus or at an offsite location of Hilbert's choosing. **PLEASE NOTE that no such relocation shall entitle the student to a refund or result in any abatement of housing charges under any circumstances.**
- 4. No Refunds Upon Closure of Housing Facilities.** **PLEASE NOTE** that all Hilbert Housing Facilities will close, and all students will be required to vacate the Housing Facilities in which they reside by **12 o'clock noon on Wednesday, November 25, 2020**, and that no refunds or abatements of housing charges shall be payable by or credited to the student by Hilbert as a result of the scheduled closing of Housing Facilities on November 25, 2020. **PLEASE ALSO NOTE** that, regardless of whether the student is relocated to another unit or another housing facility in accordance with **paragraph "3"** above, except to the extent required by applicable law, no full or partial refund or abatement of housing charges shall be payable by Hilbert to the student or otherwise credited to the student if: (i) the Housing Facility is required to close and/or if the student is required to vacate the Housing Facility by federal, state or local governmental authorities or applicable law for reasons related to the COVID-19 Pandemic, another pandemic, act of God, or other threats to health or safety; (ii) Hilbert determines, in its sole discretion, to close or require the student to vacate a Housing Facility due to continuing or potential impacts of the COVID-19 Pandemic; or (iii) the student elects to vacate his or her assigned unit based on concerns related to COVID-19 Pandemic.
- 5. Assumption of Risk by Student.** The undersigned acknowledges that, notwithstanding the precautions undertaken by Hilbert, undersigned's presence on campus and/or occupancy of on-campus Housing Facilities carries inherently elevated risks of contracting communicable diseases, including, without limitation, COVID-19, that some of these risks may not presently be known, and that the risks may be even higher for certain populations. The undersigned student hereby represents, warrants and agrees that the undersigned has reviewed any and all guidance published by Hilbert and/or applicable public health authorities with respect to the impacts of COVID-19, that the undersigned has reviewed and will continue to review any such guidance as it is issued, and has evaluated (and will evaluate) this information with the benefit of such medical

advice as the student has deemed (or will deem) necessary. In the event that the undersigned student elects to enroll in on-campus courses or participate in other programs or activities and/or if the undersigned student elects to occupy Hilbert Housing Facilities during some or all of the academic year, the student acknowledges and agrees that the student's actions are a result of the student's voluntary decisions, are based on evaluation of the circumstances, with knowledge of the attendant risks and consideration of the possibility of unknown risks, that the student concluded that the benefits of doing so outweigh the risks of doing so, and that the student is therefore willing to assume all such risks, whether known or unknown.

- 6. Release of Claims by Student.** Without limiting any other provisions of this Agreement, the undersigned student, to the extent permitted by applicable law, hereby releases Hilbert and its trustees, officers, employees, agents, contractors and representatives (collectively, "Hilbert-Related Parties") from any and all damages, claims, demands, actions, causes of action, and all related costs and expenses, losses, fines, penalties, injury and liabilities of every kind and nature for personal injuries, illness, infections, disease, and/or death caused directly or indirectly by the known or suspected presence of COVID-19 or other communicable diseases in or about Hilbert's campus, any portion or portions thereof, and any buildings and other facilities thereon, or by any infection or illness associated therewith or resulting therefrom, arising out of or in any way related to the undersigned student's presence at any time or from time to time on Hilbert's campus or the student's participation in any Hilbert program or activity (hereinafter referred to collectively as "Claims"), which the undersigned student now has, or may have in the future against Hilbert and/or any Hilbert-Related Party or Parties, including, but not limited to, Claims based upon, resulting from, or alleged to have been caused, in whole or in part, by the negligent acts or omissions of Hilbert, any Hilbert-Related Party or Parties, or of others.
- 7. Waiver & Covenant by Student Not to Sue.** The undersigned student, to the extent permitted by applicable law, also hereby waives all such Claims (as defined in **paragraph "6"** above) against Hilbert and each Hilbert-related Party, and agrees not to assert any Claims against or commence or maintain any lawsuit or legal proceeding against Hilbert or any Hilbert-Related Party.
- 8. Miscellaneous.** This Agreement constitutes the entire agreement with respect to its subject matter and supersedes and merges all other statements, understandings, representations and agreements, oral or written, relating to such subject matter. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of New York State, without regard to principles of conflicts of law. If any provision of this Agreement is held to be invalid by a court of competent jurisdiction, then that provision shall be severed from this Agreement without affecting any other provision, the balance of which shall remain in full force and effect; provided, however, that if the invalid provision may be modified or reformed so as to be valid as a matter of law, then the pro-

vision shall be deemed to be modified or reformed to be enforceable to the maximum extent permitted by law. This Agreement shall be binding upon the undersigned student, as well as student's successors, executors, personal representatives, heirs and assigns. Facsimile, email, or other electronic versions of this Agreement shall have the same force and effect as originals.

Please sign this Agreement below to acknowledge your agreement to the terms hereof. **PLEASE NOTE, HOWEVER, THAT EVERY HILBERT STUDENT WHO IS NOTIFIED OF THE TERMS OF THIS AGREEMENT AND ELECTS TO ENROLL AS A STUDENT OF HILBERT AND/OR RESIDE ON HILBERT'S CAMPUS OR IN OTHER RESIDENTIAL FACILITIES OWNED OR CONTROLLED BY HILBERT SHALL AUTOMATICALLY BE DEEMED TO HAVE AGREED TO AND BE BOUND BY ALL OF THE TERMS, COVENANTS, CONDITIONS, AND PROVISIONS OF THIS AGREEMENT, AND NO FAILURE OR REFUSAL BY SUCH STUDENT TO EXECUTE THIS AGREEMENT THIS SHALL INVALIDATE OR OTHERWISE AFFECT THE ENFORCEABILITY BY HILBERT OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.**

(Signature)

(Print Name)

Date: _____