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## THE COLLEGE

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

## MISSION STATEMENT

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

## PHILOSOPHY STATEMENT

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

## CORE VALUES

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

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

**SERVICE** is selflessly working and advocating

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

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

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

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

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

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

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

## HILBERT COLLEGE BLUEPRINT

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

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

- HB 1: Fostering curiosity and the development of reasoning and problem-solving skills.
- HB 2: Becoming a critical interpreter of our global community and its cultures.
- HB 3: Appreciating multiculturalism and displaying an openness to diversity.
- HB 4: Creating activities that encourage critical reflection and connections between academic learning, civic engagement, service to the community, and spiritual growth.
- HB 5: Engaging the college's Franciscan values in academic and co-curricular settings.

- HB 6: Providing a foundation for the lifelong pursuit of skill development, vocation discernment, professional achievement, and personal passions.

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

## COMMITMENT TO DIVERSITY

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

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

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

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

Located in Franciscan Hall 104, the Office of Diversity, Equity and inclusion is part of the Office of Mission

& Equity. Everyone is welcome to stop by for either an informal visit or a scheduled appointment.

## NOTICE OF NON-DISCRIMINATION

Pursuant to College policy, Hilbert College is committed to ensuring equal employment opportunity, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or exoffender 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:

Dr. Gregory Roberts  
Vice President for Student Life  
Dean of Students  
Title IX Coordinator  
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.

## SAFEGUARDING 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 that those policies and procedures are in place to protect all non public personal information about its customers. A copy of our safeguarding customer information policy is available upon request. This notice applies to students as customers.

## INFORMATION COLLECTED BY HILBERT COLLEGE

Hilbert College collects non public personal information about its customers from the following sources: Applications, financial aid and other forms; Financial transactions and methods of payment.

## INFORMATION DISCLOSED BY HILBERT COLLEGE

Hilbert College does not disclose any non public personal information about its customers or former customers to anyone that is not affiliated with Hilbert College, except as permitted by law. Hilbert College discloses customer information to its affiliates that are service providers to the school. Service providers include companies such as banks and other lending institutions, collection agencies, loan processing agencies and credit card processing companies. The customer information accessed by service providers includes name, address, date of birth, phone number, social security number, driver's license number and state, loan amount, loan number, loan period, tuition cost, tuition payments, balance owed, financial aid awarded, cost of attendance, expected family contribution, enrollment status and graduation date.

## KEEPING CUSTOMER INFORMATION SECURE

Hilbert College restricts access to non public personal information to those employees who need to know that information in order to provide service to customers. Hilbert College maintains physical, electronic and procedural safeguards that comply with Federal Trade Commission standards to protect customer non public personal information. Information on this issue can be found on the Federal Trade Commission website.

## IDENTITY THEFT PREVENTION PROGRAM

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

## STUDENT RECORD RELEASE UNDER THE SOLOMON AMENDMENT

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

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

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

## CAMPUS SECURITY ACT AND CRIME REPORT

Hilbert College is in compliance with the Crime Awareness

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

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

## CONSUMER INFORMATION

Colleges participating in federal student aid programs are required to make certain information available to all students and staff. Hilbert College has compiled the required information in accordance with federal law on the [Hilbert College website](#).

## COPYRIGHTED MATERIAL, ILLEGAL DOWNLOADING AND PEER TO PEER FILE SHARING

Hilbert College has a written procedure to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network without unduly interfering with the educational and research use of the network. Students who illegally download or distribute copyrighted materials using the institution's information technology system are subject to Hilbert College disciplinary actions up to and including suspension and expulsion. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

## NET PRICE CALCULATOR

Hilbert College makes publicly available a Net Price Calculator on the [Hilbert College website](#) to help current and prospective students, families, and other consumers estimate a student's individual net price of attending Hilbert College.

## REGIONAL ACCREDITATION

Hilbert College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (215) 662-5606. The Commission on Higher

Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

## STUDENT CODE OF CONDUCT

Student conduct is expected to be consistent with the learning environment and is subject to standards set by the College. The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the College community. Copies of the Student Code of Conduct Policies and Procedures are available on the [Hilbert College website](#).

## STUDENT COMPLAINTS

Complaints and grievances by students and other constituents are addressed through various college policies and procedures and administrative offices. The College keeps a record of formal complaints. Student grievance procedures are included in the Student Code of Conduct, available at the Dean of Students Office, the Student Handbook, or on the [Hilbert College website](#).

## STUDENT IDENTIFICATION NUMBER

Hilbert College will provide all students with a system generated identification number in the admissions process. The student must still provide their social security number for tax reporting and financial aid and will be used only for such purposes as allowed under the FERPA regulations.

## STUDENT RIGHT-TO-KNOW

Hilbert College is in compliance with Public Law 101-542, the Student Right-to-Know Act. Any individual who is considering enrolling at Hilbert College may view the College's graduation rate and additional College statistics by visiting the [National Center for Education Statistics website](#).

## VOTER REGISTRATION

In compliance with the National Voter Registration Act (42 U.S.C. 1973gg-2(b)), mail in voter registration forms for Hilbert College are available for all Hilbert students and the public. Voter registration forms are available in the Dean of Student's Office. On-line registration is available at [www.vote.org](#) and many other sites.

## CATALOG

This catalog was prepared on the basis of the best information available at the time of publication. All information is subject to change without notice, obligation, or liability.



## MCGRATH LIBRARY

### MISSION AND ROLE OF THE LIBRARY

The mission of McGrath Library is to promote lifelong learning, discovery, digital equity, and research. McGrath Library serves as an extension of the classroom, as well as a central information hub for learning and research for Hilbert's students, faculty, and staff. The Library promotes intellectual growth and creativity by facilitating access to robust information resources and teaching the effective evaluation and use of information. New and emerging technologies are constantly sought out in the support of the delivery of services and information. McGrath Library provides flexible physical spaces and seeks to support and enhance the teaching, research, and service of Hilbert College.

McGrath's librarians continually collaborate with teaching faculty to support the College's academic curricula. The librarians at McGrath are dedicated to service, motivated by the College's Franciscan values, and are committed to diversity, equity, and inclusion in all aspects of the Library. Every person receives equal access to resources and is treated with respect, honesty, and integrity. The delivery of efficient and informed service from Library Staff is critical to the Library's mission. The Librarians ascribe to the belief in free, open, unrestricted exchange of knowledge, ideas, and information.

For more information and policies, please visit the [Library website](#).

## ADMISSIONS

### UNDERGRADUATE ADMISSIONS

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

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

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

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

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

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

### FIRST TIME COLLEGE AND TRANSFER ADMISSIONS

#### FIRST TIME COLLEGE

Admission for first time college students is based upon past academic performance, rigor of course selection, demonstrated scholastic ability, and personal characteristics. Standardized test scores (SAT/ACT) are not mandatory for admission. Students may be asked to come for an interview to discuss their educational plans more thoroughly.

A student is considered a first-time college applicant when the Office of Admissions has received a completed application and an official copy of the student's high school transcripts and/or official college transcripts reflecting 12 or fewer credits. Students are still considered first

time college applicants even if more than 12 credits were earned while still enrolled in high school.

#### TRANSFER STUDENTS

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

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

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

Some Transfer Articulation agreements are available to students who have graduated with a two-year degree. Hilbert College, which has these agreements with several community and private colleges, provides these students with unique benefits and guarantees.

#### UNDERGRADUATE ADMISSIONS REQUIREMENTS AND POLICIES

1. Complete the application for admission carefully and completely. The Undergraduate Admissions application is accessible on the [Hilbert College website](#).
2. Please request official sealed transcripts and credentials to be sent to the Admissions Office. This would include transcripts from high school, General Education Diploma or test scores, previously attended colleges and universities, Military, and pre college programs (Advance Placement Exam and College Level Examination Program). All official transcripts should be mailed to:  
Office of Admissions Hilbert College  
5200 South Park Avenue  
Hamburg, New York 14075-1597

Official copies may also be emailed to [admissions@hilbert.edu](mailto:admissions@hilbert.edu) directly from the sending institution.

3. Applicants for admission must possess, or be candidates for, a high school diploma, or must have received satisfactory scores on a high school equivalency examination.
4. Applicants must demonstrate a minimum cumulative grade point average of 80/3.0. Candidates who do not meet this criteria will be considered for opportunity program or conditional admission prior to official denial from the institution.

Recommended for Admissions Consideration:

Students can choose to submit the following information to potentially enhance their candidacy for admissions:

- Scholastic Aptitude Test (SAT) scores (College Code: 2334)
- American College Testing Program (ACT) scores (College Code: 2759)
- Student Resume
- Student Essay
- List of Activities
- Letters of Recommendations

The following steps must be completed in order to secure a seat in the subsequent enrollment term:

1. Submit your enrollment deposit: \$100 for commuters \$225 for resident students at [hilbert.edu/nextsteps](http://hilbert.edu/nextsteps). Students may also request a tuition deposit waiver with proof of financial hardship and approval by the Dean of Admissions & Financial Aid.
2. Complete the Free [Application for Federal Student Aid \(FAFSA\)](#). New York State residents should also complete the application for [New York State's Tuition Assistance Program \(TAP\)](#). If you have any questions, contact Hilbert College Office of Student Finance. FAFSA School Code is: 002735 TAP School Code is: 2083
3. Visit Campus - [visit.hilbert.edu](http://visit.hilbert.edu) (recommended, not required)
4. Complete all necessary housing paperwork (Resident Students)
5. Complete all required medical documentation and submit to the Office of Student Life prior to enrollment or within 30 days of the first day of classes.

6. Submit final transcripts demonstrating proof of graduation and/ or college credits earned in high school. AP, IB, and college credits with grades must be submitted by August 1st for first-time college students and prior to the first day of classes for transfer students. Transcripts must be official in order for Hilbert College to recognize and award transfer credits.

## HOME SCHOOL STUDENTS

In order to be considered for admissions to Hilbert College an applicant who has been home schooled must submit the following:

1. A Hilbert College admissions application.
2. A transcript of course work completed and grades received.
3. Prior to enrollment, proof of graduation requirements met by an accredited school district or General Education Diploma must be submitted to the Office of Admissions.

## NON-TRADITIONAL STUDENTS

Here at Hilbert College, we understand that not every student attends college immediately after high school or completing their GED. Hilbert College uses a holistic review process when assessing applications to ensure that we give all students the best opportunity to present a complete picture of their qualifications. Identifying applicants who are well prepared for academic success is one of the keys to providing our students the best opportunity to achieve their educational goals. Academic factors that are taken into consideration include: cumulative weighted GPA or high school average, rigor of course selection, grade trends and academic awards. Non-academic factors include: involvement in student organizations, athletics, or other extracurricular experiences; significant commitment to community engagement and volunteer work; work experience; documented extraordinary experiences; and the ability to contribute to and benefit from a culturally and intellectually diverse learning community.

Based on the previously mentioned factors, the Admissions Office can conditionally admit an applicant to the college. This conditional acceptance would require the applicant to maintain a 2.0 GPA during their first semester at Hilbert College to continue in the subsequent semester as a full admit to the college. In the event that new students are granted a conditional acceptance to the College, the College will consider alternative evidence or other academic activities in order to determine the mastery of the knowledge and skills



in the area(s) of the deficiency, also known as life experience. A Non-Traditional applicant must meet all of the following criteria:

- Out of high school for at least 3 years (high school class graduated 3 years ago)
- High School diploma from an accredited high school or satisfactory completion of a GED
- Fewer than 30 transferable semester hours of credit; quarter hours will be converted to semester hours for calculation purposes

Minimum considerations include at least a 2.0 High School GPA or a High School average of 72

- Applicants must include the following:
- Completed Hilbert College application
- Official High School transcript
- Official College transcript – Unofficial transcripts can be used for initial transfer credit evaluations
- A personal statement detailing activities since high school and why you are ready to pursue your college degree at Hilbert College.

## READMIT STUDENTS

The following procedure is for students looking to re-enroll at Hilbert College:

1. Fill out the application carefully and completely. The application is accessible on the [Hilbert College website](#).
2. Request official sealed transcripts and credentials. This would include transcripts from any colleges and universities, Military, or CLEP exam taken after your departure from Hilbert College. All official transcripts should be sent to:  
  
Office of Admissions Hilbert College  
5200 South Park Avenue  
Hamburg, New York 14075-1597
3. Department Chairs reserve the right to accept a readmit student on the curriculum that they see fit, so long as it meets the provisions outlined in the Time Limit for Completing Degree policy. Readmit students are not guaranteed to be accepted under their previous academic plans.
4. Merit scholarships are awarded to re-admit students based upon the discretion of the Director of Admissions in consultation with the Associate Dean for Student Financial Services. Prior merit scholarships awarded upon first time admission to Hilbert are not guaranteed.

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

## SPECIALIZED ADMISSIONS PROGRAMS

### ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)

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

#### WHO QUALIFIES?

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

#### HOW TO APPLY FOR HEOP CONSIDERATION

First-Time College Students (Freshmen) must complete the following no later than February 1st, prior to the start of the fall semester each year:

- Submit a free application for admission on the [Hilbert College website](#)
- Submit official high school transcript
- One (or more) letter(s) of recommendation
- A 500 word (or less) personal statement or essay
- File the Free Application for Federal Student Aid (FAFSA)
- Complete the financial verification form

\*After all documentation has been reviewed and the student is determined to be eligible for HEOP, the student will be invited to an interview.

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

More information on HEOP can be found on the [Hilbert College website](#).

## ASSISI SCHOLARS PROGRAM

The Assisi Scholars program is a first-year experience initiative designed to offer expanded services and support to first-time college students that do not meet the high school GPA requirements for standard admission. Applicants who are not eligible for the HEOP program will have the opportunity to participate in the Assisi Scholars Program. This program provides students with a four- to five-week pre-freshmen summer program for all new, incoming Assisi students, to assist in students' successful transition to college. During the academic year students will have access to personal and academic counseling, individualized career mentoring, and free tutoring services. Students are selected by the Office of Admission.

Scholarships are available for those who qualify.

Space in this student success program is limited so students are encouraged to complete the process as early as possible.

\*Transfer students are not eligible for the Assisi Scholars Program.

## HILBERT COLLEGE GLOBAL ONLINE PROGRAMS

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

## HILBERT COLLEGE GLOBAL & CAMPUS ACTIVITIES

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

of immunizations and provide a current physical in addition to other health documents required for competitive play.

## INTERNATIONAL STUDENT ADMISSIONS

Step 1 - Demonstrate your interest - Request information

Step 2 - Apply for Admissions

Step 3 - Submit Application Documents

Required Application Documents:

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

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

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

Step 4 - Once accepted, please complete the [CSS profile](#)

Step 5 - Submit the enrollment and housing deposits. Students whose permanent address is more than 35 miles from Hilbert's campus are required to live on campus. Some exceptions apply.

Step 6 - Complete the I-20 paperwork.

Step 7 - When applicable, complete the proper paperwork for the F-1 visa to study in the USA. The paperwork necessary to apply for a student visa can be found by using the [US Department of State site](#). Please print out the forms, fill out the information requested and attach any supporting documents required.

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

## GRADUATE ADMISSIONS

### ADMISSIONS PROCEDURE FOR GRADUATE DEGREE PROGRAMS

Admissions Policy - To be considered eligible for entrance into the graduate MS CJA or MPA program, applicants must:

- Complete the Hilbert College [online graduate application](#)
- Submit an admissions statement/essay specifically addressing how the program will be of benefit to you and the community that you serve.
- Provide official transcripts from ALL prior colleges.
- Submit two letters of recommendation from employers, professional supervisors, colleagues, or previous professors.
- Submit a current resume.
- Possess relevant work experience
- Hold a baccalaureate degree from an accredited college or university having earned a cumulative 3.0 grade point average.
- Have a personal interview with the Program Director or Chair.

\*Applicants who do not meet the above requirements may be admitted on a conditional basis at the discretion of the respective graduate program chair. Graduate Admissions Process - All materials, transcripts, etc, should be forwarded to the Center for Graduate and Online Studies.

International Applicants should review the international admissions criteria.

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

## ADMISSIONS POLICIES

### AUDIT FOR TRADITIONAL STUDENTS

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

### SENIOR CITIZENS ADMISSIONS/FEEES

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

### APPLICATION UPDATE POLICY

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

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

### VERIFICATION OF IMMUNIZATION

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

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

encouraged to receive the meningitis vaccination.

## HILBERT COLLEGE DISCIPLINARY REVIEW POLICY

Hilbert College officials are required to screen prospective student candidates for prior criminal offenses and collegiate disciplinary dismissals whether the applicant intends to pursue an Online degree program offered through Hilbert College Global or an on-campus traditional program at Hilbert College. The application for admission contains questions asking:

1. Has the applicant previously been convicted of a felony and/or misdemeanor offense? An answer in the affirmative will require more information to understand the incident more thoroughly before a final decision is made.
2. Has the student been dismissed from an institution of higher education for disciplinary reasons? An answer in the affirmative may require more information to understand the incident more thoroughly before a final decision is made.

Refusing or neglecting to answer either of these questions entirely will prevent the student from receiving a decision on their application. Any applicant that falsifies this information may result in an immediate denial of their application or a rescinded admission offer.

Information regarding criminal offenses or collegiate disciplinary dismissals must be submitted as part of the Admissions application review process and will be kept confidential. After academic eligibility for admission to the college takes place in the Office of Admissions, a standing campus committee comprised of:

- Dean of Admissions or Vice President for Hilbert College Global
- Campus Safety Representative
- A Diversity, Equity & Inclusion (DEI) representative
- Faculty member (advisor role as it pertains to career options, licensing requirements or any additional legal and career conflicts/concerns).
- Student Life Representative

shall conduct a blind review of the confidential information collected, pertaining only to felony or misdemeanor convictions or collegiate disciplinary dismissals. Committee members will not be provided any “personally identifying information” regarding the applicant. This includes but is not limited to; name, gender, address, race, religion, and ethnicity.

The collected information may include one or more of the following:

- A written statement of explanation or phone

interview with applicant to determine whether further action is necessary.

- A statement from a conduct official associated with the dismissing institution to be collected by a conduct official at Hilbert College.
- Court documents confirming dates and nature of conviction provided by applicant.

## CAMPUS ADMISSION REVIEW

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

## TRANSFER POLICY

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

## TRANSFER CREDIT CRITERIA

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

- Students may transfer a maximum of 90 credit hours for a bachelor degree program
- Students may transfer a maximum of 45 credits for an associate degree program
- Students must earn a minimum grade of C- at the transfer institution in order to receive transfer credit at Hilbert College.
- In certain instances, College policy regarding an acceptable passing grade in a required and/or prerequisite course may necessitate that a student repeat a course in order to meet the minimum standard required of all Hilbert students
  - Lab sciences C- or better
  - Accounting C or better
- Remedial courses are not accepted as transfer credits
- All transfer students must submit a high school transcript and all transcripts signifying completion of courses for college credit.
- Hilbert College accepts credits for examinations such as Advanced Placement (AP), College Level Examination Placement (CLEP), International Baccalaureate program



(IB), and Defense Activities Non-Traditional Education Support (DANTES, or DSST), etc. Minimum grade requirements have been established for such exams.

- AP – 3 or higher
- CLEP – 50 or higher
- DSST – 400 or higher
- IB – 4 or higher
- If a student is intending to follow a pre-health track, they may be required to take all lab sciences at the college level. Please contact Dr. Habib Bakht (hbakht@hilbert.edu) to discuss these requirements further.
- Transcripts must be submitted directly from the organization in which students completed their coursework.
  - If a student took college credit through a high school program, the transcript must come directly from the college that sponsored the course.
- All final official transcripts must be received by Student Records by the final withdrawal date of the student's first semester at Hilbert. If official transcripts are not received by the set deadline, a registration hold will be put on the student's record.
- The division chair, in consultation with appropriate division faculty, will determine the acceptance of transfer credit for a major specific course that is over 10 years old. If the course is not accepted, the student has the option to appeal one time through their academic division with additional/supporting documentation.
- Only credit is transferrable; grades, quality points and cumulative averages do not transfer
- Pass/Fail grades will only be considered for transfer if the credit granting institution has a written policy stating that to receive a "P" grade, the student must receive a C- or better. Hilbert College recognizes that many schools put policies for pass/fail in place in the Spring 2020 semester to address the COVID-19 pandemic and will waive the above for courses that received a "P" during Spring 2020 only.

## TRANSFER CREDIT EVALUATIONS

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

### General Education Requirements

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

courses will be reviewed on a course-by-course basis and given an equivalent course acceptance.

## INTERNATIONAL TRANSFER CREDITS

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

## ADVANCED PLACEMENT/CREDIT BY EXAMINATION

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

## INTERNATIONAL BACCALAUREATE (IB)

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



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

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

<b>Departments</b>	<b>High School Program</b>	<b>Hilbert Equivalent</b>	<b>Credit</b>
<b><u>CRIMINAL JUSTICE</u></b>			
Bishop Timon-Saint Jude High School	Criminal Justice/ Criminology	CJ 101/CJ 204	3-6
Bennett Law Magnet (PS 200)	Magnet Curriculum	CJ 202	3
East High School	Forensic Tech	FS 101/CJ Electives	3
Hamburg High School	Forensic Science	FS 101	3
Lancaster High School	Criminal Law Course	CJ Elective	3
St. Francis High School	Law in Society	CJ 202	3
Frontier High School	Criminal Justice/Forensic Science	CJ 101/FS 101	3-6
Mount Saint Mary Academy	Forensic Science	FS 101	3
<b><u>BUSINESS MANAGEMENT</u></b>			
West Seneca Academy of Finance	AOF Curriculum	2 BUS Electives	6
Iroquois Business Academy	AOF Curriculum	2 BUS Electives	6
Orchard Park Academy of Finance	AOF Curriculum	2 BUS Electives	6
North Tonawanda Academy of Finance	AOF Curriculum	Varies by major	3-6
Hamburg High School Academy of Finance	AOF Curriculum	2 BUS Electives	6
Lake Shore Academy of Finance	AOF Curriculum	2 BUS Electives	6
<b><u>COMMUNICATION STUDIES</u></b>			
North Collins High School	Photography Course	1 Comm Elective	3
Chautauqua Lake	TV Broadcasting	1 Comm Elective	3
West Seneca	TV Broadcasting	1 Lib. Arts Elective	3
Buffalo Academy of Visual & Performing Arts	Comm. Media Arts	1 Comm. Elective	3
<b><u>BOCES AGREEMENTS</u></b>			
<b>Centers</b>	<b>BOCES Program</b>	<b>Hilbert Equivalent</b>	<b>Credit</b>
<b><u>CATTARAUGUS/ALLEGHENY</u></b>			
Belmont	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Ellicotville	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Olean	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Olean	Graphic Design	Lib. Arts Elective	3
<b><u>DELAWARE, CHENANGO, MADISON, OTSEGO (DCMO)</u></b>			
DCMO Chenango Campus	Security and Law Curriculum	CJ 103	3
DCMO Robert Harrold Campus	Security and Law Curriculum	CJ 103	3

<b>Centers</b>	<b>BOCES Program</b>	<b>Hilbert Equivalent</b>	<b>Credit</b>
<u>ERIE I BOCES</u>			
Harkness	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
Harkness	Cisco Networking/CIS	MIS 120, 205, 206	3-9
Kenton	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
Potter	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
<u>ERIE II BOCES -</u>			
Carrier	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Hewes	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
LoGuidice	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Ormsby	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
<u>GENESSE VALLEY BOCES</u>			
Batavia	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
Mt. Morris	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
<u>GREATER SOUTHERTIER BOCES</u>			
Broome-Tioga BOCES	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
<u>MADISON-ONEIDA BOCES</u>			
	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
<u>MONROE I BOCES</u>			
	CJ Curriculum I & II	CJ 101, CJ 103	3-6
<u>NASSAU BOCES BARRY TECH</u>			
	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
<u>ORLEANS-NIAGARA BOCES</u>			
Niagara and Orleans Career and Technical Center	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Niagara and Orleans Career and Technical Center	Digital Media Program	DMAC Elective	3
<u>SOUTHERN WESTCHETER BOCES</u>			
	CJ Curriculum I & II	CJ 101, CJ 103, CJ Elective, FS 101	3-12
<u>ST. LAWRENCE-LEWIS BOCES</u>			
	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
<u>WAYNE-FINGER LAKE BOCES</u>			
Finger Lakes BOCES (FLTCC)	CJ Curriculum I & II	CJ 101, CJ 202	3-6
Wayne Technical & Career Center	CJ Curriculum I & II	CJ 101, CJ 202	3-6
<u>WSWHE BOCES</u>			
	CJ Curriculum I & II	CJ 101, CJ 103	3-6

INTERESTED STUDENTS SHOULD CONTACT THE PROGRAM COORDINATOR FOR MORE INFORMATION

# FINANCIAL AID POLICIES (2022-2023)

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

## TUITION

Students who register for 12-18 credit hours (full-time) are charged \$14,650 per semester.

For each credit hour over 18, there is an additional charge of \$1300 per credit hour. There is no adjustment in the overload charge for withdrawals after the drop/add period.

Students who register for 1-11 credit hours (part-time) are charged \$1300 per credit hour.

## THE TUITION PLAN

Hilbert College offers a monthly payment program which divides the semester's tuition costs into four monthly payments. The finance charge ranges from \$45-\$100 depending upon the amount financed on the plan. The student (and perhaps the parent) will be required to complete a Tuition Plan Promissory Note. Payments received after the ten day grace period after the due date are assessed a \$100 late fee. Employer Reimbursement Promissory Note Students who are eligible for tuition reimbursement from their employer are allowed to sign an employer payment promissory note to defer payment until two weeks after the grade report is made available. The finance charge for this note ranges from \$45-100 depending upon the amount deferred. Students are responsible for payment of full charges including the finance fee.

## FEES

Students registered in an on-campus undergraduate program will have fees assessed on their tuition bill. These fees are mandatory and cover participation in campus activities and access to technology services. A full listing of current tuition and fees is on the Hilbert College website. Students must be registered for classes in order to take advantage of the services that fees cover.

## COMPREHENSIVE FEE

Full-time students are charged \$1000 per semester;

part-time students are charged \$50 per credit hour. These fees fund student laptops, IT helpdesk support, campus safety, and the library.

## COURSE RESOURCE FEE

Students in the online bachelor's degree programs are assessed a \$300 per course fee which offsets the cost of digital textbooks

## STUDENT ACTIVITY FEE

Full-time students are charged \$250 per semester, part-time students are charged \$20 per credit hour. These fees support student clubs and organizations, student government, and student activities intended to enhance student engagement and provide leadership opportunities for all students of the college.

## WELLNESS FEE

A fee of \$175 is charged to all traditional campus-based students registered for 6 or more credits. The fee offsets the counseling center and health center costs, including the use of Inspire Health.

## INTERNATIONAL STUDENT FEE

International students are charged \$1000 per semester in addition to full-time fees.

## LAB FEE

Full and part-time students are charged a \$150 fee per every science lab course.

## ORIENTATION FEE

All first-time in person students are charged a \$350 orientation fee in their first semester. First-time online bachelor degree program students are charged a \$200 orientation fee in their first semester.

## REGISTRATION FEE

Part-time and online bachelor's degree program students are charged \$35 per semester.

## GRADUATION FEE

A \$250 fee is assessed to full time and part time students in their last semester

## ONLINE BACHELOR'S DEGREE PROGRAMS

Students starting in Summer 2022 in 8 week module classes will be charged \$450 per credit hour. Students who started before then are charged \$295 per credit hour. Students will not qualify for institutional scholarships.

## ROOM AND BOARD CHARGES

Resident students who have contracted for a double room in St. Joseph's Residence Hall are charged \$7,100 per semester. Single room occupancy rate is \$8,150 per semester. A double room or suite in Trinity Residence Hall is \$7,100 per semester. A triple room in Trinity Hall is \$6,050 per semester. St. Joseph's Hall and Trinity Hall rates include an unlimited meal plan.

Occupancy rate for the Hilbert College Apartments is a flat rate of \$7,750 per semester. A 50 meal plan is included in the apartment rate. Commuters can purchase a 50 meal plan for \$525 per semester. 50 meal plans can be requested on the [Hilbert College website](#).

## SECURITY DEPOSIT FOR RESIDENTS

Students who enter the Hilbert residences for the first time are charged a \$125 security deposit. This fee is maintained in a special account and is refunded to residents (less any damage charges) when they leave the hall at graduation or withdraw completely from the college. Year-end damages are assessed and collected to keep the deposit secure.

## SERVICE AND STUDY AWAY FEES

This fee, ranging from \$1,500-\$2,200 per class, covers a student's cost associated with required travel in service learning abroad or study away classes. These costs include airfare, accommodations, in-country transportation, and meals.

## SPECIAL CASES

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

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

### Other Charges

Rejected Credit Card fee .....	\$50.00
Returned Check fee.....	\$50.00

Transcript fee.....\$15.00

## PAYMENT POLICIES

All tuition balances are payable by the published due date on the bill, accessed in Nelnet via Self-Service following registration. It is highly encouraged that payments be made online via Nelnet (via self-service portal at selfservice.hilbert.edu). However, payments made directly to the Student Finance Office by cash, check, Master Card, VISA and Discover are also acceptable. If paying by credit card, an additional surcharge of 3.5% will apply.

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

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

For more information on Hilbert's payment policy, please visit the [Hilbert College website](#).

## CAMPUS ACTIVITY & TECHNOLOGY ACCESS

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

## EMPLOYER REIMBURSEMENT

If you are eligible for tuition reimbursement from your employer, you are allowed to sign an employer payment promissory note to defer payment until two weeks after the grade report is mailed. The finance charge for this note ranges from \$45-\$100, depending upon the number of credit hours. You are responsible for payment of full charges, including the finance fee.

## FINANCIAL AID DEFERMENTS

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

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

## GI BILL AND VR&E BENEFICIARIES

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

## PAST DUE BALANCES

### NEW STUDENTS

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

### RETURNING STUDENTS

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

## REFUND POLICIES

Application fees are non-refundable.

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

## INSTITUTIONAL REFUND SCHEDULE

Traditional Full-time and Part-time students in a 15 week semester follow this schedule for Fall or Spring semesters.



Week of Classes	Tuition Refund Given	Fees Refund Given	Room Refund Given
Up to end of Drop/Add	100%	100%	50%
2nd Fiscal Week	90%	No refund	25%
3rd Fiscal Week	60%	No refund	No refund
4th Fiscal Week	30%	No refund	No refund
5th Fiscal Week	No refund		

**8 WEEK SESSION SCHEDULE STUDENTS FOLLOW THIS REFUND POLICY**

Week of Classes	Tuition Refund Given
Up to end of Drop/Add	100%
After 2nd Week, before 3rd	50%
After 3rd Week, before 4th	25%
After 4th Week	No refund

**5 WEEK SESSION SCHEDULE GRADUATE STUDENTS FOLLOW THIS REFUND POLICY**

Week of Classes	Tuition Refund Given	Fees Refund Given
Up to end of Drop/Add	100%	100%
After 2nd Class, before 3rd	80%	No refund
After 3rd Class, before 4th	25%	No refund
After 4th Class, before 5th	No refund	

\*Drop/Add ends before the second class

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

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

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

For students enrolled in 5 or 8 week modules, a student must successfully complete 49% of the days in the

payment period to avoid a return of federal funds.

**RETURN OF FUNDS FORMULA**

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

- Determine date of withdrawal and percentage of payment period attended by the student. A student's withdrawal date is one of the following:  
The date the student began the withdrawal process prescribed by the institution;
  - The date the student otherwise gave (in writing or orally) official notification to the institution of his or her intent to withdraw;
  - If the student never began the withdrawal process or otherwise gave notice of intent to withdraw, the midpoint of the payment period or period of enrollment or the student's last day of academically related activity if it can document the student's attendance;
  - If the student did not begin the withdrawal process or otherwise give notification (including notice from someone acting on the student's behalf) to the institution of the intent to withdraw because of
  - Circumstances beyond the student's control (e.g., illness, accident, grievous personal loss, etc), the date based on the circumstances related to the withdrawal;
  - If a student who was granted an approved leave of absence fails to return from the leave of absence, the date the institution determines the approved leave of absence began; or
  - If a student takes an unapproved leave of absence, the date the student began the unapproved leave of absence.
- Calculate amount of Title IV aid earned by the student.
- Compare amount earned and amount disbursed to determine amount of unearned.
- If amount earned is greater than amount disbursed, determine late disbursement.
- If amount earned is less than amount disbursed, determined amount of Title IV aid that must be returned.
- Calculate portion of funds to be returned by institution and student. A student who owes a grant repayment remains ineligible for further Title IV assistance until the grant is repaid, unless the student and the institution agree on satisfactory repayment arrangements.

The following is the refund distribution schedule:

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

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

## STUDENT'S RESPONSIBILITY

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

## INSTITUTION'S RESPONSIBILITY

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

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

# APPLYING FOR FINANCIAL AID

## THE APPLICATION PROCESS

Applying for student financial assistance can be a complicated process. In order for the College to determine a student's eligibility for financial aid, certain application procedures must be followed and the student must submit follow-up forms in an accurate and timely manner. Students must be officially accepted by the Office of Admissions before notification of financial aid is given. The form used when applying for federal financial aid (including student loans) is called the Free Application for Federal Student Aid (FAFSA). To assure being considered for all available funds, and to receive timely notification of funds being offered, students should submit the application form and all follow-up forms by April 1. You will be using income information from two years prior, i.e. 2023-2024 will be based on 2020 income. As the name suggests, there is no fee for using this form. The information that is provided on this form serves as the basis for determining the student's eligibility for federal aid as a full-time or part-time student. To apply for Federal Aid and obtain a Federal Student Aid ID (FSA ID), please visit [studentaid.gov](https://studentaid.gov).

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

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

Corrections may be made online at [studentaid.gov](https://studentaid.gov). If all the information is accurate, the Student Finance Office will receive the same data via the electronic network and in conjunction with other documents

submitted by the applicant, the eligibility for federal, institutional and state aid can be determined.

## THE VERIFICATION PROCESS

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

## GENERAL ELIGIBILITY CRITERIA

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

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

## COSTS AND ESTIMATED BUDGETS

### CALCULATION OF FINANCIAL AID

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

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

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

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

The estimated cost(s) of Attendance printed on the Hilbert College Award Notice are inflated to include several factors in addition to tuition and fees. The budgets below are for a full-time undergraduate on-campus program students and Online students. These are strictly used by the Student Finance Office for the purpose of packaging for the 2023-2024 Academic Year. Updated Costs can be found on the [Hilbert College](#) website.

COMMUTER	OFF-CAMPUS
Tuition ..... \$29,300	Tuition .....\$29,300
Fees .....\$2,850	Fees.....\$2,850
Housing/Meals .....\$3,000	Housing/Meals.....\$8,120
Transportation.....\$1000	Transportation .....\$1,000
Personal Expenses.....\$800	Personal Expenses....\$800
Avg. Loan Orig. Fee .....\$100	Avg. Loan Orig. Fee....\$100
<b>TOTAL ..... \$37,050</b>	<b>TOTAL.....\$42,170</b>

RESIDENT – ON CAMPUS
Tuition ..... \$29,300
Fees.....\$2,850
Housing/Meals.....\$14,200
Transportation.....\$1,000
Personal Expenses.....\$800
Avg. Loan Orig. Fee.....\$100
<b>TOTAL .....\$48,250</b>

ONLINE (FALL, SPRING, SUMMER)
Tuition ..... \$19,905
Housing/Meals.....\$12,180
Transportation.....\$3,000
Personal Expenses.....\$2,400
Avg. Loan Orig. Fee.....\$300
<b>TOTAL .....\$37,785</b>

GRADUATE (FALL, SPRING, SUMMER)
Tuition ..... \$20,655
Housing/Meals.....\$12,180
Books and Supplies.....\$1500
Transportation.....\$1,500
Personal Expenses.....\$1,500
Avg. Loan Orig. Fee.....\$100
<b>TOTAL .....\$37,239</b>

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

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

## ACADEMIC PROGRESS GUIDELINES FOR FINANCIAL AID

### HILBERT COLLEGE'S SATISFACTORY ACADEMIC PROGRESS GUIDELINES FOR FEDERAL AID

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

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

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

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

### ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL AID

Cumulative Grade Point Average (GPA) – Qualitative Component

1. After the end of the 2nd semester, Hilbert College will

determine if a student has a 1.80 GPA or better. If a 1.80 has not been earned, the student will have the opportunity to appeal for Federal Financial Aid for the following semester.

2. A student must have a 2.0 cumulative GPA at the end of their 4th semester in order to be eligible for Federal Financial Aid.
3. Any time a student is academically ineligible for Federal Financial Aid, they will be given the opportunity to appeal and present a plan to regain good academic standing.

Pace (rate of attempted credit hours) – Quantitative Component

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

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

1. A student must progress through his/her program of study at a pace that ensures completion within the maximum time frame.
2. Maximum time frame is defined as a period of no longer than 150% of the published length of the education program, as measured in credit hours. Associate Degree is 60 credit hours x 150% = 90 credit hours or 6 semesters of study. Bachelor Degree is 120 credit hours x 150% = 180 credit hours or 12 semesters of study.

3. Federal financial aid eligibility will be terminated when a student has attempted 180 credit hours (for a degree published with a 120 credit hours requirement). For financial aid purposes, student pursuing a double major or dual degree may not exceed 150% of the maximum time frame standard.

4. Although requirements are per semester, Hilbert College reviews for Federal Academic Progress at the end of each academic year. Federal regulations require that schools review at least once per academic year.

## CONSEQUENCES OF NOT MEETING SATISFACTORY ACADEMIC PROGRESS (SAP)

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

## APPEALS

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

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

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

contact the Financial Aid Office to review this option.

## STANDARD FOR CONTINUANCE OF STATE AID

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

### BACCALAUREATE DEGREE (by semester)

Calendar: Semester		Degree Program: Baccalaureate								
Before being certified for this payment:										
1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	

A student must have accrued this many credits:										
0	6	15	27	39	51	66	81	96	111	

With at least this grade point average:										
0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0

Completing at least this many credits for this semester:										
6	6	9	9	12	12	12	12	12	12	12

### ASSOCIATE DEGREE (by semester)

Calendar: Semester		Degree Program: Baccalaureate								
Before being certified for this payment:										
1st	2nd	3rd	4th	5th	6th					

A student must have accrued this many credits:										
0	6	15	27	39	51					

With at least this grade point average:										
0	1.5	1.8	1.8	2.0	2.0					

Completing at least this many credits for this semester:										
6	6	9	9	12	12					

### HEOP STUDENTS BACCALAUREATE DEGREE (by semester)

Calendar: Semester		Degree Program: Baccalaureate								
Before being certified for this payment:										
1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	

A student must have accrued this many credits:										
0	3	9	21	33	45	60	75	90	105	

With at least this grade point average:										
0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0	2.0



Completing at least this many credits for this semester:

6	6	9	9	12	12	12	12	12	12
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In the case of transfer students, an official transcript of all previous college work (even if the student does not intend to transfer the credits) must be on file in the Student Records Office. All transcripts must be evaluated before a determination can be made regarding a student's eligibility for the Tuition Assistance Program (TAP).

Students who receive Aid to Part-time/or TAP to total 24 TAP points (equal to four full-time awards) must maintain a 2.00 CQPA for continued eligibility for State Aid.

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

## FINANCING AN EDUCATION

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

### WHAT IS FINANCIAL AID?

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

contribute towards the cost of attendance which includes the following:

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

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

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

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

## FEDERAL FINANCIAL AID PROGRAMS

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

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study
- Federal Direct Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan (Parent Loan)

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

Unsubsidized Federal and Federal PLUS loans are referred to as non-need-based since the expected

family contribution is not considered when determining eligibility for funds from these programs.

The Federal Pell Grant Program provides “gift” assistance to undergraduates who have not yet earned a baccalaureate degree. It is an entitlement award which is not dependent upon the availability of funds at a particular institution. The annual amount of a student’s Federal Pell Grant depends in part on the amount that Congress appropriates for the program.

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

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

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

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

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

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

## OTHER FEDERAL AID

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

## OTHER LOAN PROGRAMS

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

## STATE FINANCIAL AID PROGRAMS

The State of New York administers a variety of grant programs for New York residents attending institutions within the state. More information can be found at [hesc.ny.gov](http://hesc.ny.gov). They include:

- The Tuition Assistance Program (TAP), an entitlement program that is need-based for students enrolled full-time at the college.
- Tuition Assistance for part-time study which is available to students enrolled for less than twelve credit hours. The number and amount of awards are contingent upon the allocation of funds granted the college by the State of New York. Other State-funded programs, related to specific criteria, include:
- Part-Time TAP, available to first-time freshman enrolled in academic year 2006-2007 and thereafter. Students must also be enrolled for at least 6 credit hours during the semester they are requesting Part-Time TAP. Part-Time TAP will be calculated as a percentage of the full-time TAP a student would have received and will be counted as a percent of TAP in calculating a student’s eight semesters of TAP eligibility.
- APTS (Aid to part time study) is for students attending part time. Potential Candidates are notified via email of the application process and eligibility requirements.
- The NYS Regents Awards for Children of Deceased and Disabled Veterans is available to students whose parent(s) served in the U.S. Armed Forces during specified periods of war or national emergency and, as a result of service, died, suffered a 40% or

more disability, was classified as missing in action, or was a prisoner of war are eligible to apply.

- NYS Memorial Scholarship of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers, and Emergency Medical Service Workers provides financial aid to children, spoused and financial dependents of deceased firefighters, volunteer firefighters, police officers, peace officers, and emergency medical service workers who have died as the result of injuries sustained in the line of duty in service to the State of New York. For study in New York State.
- The Veterans Tuition Award, available to persons who served in the armed forces of the United States in Vietnam, Persian Gulf, Afghanistan, or other eligible combat veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State are eligible for awards for full or part-time study.
- Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) is part of the New York State Education Department. ACCES-VR, formerly known as the Office of Vocational and Educational Services for Individuals with Disabilities (VESID), assists individuals with disabilities in obtaining their educational goals. Call 1-800-222-JOBS (5627) or visit the [NYSED website](#) for general information. You can contact the Buffalo District Office at 1-888-652-7062 or [VRbuff@mail.nysed.gov](mailto:VRbuff@mail.nysed.gov). To contact another NYS District Office please visit <http://www.acces.nysed.gov/contact-us> State aid to Native Americans, administered through the Native American Education Unit, New York State Education Department, Cultural Education Center, Albany, New York 12230.

## SPECIFIC FINANCIAL AID PROGRAM INFORMATION

### FEDERAL PELL GRANT

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

Current 2023-2024 awards for full-time students range from \$767 to \$7,395 per year. The amount of the award is affected by the cost of attendance and the status of part-time/full-time. The Pell

grant is not duplicative of state awards.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

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

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

### FEDERAL WORK-STUDY PROGRAM

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

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

### FEDERAL DIRECT LOAN

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

### FEDERAL DIRECT LOANS (SUBSIDIZED AND UNSUBSIDIZED)

Direct Loans are made to students attending school at least half-time. The U.S. Department of Education is the lender, and you receive the loan money through your school. Direct Loans are low interest loans available for a student's educational expenses. A Subsidized Direct Loan is awarded on the basis of financial need. The federal government pays the interest on the Subsidized loan when the student is enrolled in college at least half-time and during the periods of loan deferment. The interest rate for Subsidized loans disbursed after July 1, 2023 will be at a fixed rate of 5.49%; interest begins after half-time enrollment ceases.

An Unsubsidized Direct Loan is not awarded on the basis of financial need. Unsubsidized Direct Loans have a fixed

interest rate of 5.49% for undergraduate students and 7.05% for graduate students as of July 1, 2023. Interest is charged on the unsubsidized loan from the time the loan is disbursed until it is paid in full. This loan is designed for students who do not qualify for Subsidized Direct Loans. Additional loan funds are available for students who are independent of parent(s) as defined by Department of Education standards and for dependent students whose parents cannot borrow the Parent Plus Loan (\$4,000 for first-and second-year students, \$5,000 for third-and fourth-year students). A 1.057% origination fee will be charged on the principal amount of the subsidized and unsubsidized loans, deducted before any funds are received, so the loan amount you receive will be less than the amount that will be repaid. A student certified as a freshman (0-29 credit hours completed) may borrow up to \$3500 per academic year. A student certified as a sophomore (30-59 credit hours completed) may borrow up to \$4500 per academic year. A student certified as a junior or senior (60 or more credit hours completed) may borrow up to \$5500 per academic year. The amount of loan eligibility is also determined by enrollment status of part-time or full-time. Loan eligibility is prorated for a student completing his/her degree requirements during one semester of the academic period. The total aggregate limit for a dependent undergraduate student cannot exceed \$31,000 with a maximum of \$23,000 subsidized. The total aggregate limit for an independent undergraduate student is \$57,500 with a maximum of \$23,000 subsidized.

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

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

## FEDERAL PARENT LOANS (PLUS)

The purpose of this program is to enable parents of dependent undergraduate students to secure a loan to help meet the educational costs of attending the College. Creditworthy parents of a dependent student who is enrolled at least half time in a degree program may borrow up to the students' cost of attendance, minus any other financial aid. Repayment begins within 60 days after the final loan disbursement for the loan period, unless the parent requests a deferment by indicating such on the plus loan application or directly contacts the plus loan servicer. Interest rate is fixed at 8.05% for Direct Plus Loans disbursed on or after July 1, 2023. A 4.228% origination fee will be charged on the

principal amount of the loan, deducted before any funds are received, so the loan amount you receive will be less than the amount that will be repaid.

## OTHER LOAN PROGRAMS

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

## NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)

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

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

### Basic Conditions

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

### UNDER 22 YEARS OF AGE

- Meet Basic Conditions and Meet One of the Special Conditions

### Special Conditions



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

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

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

\*\* Independent status under the Federal definition does not necessarily assure independent status for State programs. The amount of the TAP award is scaled according to the level of study, tuition charges, and net taxable income. For first-time undergraduate TAP recipients enrolled full-time who are dependent, or financially independent and are married or have tax dependents, the maximum award is \$5665 and the minimum award is \$500. Tuition Assistance for part-time Students (Aid to Part-time study)

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

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

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

## NEW YORK STATE ENHANCED TUITION AWARDS PROGRAM (ETA)

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

### ELIGIBILITY

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

### CATCHING UP ON CREDITS

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

### FIVE-YEAR UNDERGRADUATE PROGRAM

If you are in an undergraduate program of study normally requiring five-years, the ETA program allows five years to



complete your degree on time (which requires completion of the equivalent of 30 credits each academic year).

## STUDENTS WITH DISABILITIES UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990

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

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

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

## APPEALS

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

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

## AWARD AMOUNT\*

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

\*Note: Any award payment received may have tax implications. Any questions regarding this should be directed to a tax professional, the Internal Revenue

Service, or the NYS Department of Taxation and Finance.

## DURATION

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

## PAYMENT

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

Please check the [hesc.ny.gov](http://hesc.ny.gov) website for application deadlines.

# SCHOLARSHIPS

## INSTITUTIONAL AND PRIVATE FUNDING

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

## ACADEMIC EXCELLENCE SCHOLARSHIPS

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

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

## INSTITUTIONAL ANNUAL INCOMING FRESHMAN SCHOLARSHIPS

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

- BOCES Articulation Scholarship is awarded

to students who have completed a program pre-approved by Hilbert College.

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

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

## TRANSFER STUDENT SCHOLARSHIPS

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

- Honors Scholarship
- Academic Merit Scholarship
- Transfer Assisi Scholarship

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

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

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

the requirements. Students should contact the Student Finance Office for instructions of how to complete an appeal.

## ADDITIONAL CAMPUS-BASED SCHOLARSHIPS

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

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

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

## OTHER SCHOLARSHIPS

### ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAMS

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

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

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

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

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

### SAY YES TO EDUCATION SCHOLARSHIP

Hilbert College has partnered with Say Yes to Education to award a full tuition scholarship to an

unlimited number of deserving students who meet Say Yes requirements. Students must complete the Hilbert College free online application, and submit their FAFSA, TAP, and Say Yes application.

START HERE:  
<http://www.fafsa.gov>  
Hilbert College Code: 002735

## EXTERNAL SCHOLARSHIPS

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



## PAYMENT OF FINANCIAL AID

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

## OTHER PAYMENT OPTIONS

The staff of the Student Finance Office provides personal counseling to the student and his parents to determine the best payment approach. Any balance remaining after grants, scholarships and loans can be paid with cash, personal check, VISA, Master Card, and Discover. The College also offers a monthly payment plan which divides the semester's balance into four manageable monthly payments. Many employers offer a tuition reimbursement benefit to qualified employees. Students who are sponsored under this benefit may defer tuition payment until two weeks after the grade reports for the semester are mailed. An employer reimbursement promissory note must be signed to qualify for the deferred tuition payment.

## STUDENT LIFE & STUDENT SERVICES

A goal of college education is to become a responsible, self-directed member of society. Self-direction can be developed not only through the academic experience but also through participation in group activities outside the classroom. Extra-curricular activities act as a means of developing the potential for leadership and creativity and of satisfying the need for recreation and relaxation. Students learn how to interact with others and opportunities are created for interpersonal relationships leading to a better understanding of human nature.

### ATHLETICS

Hilbert will enter its 28th season as a member of the National Collegiate Athletic Association - Division III. Hilbert is a member of the Allegheny Mountain Collegiate Conference (AMCC). Hilbert offers eighteen intercollegiate programs, including baseball, basketball (men and women), bowling (women), cross country (men and women), football, golf, (mixed), hockey (women), lacrosse (men and women), soccer (men and women), softball, track and field (men and women) and volleyball (men and women). Twelve of the eighteen teams compete in the very competitive AMCC with the conference champion in each sport earning an automatic bid to participate in the NCAA post season tournament. Men's and women's lacrosse compete in the NEAC, which also offers post season championships.

The athletic programs serve as opportunities for students to pursue personal development and learn the lessons that striving for excellence entails. Participation in intercollegiate athletics affords students an opportunity to represent the college. These competitions create a strong sense of loyalty and community among students, faculty, staff, alumni and friends.

The organization, direction and administration of the overall program, as well as the coaching of its individual sports, is the responsibility of carefully selected and trained personnel. They are also responsible for implementing and maintaining the standards of performance that are consistent with Hilbert's goals of academic excellence and personal development.

### ALUMNI ASSOCIATION

Hilbert's approximately 8,200 alumni have assumed positions in virtually every career area and live throughout the United States and in several foreign countries. The many and varied accomplishments

of Hilbert alumni are a measure of the College's success in achieving its goal of career preparation.

The purpose of the Hilbert College Alumni Association is to "advance the interests of the College, to develop and foster a mutually beneficial relationship between the College and its alumni by providing educational opportunities, social programming and services and benefits to build ties and relationships among alumni and current students, to provide alumni input on College issues, and to link the College of today and tomorrow with its heritage of excellence, commitment and service." The Alumni Association encourages alumni to support Hilbert College financially via its endowed scholarship, the annual fund and events.

Alumni participate in activities sponsored by the Alumni Association, including after-work gatherings and sporting events. The Alumni Association Board's recently-formed committees provide opportunities for graduates to become involved in specific areas that are of most interest to them.

The Alumni and Events Engagement Committee works with Institutional Advancement and other Hilbert staff to plan and facilitate alumni events, including True Blue Reunion Weekend, athletic reunion games and tailgates, and networking/reconnecting happy hours or events.

The role of the Career Engagement/Mentor Committee is to create opportunities for alumni to network with current students and each other; identify and connect alumni interested in participating in networking events on campus; identify alumni interested in hosting Hilbert students at their workplace or on the campus (Lunch and Learn programs); identify alumni to act as speakers or to lead a panel discussion or presentation to students (by program.)

The Alumni and Admissions Partnership Committee helps identify out-of-town alumni interested in hosting Admissions staff and local prospective students; facilitates alumni presence at new student orientation sessions and open houses; enlists local alumni to participate in events at the beginning of the school year, including move-in.

### CAMPUS BOOKSTORE

The Campus Bookstore, located on the lower level of the Campus Center, stocks all textbooks and basic supplies for courses, and a variety of materials to accommodate students, faculty and alumni. Shop online at the [Hilbert College Bookstore website.](#)

### CAMPUS MINISTRY

While embracing Hilbert College's Catholic Franciscan heritage and values, Campus Ministry brings together

students of various faith backgrounds in a warm and welcoming spirit of inclusiveness. They are offered a variety of opportunities for religious and spiritual growth and enrichment through on-campus programs, faith sharing, inter-faith worship, spiritual/pastoral counseling, and numerous community service projects. Retreats, nature walks, and pilgrimages are also scheduled to encourage students to discover and celebrate God's presence within themselves, others, and all of creation. The integration of our Catholic, Franciscan identity in all aspects of our educational experience assists in the development of ethical leaders committed to peace and justice.

Catholic Mass is celebrated once a week in the St. Clare chapel on campus, and on special occasions. Daily and Sunday Mass is also open to the public in St. Francis Park, the home of the Franciscan Sisters of St. Joseph, directly across the street from campus.

Any student wishing to become Catholic, or to prepare to receive one of the sacraments (such as Confirmation) should schedule an appointment with the Vice President for Mission Integration and Campus Ministry.

Located in Franciscan Hall 108, the Office of Campus Ministry is part of the Office of Mission & Equity. Everyone is welcome to stop by for either an informal visit or a scheduled appointment.

## CAMPUS SAFETY

The Campus Safety Department provides 24 hour coverage by a staff of uniformed officers who are registered security guards under the New York State Security Guard Act. Officers are responsible for patrolling the campus, traffic control, parking enforcement, crime prevention, enforcing rules and regulations, and those services that are unique to a college campus. With your help and cooperation Hilbert College will continue to be a safe campus in which to live, work, and study.

## CRIME STATISTICS

Campus Crime statistics are available on the [Hilbert College website](#).

The Hilbert College Campus Safety Department will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information is provided to all students annually, and is available in the Campus Safety Office. You may request this information and the daily crime log for the last 90 day period by calling 716-649-7900.

Additional Information on crime statistics and

reporting may be obtained from the [United States Department of Education website](#).

## CAREER DEVELOPMENT

The Office of Career Development provides students and alumni with the resources, knowledge, and strategies to help achieve their career potential. Career Development services are available to current students and alumni —for life!

The Office of Career Development's mission is to enhance learning and facilitate the lifelong pursuit of passion, skill development, and professional achievement for students and alumni. The Office of Career Development provides comprehensive resources, programs, and quality career coaching to assist students and alumni in exploring career, experiential, and employment opportunities.

The goals for the Office of Career Development include: Students and alumni will have a greater understanding of self in regard to identifying their career goals and exploring their role in their community.

- Students and alumni will acquire information and competencies that enhance their academic success and awareness of their community, varied industries and occupations.
- Students and alumni will participate in professional and civic-engagement opportunities.

The Office of Career Development is proud to partner with Handshake to offer a powerful career preparation and job search tool used by students at many colleges and universities throughout the country to:

- Search and save jobs both on and off campus, internships & volunteer opportunities
- Upload their resume, cover letter, and other application materials to apply for employment opportunities using the platform
- Gain access to information on career and volunteer events on-campus, along with career events held off-campus and virtually
- Connect with over 700k employers, staff and alumni all over the world

The Handshake platform can be accessed through the web or smartphone app. To access Handshake platform via the web, visit the <https://hilbert.joinhandshake.com/login>. Students log in to Handshake using their Hilbert email and password. Some student information is preloaded into Handshake to help start students in building their profile.



## EMERGENCY ANNOUNCEMENTS

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

WBEN	930 AM	WBLK	93.7 FM
WKSE Kiss	98.5	WECK	1230 AM
WTSS Star	102.5	WJYE	96.1 FM
WNSA	107.7 FM	WYRK	106.5 FM
B92.9	92.9 FM		

A notice will also be posted on the college website and sent through Omnilert emergency texting system.

All Hilbert College community members are expected to register for Omnilert to receive the most accurate information about college closures and emergencies. Individuals can register at <https://hilbert.omnilert.net/subscriber.php>.

Because colleges do not transport students, they remain open when school districts close. It then becomes a personal decision to attend classes if the College remains open under conditions you consider too hazardous for travel. There are also occasions when only day or evening classes may be cancelled when the other is not.

## FOOD SERVICES

The College Dining Hall, located on the upper level of the Campus Center, serves three meals each day, Monday through Friday, Saturday and Sunday an afternoon brunch and an evening meal is served. 78 West, located in West Herr Atrium, provides students with a variety of grab and go snack options, coffee, and smoothies, Monday thru Friday. Snack machines located in various spaces on campus round out the student and faculty food needs during off-hours.

## INTERNATIONAL STUDENT SERVICES

The International Student Services (ISS) department seeks to support internationalization and globalization development in the Hilbert College community. International students are provided with the information, resources, and opportunities to support student success and engagement. The goal of ISS is to ensure international students are supported in their academic, personal, and co-curricular experience, and that students achieve success through visa compliance, campus engagement, and development as international leaders.

All Hilbert community members are encouraged to learn more about the international efforts on campus and to participate in programs and workshops regarding compliance, as well support the cultural adjustment that occurs in the international student experience.

## ORIENTATION

New Student Orientation is designed to introduce new Hilbert College students to the academic and co-curricular services and programs vital to their successful transition to the Hilbert community. The New Student Orientation program aims to provide a structured and holistic introduction to the collegiate environment for both students and families. All new students are required to participate in New Student Orientation. Through live presentations and activities, new students and their support systems will be informed about educational and social opportunities and responsibilities in and outside of the classroom.

The primary goals of the orientation program are as follows:

- Aid new students in making the transition to Hilbert College.
- Acquaint new students and their support systems with the mission, history, programs, and services of the College.
- Inform students of campus services and resources that will enhance the Hilbert experience..
- Acquaint and educate students about their rights and responsibilities within the campus community.
- Emphasize the importance of student involvement on campus and taking responsibility and initiative for their own academic and personal development.
- Provide students and their support systems with the opportunity to interact with the Hilbert College community and feel confident and excited about joining the community.

## PERSONAL COUNSELING

The Counseling Center at Hilbert College offers a confidential, safe environment for students experiencing conflict in their personal and/or academic lives. Using a holistic approach to counseling, the center offers educational encouragement for a healthy mind, body, and spirit. Students are encouraged to seek assistance at the onset of a concern and if necessary referral services are available. Every concern to the student is treated with dignity, respect, and confidentiality. There is no charge for this service whether the student is living on or off campus.

The Counseling Center is dedicated to serving our population with tools that will enhance a healthy lifestyle and offer a meaningful personal and educational experience here at Hilbert. Please visit our Resource Room which offers a wide range of resource materials concerning mental health and wellness issues. We also have a Self-Help section in McGrath library. Group support systems are also available depending on the needs of our college community. Students are invited and encouraged to visit the center for all their counseling and wellness needs.

## RESIDENCE LIFE

Living on campus at Hilbert College allows students easy access to classrooms, library, and athletic facilities, in addition to the opportunity to meet and live with students from a variety of backgrounds and cultures. Residential students must maintain full-time status with a minimum of 6 credit hours of in-person classes. Students who drop below a minimum of (12) credits must seek approval from the Director of Residence Life and Financial Aid to reside on campus. Failure to attend classes for an extended duration of time could result in eviction from housing. An unlimited meal plan with \$50 Hawk Bucks is included with the room and board rate for students living in Trinity or St. Joseph's Hall. A 50-meal plan and \$100 Hawk Bucks are included in the campus apartments.

For detailed information, please visit the [Hilbert College website](#).

## SERVICE LEARNING & COMMUNITY ENGAGEMENT

The Office of Service Learning and Community Engagement is dedicated to providing students with individual attention and support while also allowing them to grow and explore new challenges. The office supports the college's academic service-learning program and offers a diverse range of co-curricular service opportunities, workshops, and presentations for students to participate in throughout the academic year to learn about their community and connect with the mission of Hilbert College.

## SERVICE LEARNING POLICY

In keeping with the mission, values, and tradition of Hilbert College students will complete at least one service-learning experience as part of an academic course during their Hilbert College career in order to be eligible to graduate. Most students will complete service learning in BLU 201, a Hilbert Blueprint course. Service-learning requirements are unique to each class. In some classes, the entire class may work together on one single project that benefits the community and meets a community priority. In other classes, students may be provided the opportunity to complete a service-learning activity by selecting an organization or project from a list of pre-approved community partners and activities. Students who successfully complete the service-learning assignment for their class, including all required service agreements, time sheets, reflection activities, and evaluation, will receive a designation on their records indicating that service learning has been completed.

All students, regardless of their transfer status, are expected to complete Hilbert's service-learning requirement. Students who have completed service-learning projects at another

institution may be exempt if that service-learning course appears on their transfer transcript. If service learning is an assignment required of all students in a particular course, every student must complete the service-learning activities in accordance with the course syllabus, including those students who have otherwise been exempted from Hilbert's service-learning requirement or those who have previously fulfilled their service-learning requirement through service-learning activities in another course.

## STUDENT INVOLVEMENT

Student Involvement spearheads campus-wide programming and involvement opportunities for all students. Student Involvement offers a variety of events including comedians, fall and spring festivals, speakers, concerts, animal encounters, and trips to sporting events, theaters, and other local attractions.

## STUDENT PUBLICATIONS

Student Life sponsors and/or contributes to the following publications: the Hilbert Horizons student magazine, and the Student Handbook.

## STUDENT CLUBS

Clubs chartered by the Student Government Association (SGA) include: Adventure Club, Black Student Union, Drama Club, Futsal Club, STEM Club, Indigenous Students at Hilbert, Intersarsity Christian Fellowship, Marksmen Club, Media Club, Criminal Justice/Forensic Science Club, Enactus, Gaming and Anime, Hawk Radio, Hilbert Helpers, Hilbert Starz, Human Services Association, Phi Beta Lambda, Pride Club, ROTARACT, Ski and Snowboard Club, Student Athlete Advisory Council (SAAC), and Art Club. Given that the initiation of and continuance of student activities and clubs is dependent upon student interest, the aforementioned activities and clubs are subject to change.

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## STUDENT HANDBOOK

The Hilbert College Student Handbook provides information on student life at Hilbert. This publication contains information on student organizations and services. The Handbook also contains the Student Code of Rights and Responsibilities, which describes rules related to student life at Hilbert. All Hilbert students are under the jurisdiction of the Student Code of Rights and Responsibilities. The Student Handbook can be found on the [Hilbert College website](#).

## STUDENT GOVERNMENT ASSOCIATION

The mission of the Student Government Association (SGA) is to represent the cultural, educational, recreational, and social interests of the student body, to encourage the growth of self-government, and to promote responsibility, loyalty, and cooperation among the students in their relations with faculty and administrators of the college. The SGA is an elected body comprised of Executive Board Officers and Senators representing various segments of the student population. The SGA has standing committees to further its mission and address its objectives as it aligns with the college's mission and values. The SGA is responsible for the oversight of student clubs on campus. The SGA meets on a weekly basis for student advocacy and engagement.

## STUDENT HEALTH

The New York State Public Health Law (NYS PHL) §2165, requires all students enrolled for six or more credit hours and were born on or after January 1, 1957 must submit verification of immunization or proof of two measles, one mumps, and one rubella inoculation; signed by a doctor or designated health official. Students must provide documentation within 30 days of the first day of class to avoid sanctions, interruption of class scheduling. A listing of immunization clinics associated with the Health Department is available in the Wellness Center.

In addition, New York State Public Health Law (NYS PHL) §2167 requires institutions, colleges and universities, to distribute information regarding meningococcal disease and vaccination to all students enrolled for at least six credit hours, whether they live on or off campus. A response to receipt of this information is required in the form of a signed acknowledgement. Although the meningococcal vaccination is required for resident students, Hilbert College encourages all students to receive the inoculation. Students should seek information concerning this vaccine from their personal care physician.

Resident students must have proof of health insurance on file and proof of a recent physical examination on file in the Office of Student Life before entering the Residence Hall. Student athletes must provide annual proof of a recent physical to be submitted to the Office of Intercollegiate Athletics. Student athletes are strongly encouraged to have their own primary health insurance. All other students are encouraged to have health insurance and a recent physical examination.

Hilbert College mandates accident insurance for all full-time students. Hilbert College is not responsible for payment of any medical expenses incurred by students.

## STUDENT IDENTIFICATION CARDS

Students are required to carry ID cards at all times. The ID card is needed to check out materials from the library, to cash checks, to be admitted to on- and off-campus activities, to use the fitness center, to scan in the dining hall for meal plans and to have on hand if requested by Campus Safety to verify identity. In addition you may put money on your ID card through the dining hall to use for purchases at 78 West Café and the Dining Hall. ID pictures are taken during Orientation and during the semester by the Student Life Office. There is a nominal fee for replacing lost ID cards.

## STUDENT RECORDS & REGISTRAR

The Office of Student Records provides the following services for students:

- Preparing course offerings for each term which are accessible (on the Search for Sections option on Self-Service) on the Hilbert website;
- Processing registrations for courses which require permission to register;
- After the last day for drop/add, processing withdrawals from courses for students who submit a withdrawal form;
- Processing mid-term and final grades, as well as Incomplete and other grade changes, for publication on Self-Service;
- Designing/revising/customizing evaluations for all degree, certificate programs, and minors (and approved curricular substitutions), thereby enabling students and advisors to monitor progress towards program completion and explore status on other programs;
- Evaluating transfer studies for incoming transfer students and returning students who complete transfer studies with departmental approval;
- Verifying candidates for graduation/degree conferral/Commencement honors; release of diplomas;
- Verifying candidates for completion of certificate programs; preparation and release of certificates;
- Processing and verifying changes in student status and general student directory information;
- Collaborating with the Faculty Athletic Representative regarding certification of student athletes for participation in intercollegiate athletics;
- Processing transcript requests and providing transcripts;
- Processing professional licensure applications as appropriate.
- Processing enrollment verifications upon request.
- Processing veteran certifications for veteran, reserve, national guard, and dependent students.

## VETERANS CERTIFICATION

All students who may be entitled to veterans' benefits are required to provide a certification of benefits form to the Office of Student Records. In order to be certified each semester, students receiving benefits must complete a request for certification form and submit it to the Veteran Certifying Official located in the Office of Student Records.

Information regarding benefits can be found on the [Hilbert College website](#) or the [VA website](#).

The State Approving Agency's (SAA) address and phone number are:

New York State Division of Veterans' Affairs  
Bureau of Veterans Education  
Five Empire State Plaza (Suite 2836)  
Albany, NY 12223-1551  
(518) 474-7606  
(518) 474-5583 (FAX)

## STUDY ABROAD

A semester or year of full-time study abroad greatly enriches a student's liberal education and enhances the student's ability to live in an expanding global society. To offer this opportunity to our students, Hilbert College has developed several international exchange programs with various institutions in Europe, South America, and Asia; along with a partnership with AIFS, the American Institute for Foreign Study. Hilbert College also continues to develop new partnerships. Students who are interested in obtaining more information on study abroad should contact the Study Abroad Coordinator for more information.

A student who will be studying abroad for a semester or year will be required to attend study abroad information sessions, including the application process, cost and compliance, departure orientation, as well as re-entry. Students will work with the Study Abroad department to ensure full preparation for this unique global experience. Upon return to the College, all credits earned through the exchange program will transfer back to the students' home institutions and be applied toward their undergraduate degree. More information can be found on the [Hilbert College Website](#).

# ACADEMIC REGULATIONS AND STANDARDS

Hilbert College, as stated in the mission, is committed to providing students both a thorough grounding in general education and the liberal arts as well as specific knowledge and skills in their degree programs. To that end, the following are the foundations of academics at Hilbert.

## DEGREE AND CURRICULA RULES

### DEGREE REQUIREMENTS

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

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

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

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

### IN RESIDENCE COURSEWORK

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

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

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

### CLASS STATUS/ANTICIPATED GRADUATION YEAR

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

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

### CHANGE OF CURRICULA

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

### COURSE LOAD

The normal course load is 15 credit hours. A semester credit hour represents one 50-minute class period per week or one 100-minute laboratory period per week for one fifteen-week semester. Most classes at Hilbert are 3 credit classes.

More than 18 credit hours may be carried with the approval of the Department Chairperson and the Provost and Vice President for Academic Affairs. There is a fee for each credit hour beyond 18. Registration for 12 or more hours constitutes full-time status.

### FINALIZING ACADEMIC RECORDS

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

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



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

## DUAL DEGREE AND DOUBLE MAJOR

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

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

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

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

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

## LIBERAL ARTS AND SCIENCES REQUIREMENTS

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

specific occupational or professional objectives.

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

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

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

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

What comprises the liberal arts and sciences?

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

### HUMANITIES

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

### NATURAL SCIENCES AND MATHEMATICS

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

### SOCIAL SCIENCES

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

## PRIOR LEARNING CREDIT

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

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

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

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

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

## RETURNING HILBERT COLLEGE STUDENTS

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

## SUBSEQUENT DEGREES

Students who have already received an undergraduate degree may choose to return to obtain a subsequent

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

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

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

## TIME LIMIT FOR COMPLETING DEGREE

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

## PERFORMANCE STANDARDS

### ACADEMIC AMNESTY

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

Amnesty refers to "forgiveness" of a student's grade of "F". Amnesty results in the recalculation of GPA and a reassessment of a student's academic progress. Students are eligible for a one-time application of Academic Amnesty. Amnesty for multiple qualifying

courses may be requested in the application.

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

## ACADEMIC AMNESTY REQUIREMENTS

In order to qualify for Academic Amnesty:

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

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

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

## PROCEDURE FOR ACADEMIC OR GRADE AMNESTY APPROVAL

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

## ATTENDANCE

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

## COURSE REPEAT POLICY

Courses may be repeated to raise a student’s grade point average (GPA) and should be discussed with an academic advisor. When a course is repeated at Hilbert, only the higher grade is used in computing the GPA, although both grades will remain on the transcript. Credit hours for a repeated class are only applied once to the student’s overall credit count. Repeated courses must be taken at Hilbert College, including courses through Acadeum, to have any impact on overall GPA. Students attempting a course for the third time or more must seek approval through their academic advisor. Exceptions include GS 101 and EN 101 which may only be repeated once. Students who fail to pass either of these courses when repeated are subject to dismissal from the college.

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

## EXAMINATIONS

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

## GRADE REPORTS

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

## GRADE CHANGE POLICY

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

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

Grade changes for calculation errors or re-evaluation of end of semester assignments or exams must be made no more than four (4) weeks after the start of the next semester, with the exception of closed records due to

graduation as outlined in the finalizing academic records policy. All grade changes must be submitted via the grade change form to the Office of Student Records.

## GRADE GRIEVANCE POLICY

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

### Step One

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

### Step Two

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

### Step Three

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

the VPAA's decision in writing within ten (10) business days after the receipt of all materials submitted for review.

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

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

## GRADING SYSTEM

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

### Undergraduate Degree Program Grading System

Letter Grade	QPA
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0
I	INCOMPLETE
W	WITHDRAWAL

### Graduate Program Grading System

Letter Grade	Scale
A	93 or above
A-	90-92.9
B+	87- 89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
U	72.9 OR LESS
I	INCOMPLETE
U	UNSATISFACTORY
W	WITHDRAWAL
S	SATISFACTORY

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

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

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

## GRADUATE PROGRAMS ACADEMIC POLICIES

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

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

- Readmission Policy: Students who are dismissed from a graduate program may be readmitted only with the approval from the Chair.

## HONORS RECOGNITION

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

### SEMESTER HONORS

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

### GRADUATION HONORS

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

- Students will be awarded degrees with honors for achieving Quality Point Averages as follows and have completed at least 45 credit hours at Hilbert
  - Cum Laude: 3.6-3.74
  - Magna Cum Laude: 3.75-3.89
  - Summa Cum Laude: 3.9-4.0

Honors Awards presented annually at Commencement Exercises are:

The Sister Mary Edwina Bogel Award is bestowed annually upon the graduate whose character, intellectual achievement and devoted services to their fellow students and to the College render them outstanding.

John W. Kissel Man of the Year Award is made possible through the generosity of Mr. and Mrs. Walter J. Steffan and is granted to the graduate whose character, intellectual progress, organizational ability, and participation in activities and programs of the College render the recipient outstanding among their peers.

The Lambert Graham and Margaret Graham Award is bestowed annually upon the adult who, as a full-time student, has maintained the highest Cumulative Quality Point Average while a student at Hilbert. If more than one student has the same QPA, the award would be presented to the student that has completed the most hours at Hilbert College.

The Kimberly Bruch Raczowski Memorial Alumni Award



is named in honor of a 1991 graduate, a woman whose zest for life at Hilbert College made her untimely death all the more tragic. This award is bestowed upon a person who personifies integrity and moral character, a person who exhibits leadership qualities and reflects the spirit of Hilbert College. Honors Awards presented at the annual

Additional graduation recognitions include:

The McGrath Awards and The Hilbert College Awards are presented to members of the graduating class who have demonstrated superior achievement in these areas of study while completing their bachelor degree requirements.

The New York State Society of Certified Public Accountants Award is presented to the graduating accounting major who has received the highest general averaged grade in all accounting courses.

The Jocelyn R. Hughes Excellence in English Award is given by the English Department annually to the graduating English major deemed by the department's faculty to have produced the best academic work of that year's class of English majors.

The Loose-leaf Law Publications Awards: "The Loose-leaf Law Publications Award is given annually to recognize the graduating Criminal Justice majors who exhibit exemplary dedication and enthusiasm in their specialized field."

Sigma Tau Delta is an international English Honor Society for English majors and minors. Students must meet eligibility requirements including having a 3.0 GPA or above and maintaining at least a B average in English courses. Lambda Epsilon Chi is a national honor society for paralegal students in baccalaureate programs. Students in the top 20% of their graduating class are eligible.

Thompson Publishing Award for Excellence in Human Services annually recognizes the Human Service student who has achieved academic excellence and has already made a contribution to the discipline of Human Services. The student is chosen for this honor based on academic performance in the major and upon recommendation by the departmental faculty.

## INCOMPLETE GRADES

At the discretion of the instructor, incomplete grades may be assigned at the end of a semester if a student is unable to complete the course work because of extenuating circumstances. Instructors are discouraged from awarding an incomplete grade for student convenience or because a student simply got behind in their work. The awarding of an incomplete grade is contingent upon there have been satisfactory progress in the course. If a situation requires awarding an incomplete, the instructor

must fill out an official incomplete grade form. Once this form is received by the Student Records Office an "I" will be entered as the grade for the student. The incomplete grade, when assigned, must be converted to a permanent grade by the end of the next full academic term (i.e., Fall or Spring). If coursework is not completed and/or a grade is not submitted to the Registrar by the indicated date, the "I" grade will convert to the completion plan default grade for undergraduate or a U grade at the graduate level.

## POSTHUMOUS RECOGNITION OF A STUDENT

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

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

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

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

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

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

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

- Serving in the armed forces.

Process for posthumous recognition:

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

## STUDENT CODE OF ACADEMIC ETHICS

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

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

Students are expected to exhibit exemplary ethical behavior as part of the College community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical acts that may

be specifically defined by a student's individual discipline are considered breaches of the Code of Ethics. By attending Hilbert College, students accept this Student Academic Code of Ethics and agree to the following:

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

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

## ACADEMIC DISHONESTY

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

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

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

### A. Cheating on examinations and assignments:

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

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

## B. Plagiarism:

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

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

5. Having someone other than the student correct the mistakes on a paper or speech (someone may suggest revisions, but the work must be the student's).

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

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

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

## CONSEQUENCES OF ACADEMIC DISHONESTY

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

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

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

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

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

## DUE PROCESS FOR ALLEGED VIOLATIONS OF THE CODE OF ETHICS

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

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

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

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

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

## MISUSE OF COLLEGE PROPERTY

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

## ACADEMIC STANDING

The Academic Standing Policy is effective as of 2018-2019 for all matriculated Hilbert College Student. All students are required to maintain a 2.0 GPA to remain in good academic standing with the college.

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

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

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

## ACADEMIC WARNING

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

## ACADEMIC PROBATION

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



student to develop an individual academic contract to be followed while on probation. The terms of this contract must be met at the end of the following semester.

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

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

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

## ACADEMIC DISMISSAL

Dismissal occurs for one of four reasons:

- Failure to meet the designated GPA for the appropriate credit hours attempted (see chart.)
- Failure to pass EN 101 twice
- Failure to pass GS 101 twice.
- Failure to meet the terms of probation contract.

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

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

## STUDENT-ATHLETES

A student-athlete who is in Warning during their first full two

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

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

## REGISTRATION REGULATIONS

### ADVISEMENT

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

### COURSE CANCELLATION

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

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

### DROP/ADD PERIOD

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



## LEAVE OF ABSENCE

Students may request a leave of absence from Hilbert College for a stipulated amount of time, not to exceed two consecutive academic semesters (excluding summer for traditional on ground students). A leave of absence may be requested by electronic form in the student portal, Self-Service. Students are notified via email if their request is approved or denied.

Requests for a leave of absence will not be reviewed if students are on academic dismissal or probation, have been subject to disciplinary action, have not met their financial obligations to the College, or are in arrears on student loans.

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

## MILITARY WITHDRAWAL AND LEAVE OF ABSENCE

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

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

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

Students who are granted a Military Withdrawal will not

be charged tuition for the semester of withdrawal and will receive a refund of any tuition payments made that semester, and will be removed from all courses with no credit and a notation of Military Withdrawal (MIL) on the transcript. Room and meal plan refunds will be pro-rated based on the number of weeks the student was enrolled in school.

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

## REGISTRATION

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

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

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

## GRADUATE STUDENTS

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

## WITHDRAWAL FROM A COURSE

Withdrawal from a course results in a W grade on the student's transcript. Official withdrawal dates are published in the Academic Calendar on the

[Hilbert College website](#). Students must complete the withdrawal form in Self-Service. Please note that non-attendance does not constitute an official withdrawal and will result in a failing grade for the course.

Withdrawal dates for 5 week and 7.5 week courses are calculated based on the entirety of the semester (fall, spring, summer). Therefore, if a student wishes to withdraw from a course in a session, they can do so up until the last day of classes or when a grade is assigned, whichever comes first.

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

## WITHDRAWAL FROM THE COLLEGE

Official withdrawal from the College maintains good standing and eligibility for readmission. To officially withdraw, the student must:

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

## PETITION FOR LATE WITHDRAWAL

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

**Non-medical:** Students requesting a late withdrawal for non-medical reasons must submit a late withdrawal petition and any appropriate documentation to the Director for Student Success and Retention.

**Medical:** If the late withdrawal is for medical purposes, documentation must go to the Director for Academic and Accessibility Services only, who will review the request and alert the Director for Student Success and Retention. Should the request be denied, the student may appeal to the Committee on Academic Standards within 5 business days of original decision. The Committee will review the petition and make a final determination based on all submitted documentation. A petition for a late withdrawal will not be considered after a final

exam for that course has been taken or equivalent assignments (e.g., final project) have been submitted.

## REMOTE ACCESS

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

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

Students must obtain a confidential notification form to be distributed to current faculty each semester. These notification forms contain only information regarding accommodations.

Common Accommodations in College:

- Tests and Quizzes
- Extended time
- Use of technology - text to speech, speech to text, word processor, alternate format, etc.
- Distraction reduced environment

## In the Classroom

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

## Other

- Housing
- Attendance
- Dietary needs
- Priority needs
- Alternate format materials

## ACADEMICS

### PROGRAMS OF STUDY (HEGIS CODES)

NYSED Department Inventory of Registered Programs: HILBERT COLLEGE

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

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

Program Title	HEGIS Code	Program Code	Degree/Award
Alcohol and Substance Abuse Counseling	2101	41307	AA
Business Administration	5004	77417	AAS
Criminal Justice	5505	01838	AA
Human Services	5506	01831	AA
Accounting			
Biology	0401	40904	BA
Business Management	0506	92127	BS
Criminal Justice	2105	92126	BS
Cybersecurity	0799	37599	BS
Digital Media & Communications	0605	28705	BA
English	1501	92128	BA
Forensic Science/Crime Scene Investigation	1999	29649	BS
Forensic Science	1999	40109	BS
Human Services	2101	92129	BS
Intelligence and Data Analysis	2105	77731	BS
Liberal Studies	4901	21914	BS
Political Science	2207	30039	BS
Psychology	2001	20098	BA
Sports Industry Management	0599	35891	BS
Criminal Justice Administration	2105	34495	MS
Public Administration	2102	34496	MPA

## GENERAL EDUCATION CURRICULUM

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

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

The General Education Core consists of 45 Total hours

Specifically Required courses (21 hours)

- EN 101 College Writing
- EN 102 Writing in the Humanities

- BLU 151 Public Speaking
- BLU 101 Foundations Seminar
- BLU 201 Service Learning & Civic Engagement
- BLU 301 Junior Symposium
- Religious Studies Elective

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

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

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

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

### GENERAL EDUCATION COURSE MODULES

Effective for all students beginning Fall 2018

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

#### MATHEMATICS

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

#### NATURAL SCIENCE

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

#### SOCIAL SCIENCE

Courses in this module will provide students with the



opportunity to engage in the study of various fundamental aspects of human behavior, the human condition, and the dynamics of social change and interaction.

## AMERICAN HISTORY/WESTERN CIVILIZATION

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

## CIVIC LEARNING AND ENGAGEMENT

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

## HUMANITIES

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

## ARTS

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

## Foreign Culture and Language

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

## GENERAL ELECTIVE

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

## HONORS PROGRAM

The Honors Program at Hilbert College is designed to augment the specific qualities and mission of the College. Our program is decidedly student centered and holistic in nature. We educate the whole student, and we support the whole student. We have designed

a program that will foster excellence but will not isolate the student from a complete college experience.

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

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

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

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

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

To apply, all a student needs to do is to fill out an application, attach a one-to-three page narrative of self-assessment, and submit that along with a letter of recommendation from a professor/teacher or a person who has supervised

him/her in an extra-curricular community involvement.

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

## A SAMPLE OF CURRENT COURSES OFFERED FOR HONORS CREDIT\*

In lieu of proposals are available for student review online.

- ACC 310 Corporate Taxation
- ACC 320 Intermediate Accounting I
- BUS 200 Introduction to Business Management
- CJ 101 Introduction to Criminal Justice
- CJ 204 Crime and Society
- CJ/HS/PSY 316 Family Violence
- ECO 203 Principle of Contemporary Macroeconomics
- ECO 204 Principles of Contemporary Microeconomics
- EN 205 Survey of World Literature I
- EN 315 World Mythology
- EN 325 Autobiography
- EN 388 Women and Literature
- FS 101 Introduction to Forensic Science
- FS 318 Special Topics in Forensic Science I
- HS 101 Introduction to Human Services
- HS/PSY 205 Interpersonal Communication and Effectiveness
- HS 315 Child Abuse and Neglect
- MA 200 Topics in Statistics
- PH 205 Business Ethics
- PH 302 Making of the Modern Mind I
- PH 303 Making of the Modern Mind II
- PS 102 American Government
- PS 335 Genocide
- BLU 301 Junior Symposium
- PSY 202 Psychology of Adult Development and Aging
- PSY 406 Cross Cultural Study of Psychology

\*List is subject to change.

## HONORS PROGRAM INFORMATION

### Eligibility requirements

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

### Curricular Requirements

- Freshman/Sophomore Honors Colloquium (HON 105) OR Junior Honors Colloquium (HON 305)
- One course for Honors credit per semester (students are required to take classes within their

major and in the liberal arts for Honors credit)

- One Capstone Colloquium in the senior year (one credit course)

### Extra-Curricular requirements

- 20 hours of community service annually
- Mentoring

### Benefits

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

## LEADERSHIP SCHOLARSHIP PROGRAM

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

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

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

### Hilbert College Leadership Scholarship Eligibility Requirements:

- Be a first-time college student entering in the fall semester

- Achieve a high school average of an 83.0-89.9
- Enroll at Hilbert as a full-time student status in a traditional academic program
- Documented involvement in student government, clubs, employment, or community service activities in high school

Hilbert College Leadership Scholarship  
Recipient Requirements:

#### Curricular

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

#### Co-Curricular

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

#### Benefits:

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

#### Application Process:

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

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

## STUDY ABROAD

A semester of full-time study abroad greatly enriches a student's liberal education and enhances the student's

ability to live in a global society. To offer this opportunity to our students, Hilbert College has developed several international exchange programs with various institutions in Europe, and continues to develop new partnerships.

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

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

For more information on Hilbert's international programs, please visit [www.hilbert.edu/international](http://www.hilbert.edu/international).

## HILBERT COLLEGE ONLINE

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

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

### ONLINE COURSE ELIGIBILITY POLICY

The student must be a current Hilbert commuter student, must have a minimum cumulative GPA of 2.5, and must complete/provide documentation of completion of the Student Online/Hybrid Orientation. New freshmen and first semester transfer students are not eligible. Resident and transfer students may appeal for an exception to their Advisor or Chair of the Division of the course. Approval is not guaranteed. If the student has a hold

on his or her account that prevents registration, this must be resolved before the student may register.

Students may take up to two online courses (6 credits total) in any 15-week semester: one course (or two sequentially) in each of the 7.5 Week format and/ or up to two online courses in the 15-week format.

#### CONCURRENT COURSES:

Should a course be offered in the same semester both online and on campus, resident students will not be eligible to take the course online. Students may appeal for an exception to the Chair of the department within which the course is offered. Approval is not guaranteed.

NOTE: This policy does not dictate whether a course must be offered in both formats – scheduling of courses is at the discretion of Departmental Chairs and Instructors, depending on student and departmental needs.

#### ACADEUM COURSE SHARING POLICY

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

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

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

1. Be enrolled full-time at Hilbert College during the academic term in which they are seeking to take a course through Acadeum
2. Be in good academic standing. Students who are on academic probation may not be eligible to enroll in Acadeum offered courses. Exceptions may be granted with the approval of the student's

advisor, in consultation with the Academic Standing subcommittee of the Academic Standards Committee

3. Receive approval from the HEOP Director if they are students within the Opportunity Program
4. Be at the sophomore level (at least 30 credits earned) at the time of enrollment
5. Be financially cleared at Hilbert College in the academic term in which the student seeks to enroll in an Acadeum offered course

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

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

## LIBERAL LEARNING OUTCOMES

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

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

#### Outcome 1

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

## Outcome 2

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

## Outcome 3

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

## Outcome 4

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

## Outcome 5

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

## Outcome 6

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

## PRE-PROFESSIONAL PROGRAMS

Hilbert's Pre-Professional Programs provide focused, undergraduate curriculum to prepare you for a professional program upon graduation. Although there are no guarantees to admission in a graduate program, the Pre-Professional Program requirements below are geared so you are best placed for application to a professional program. Further,

the Pre-Professional Program advisor can inform students about the application process, specific admissions tests, and curricular as well as co-curricular activities that enhance your competitive edge when applying to professional schools.

## PRE-HEALTH PROFESSIONAL PROGRAM

A career goal in the health professions is a challenging and rewarding one for any aspiring student. If you are interested in careers in medicine, nursing, pharmacy, dental, optometry, or veterinary medicine, the Pre-health Professional Program at Hilbert College will help you prepare for these highly competitive career tracks through strong curricula, academic and professional advisement. Please note that the Pre-Health Professional Program is a support program and not an academic major. Although students from various academic majors are eligible to pursue most of these pre-health tracks, the curriculum for Hilbert students majoring in Biology and Forensic Science generally complement most of the course requirements for these tracks. In addition, the support program assists in advising students for graduate study leading to MS or Ph.D. degrees in the biological sciences and related fields such as genetics, cell biology, molecular biology, biotechnology, biomedical engineering, and neuroscience.

## ADVISEMENT

We recommend all pre-health track students register with the Pre-health Professional Program during the first semester at college or as soon as they become interested in pursuing a health profession track by filling out the [pre-professional declaration form](#). Specific admission requirements vary from one professional school to another. Therefore, we recommend all interested students make initial advisement appointments with the Pre-Health Advisor to ensure they understand the track-specific requirements set by their intended professional schools. Afterward, students should work closely with the Pre-Health Advisor and their Academic Advisor to discuss career goals and expectations, choose track-specific electives, and plan extra-curricular or supplemental academic experiences, including internship, research opportunities, and volunteer activities. The Pre-Health Advisor evaluates each student's progress in the respective track to maintain their good standing status.

Additionally, the Pre-Health Professional Program provides individualized advisement to all registered students, offers specialized workshops, hosts various information sessions or academic seminars from time to time to assist students in learning about different health career options and professional schools, and helps them complete the application process.

Pre-Health Advisor:  
Habib Bakht, Ph.D.  
hbakht@hilbert.edu



## REQUIREMENTS

The minimum GPA requirement for most health professional schools is 3.0. Students with a GPA lower than this should contact their Academic Advisor for academic assistance.

Admission into these professional schools is highly competitive, and higher GPAs are needed for most health professions, with many programs looking for a GPA of 3.5 or better. In some programs, science GPAs are often evaluated separately. For example, a GPA of 3.75 is considered a competitive science GPA for most medical schools. In addition to GPA, some schools require competitive scores on professional exams such as MCAT, DAT, GRE, PCAT, OAT, etc., and evidence of the applicant's professionalism, maturity, sound reasoning, integrity, and true commitment to helping others. Some schools also require candidate's shadowing experience with different health professionals over time, research experience in labs, and various types of volunteer experience. The Pre-Health Professional Program will guide students to prepare for these qualifications as well. In partnership with other Hilbert College offices, the program also assists pre-professional students with:

- Interview Preparation
- Cover Letter, Resume, and Personal Statement Creation
- Observation and Connection to Experience Opportunities
- Financial Literacy

For detailed descriptions of each health track and specific admission requirements, please see below.

### PRE-MEDICINE

In general, admission into the medical schools either in allopathic (MD) or osteopathic (DO) medicine requires students to have – 1) a bachelor's degree in any major with an excellent GPA (3.7 for MD and 3.5-3.6 for DO), 2) a good MCAT (Medical College Admission Test) score averaging 510, 3) successful completion of the prerequisite courses, 4) extra-curricular activities including a commitment to the profession, hospital volunteerism, shadowing physicians, and engaging in research activity. Admission into medical school is highly competitive. Students should work closely with the Program Advisor throughout their college years to stay on track with academic and co-curricular preparations. As a part of the academic preparation, students must complete the required and recommended coursework that fulfills their intended medical school requirements and, at the same time, prepares them for the MCAT exam. Gaining practical experiences such as working with a clinician in a hospital setup or shadowing a physician in healthcare facilities is an essential part of co-curricular preparation. Each student must obtain a letter of evaluation from the

Pre-health Advisor for applying to a medical school.

Course Requirements: The following courses will fulfill the medical school/MCAT requirements per the Association of American Medical Colleges (AAMC):

BI 140 General Biology I with Lab	4
BI 141 General Biology II with Lab	4
CH 140 General Chemistry I with Lab	4
CH 141 General Chemistry II with Lab	4
CH 311 Organic Chemistry I with Lab	4
CH 313 Organic Chemistry II with Lab	4
PY 140 General Physics I with Lab	4
PY 141 General Physics II with Lab	4
EN 101 College Writing	3
EN 102 Writing in the Humanities	3

Most medical schools also require or recommend the following courses.

BI 310 Cell Biology with Lab	4
BI 320 Biochemistry with Lab	4
BI 420/421 Anatomy and Physiology I/II with Lab	4
MA 200 Topics in Statistics	3
MA 205 Calculus	3
PSY 101 Introduction to Psychology	3
SO 101 Introduction to Sociology	3

For specific requirements, check your medical school. The MCAT exam includes content from these courses.

### PRE-NURSING

After completing specific prerequisites, Hilbert students interested in a career in nursing may choose one of the two options to apply into a nursing program in an accredited school to earn the Bachelor of Science in Nursing (BSN). Students interested in the UB Nursing School program typically apply during their sophomore year for the Traditional (2+2) BS program after completing 12 prerequisite courses at Hilbert. The program starts in the fall, and the application is due on January 15. Graduating seniors in other majors can apply to the UB Nursing program for the Accelerated (3+1) BS program after completing 9 prerequisite courses. This intensive one-year program starts in summer, requiring both summer 1 & 2 sessions, fall and spring, to complete the coursework. The application is due on October 1 of the junior year.

Admission into the nursing school at UB is highly competitive. A minimum GPA of 3.0 is required to apply for the above options. However, the average admitted GPA at UB Nursing School is 3.65 for Traditional BS and 3.72 for Accelerated BS. Students should work with the Pre-health Program Advisor as soon as they decide on the nursing track to select appropriate coursework based on their schools of

interest. In addition, gaining a thorough understanding of the profession through hospital volunteerism and practical working experiences as a Nursing Assistant is very helpful.

Course Requirements: Traditional BS at UB requires the following 12 pre-requisite courses.

BI 115 Nutrition	3
BI 220 Microbiology with Lab	4
BI 420 Anatomy and Physiology I with Lab	4
BI 421 Anatomy and Physiology II with Lab	4
CH 140 General Chemistry I with Lab	4
MA 200 Topics in Statistics	3
PH 207 Bioethics	3
PSY 101 Introduction to Psychology	3
PSY 202 Psychology of Adult Development and Aging	3
SO 101 Introduction to Sociology	3
BI 241 Applied Physiology (cross-register at ECC)	3
NU 238 Pharmacology (cross-register at ECC)	3

Accelerated BS at UB requires the following 9 prerequisite courses:

BI 115 Nutrition	3
BI 220 Microbiology with Lab	4
BI 420 Anatomy and Physiology I with Lab	4
BI 421 Anatomy and Physiology II with Lab	4
CH 140 General Chemistry I with Lab	4
MA 200 Topics in Statistics	3
PSY 202 Psychology of Adult Development and Aging	3
BI 241 Applied Physiology (cross-register at ECC)	3
NU 238 Pharmacology (cross-register at ECC)	3
PRE-PHARMACY	

Pharmacy schools and colleges offer the Doctor of Pharmacy (Pharm.D.) degree program in various lengths and structures. Typically, Pharm.D. is a 4-year post-graduate program. However, a 3-year accelerated Pharm.D. program is now available in many Pharmacy schools and colleges. Some schools are also offering a fully online 3-year accelerated Pharm.D. program. Students do not need a bachelor's degree to enter the Pharm.D. program. Students can start the professional phase of the Pharm.D. curriculum in a pharmacy school after they have completed all pre-pharmacy coursework. Hilbert students interested in a career in Pharm.D. have two options. They can complete a four-year bachelor's degree in any major together with completing all pre-pharmacy coursework before applying. Alternately, they can apply through the Pharmacy College Application Service (PharmCAS) during their sophomore/junior year, provided that all pre-pharmacy coursework has been completed at that point. For detailed information about the application through PharmCAS, please read the instructions first. Hilbert Biology majors typically complement most

pre-pharmacy course requirements by the end of their sophomore year and are eligible to apply early through PharmCAS. We recommend all interested students work with the Pre-health Advisor in their freshman year to plan appropriately for timely entry into the Pharmacy schools.

All pre-pharmacy courses must be completed with a grade of C or better. A minimum GPA of 3.0 is required for all science and math courses. The PCAT (Pharmacy College Admission Test) is recommended but not required by all pharmacy schools. The requirement for PCAT Exam is generally waived for students who have an overall GPA of 3.3 or higher on all science and math prerequisites or have a competitive score on any of the standardized tests such as GRE, GMAT, MCAT, DAT, or LSAT, taken within the last three years. For specific instruction on the PCAT waiver, check with your intended pharmacy school. Students are also expected to have a thorough understanding of pharmacy as a profession. They should consider volunteering or shadowing a pharmacist in a pharmacy, hospital, or other related health care facility to understand how professionals interact with patients and other healthcare professionals and gain valuable interpersonal and leadership skills.

Course Requirements: Pre-pharmacy course requirements vary by school. UB School of Pharmacy and Pharmaceutical Sciences and D'Youville College School of Pharmacy would require the following Hilbert College courses as prerequisites for pharmacy school:

BI 140 General Biology I with Lab	4
BI 141 General Biology II with Lab	4
BI 220 Microbiology with Lab	4
BI 320 Biochemistry with Lab	4
BI 420 Anatomy and Physiology I with Lab	4
BI 421 Anatomy and Physiology II with Lab	4
CH 140 General Chemistry I with Lab	4
CH 141 General Chemistry II with Lab	4
CH 311 Organic Chemistry I with Lab	4
CH 313 Organic Chemistry II with Lab	4
BLU 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
BLU 101 Foundations Seminar	3
MA 200 Topics in Statistics	3
MA 205 Calculus	3
PY 140 General Physics I with Lab	4
PY 141 General Physics II with Lab	4
SO 101 Introduction to Sociology	3

#### PRE-DENTAL

Students interested in a career in dentistry require four years of study to earn a Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DMD) with additional years for a residency to specialize. Admission into the

dental school requires – 1) a bachelor’s degree in any major with an excellent overall and science GPA (3.5 or better), 2) a good DAT (Dental Admission Test) score averaging 20, 3) successful completion of the prerequisite courses, 4) co-curricular activities including a commitment to the service, hospital volunteerism and shadowing experience, and engaging in research activity. Dental school admission is highly competitive. Students should work with the Pre-health Advisor throughout their college years to stay on track with academic and co-curricular preparations. Students applying to dental schools receive a letter of evaluation from the Pre-health Advisor, which must be submitted with all other application materials.

Course Requirements: Pre-dental course requirements vary by school. The following Hilbert courses will fulfill the UB School of Dental Medicine pre-dental course requirements.

BI 140 General Biology I with Lab	4
BI 141 General Biology II with Lab	4
BI 220 Microbiology with Lab	4
BI 320 Biochemistry with Lab	4
BI 420/421 Anatomy and Physiology I/II with Lab	4
CH 140 General Chemistry I with Lab	4
CH 141 General Chemistry II with Lab	4
CH 311 Organic Chemistry I with Lab	4
CH 313 Organic Chemistry II with Lab	4
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
MA 200 Topics in Statistics	3
MA 205 Calculus	3
PY 140 General Physics I with Lab	4
PY 141 General Physics II with Lab	4

## PRE-LAW PROFESSIONAL PROGRAM

A career goal in the legal profession requires a rigorous undergraduate education for any aspiring student. If you are interested in attending law school, the Pre-Law Professional Program at Hilbert College will help you prepare for a legal career through strong curricula, academic and professional advisement. Alternatively, the Pre-Law Professional Program is relevant to non-legal majors and can provide additional knowledge and skills to students majoring in programs such as English, Business, and Criminal Justice at Hilbert. Please note that the Pre-Law Professional Program is a support program and not an academic major. The support program guides all students interested in a legal track, and further assists in advising those students who are interested in graduate study leading to a JD or SJD degree.

### ADVISEMENT

We recommend all pre-law track students register with the Pre-Law Professional Program during the first semester at college or as soon as they become interested in pursuing

a legal profession track by filling out the [pre-professional declaration form](#). Specific admission requirements vary between law schools. Therefore, we recommend all interested students make initial advisement appointments with the Pre-Law Advisor to ensure they understand the specific requirements set by their intended law school. Afterward, students should work closely with the Pre-Law Advisor and their Academic Advisor to discuss career goals and expectations, choose track-specific electives, and plan extra-curricular or supplemental academic experiences, including internship, research opportunities, and volunteer activities.

Additionally, Pre-Law Professional Program provides individualized advisement to all registered students, offers specialized workshops, hosts various information sessions or academic seminars from time to time to assist students in learning about different legal career options and law schools, and helps them complete the Law School Admissions Council (LSAC) application process.

Pre-Law Advisor:  
 Laura Dannebohm, JD  
 ldannebohm@hilbert.edu

### REQUIREMENTS

The minimum GPA requirement for law schools varies between academic years, but generally UB School of Law targets a minimum of a 3.5 UGPA and a Law School Admission Test (LSAT) score of 155 as medians. Alternatively, some law schools accept a GRE score instead of a LSAT score. Some studies have found that your undergraduate grade point average and LSAT score are correlated to success in law school and on the bar examination which explains the emphasis by law schools on these two scores. Entry into law school is very competitive and based on quantitative and qualitative data. Students with a GPA lower than this should contact their Academic Advisor for academic assistance. In addition to your UGPA and LSAT score, law schools expect evidence of the applicant’s professionalism, maturity, sound reasoning, integrity, and true commitment to helping others. The Pre-Law Professional Program will guide students to prepare for these qualifications as well. In partnership with other Hilbert College offices, the program also assists pre-professional students with:

- Interview Preparation
- Cover Letter, Resume, and Personal Statement Creation
- Observation and Connection to Experience Opportunities
- Financial Literacy

### PRE-LAW

The Pre-Law track at Hilbert requires

the following coursework:

LW 101 Introduction to Law	3
LW 103 Legal Research	3
LW 303 Advanced Legal Writing	3

In addition, the student must complete an additional 3 upper-level electives to complete the track. Approved upper-level electives include, but are not limited to:

LW 370 Rights, Liberty & Justice	3
PH 303 Introduction to Critical Thinking	3
LW 302 Introduction to Criminal Law & Procedure	3
EN 341 Advanced Writing	3
EN 340 Professional and Technical Writing	3
EN 450 Introduction to Critical Theory	3
CJ 315 Laws & Rules of Evidence	3
MGT 331 Corporate Legal Environment	3

Students may request approval of other upper-level courses to fulfill the elective portion by contacting the Pre-Law Advisor.

## COURSE DESCRIPTIONS

All current [undergraduate](#) and [graduate](#) course listings can be found via Hilbert College's Self-Service. You do not need to login to view the catalog courses.

# PROGRAMS OF STUDY

## BUSINESS DEPARTMENT

Students in the Business Department may pursue degrees in Accounting, Business Management or Sports Industry Management.

Degree programs within Business Department:

- Accounting: BS
- Business Administration: AAS
- Business Administration Online: AAS
- Business Management: BS
- Business Management Online: BS
- Sports Industry Management: BS

### UPPER LEVEL REQUIREMENTS

The Accounting program requires students to complete 45 credits and the Business (BS) and Sports Industry Management require 44 credits of 300/400 level courses.

## ACCOUNTING

### BACHELOR OF SCIENCE IN ACCOUNTING (120 CREDITS)

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

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

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

### REQUIRED COURSES IN MAJOR (21) CREDIT HOURS (63)

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
ACC 270 Corporate Taxation	3
ACC 320 Intermediate Accounting I	3
ACC 321 Intermediate Accounting II	3
ACC 380 Cost Accounting	3
ACC 410 Advanced Accounting	3

ACC 420 Auditing	3
ACC 480 Fieldwork/Internship	3
BUS 200 Introduction to Business Management	3
BUS 217 Business Law I	3
BUS 317 Business Law II	3
BUS 335 Information Technology and Management	3
BUS 346 Managerial Finance	3
BUS 490 Strategic Planning and Management	3
BUS/ACC/FIN Elective Upper Level	3
BUS/ACC/FIN Elective Upper Level	3
BUS/ACC/FIN Elective Upper Level	3
BUS/ACC/FIN Elective Upper Level	3
ECO 203 Principles of Macroeconomics	3
ECO 204 Principles of Microeconomics	3

### GENERAL REQUIREMENTS IN MAJOR (5) COURSES (15) CREDITS

EN 340 Professional and Technical Writing	3
MA 145 College Mathematics	3
MA 304 Data Analytics	3
MA 200 Topics in Statistics	3
MIS 205 Spreadsheet Software: Microsoft Excel	3

### GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

### SPECIFIC GENERAL EDUCATION CORE MODULES (5) COURSE (15) CREDITS

American History/Western Civilization Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Humanities Elective	3
Natural Science Elective	3

### GENERAL ELECTIVES (2) COURSES (6) CREDIT HOURS

Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3

## BUSINESS MANAGEMENT

### LEARNING OUTCOMES

Consistent with Hilbert College’s mission, the business unit



prepares students for today's global business environment by providing theoretically sound instruction that centers on integrating classroom instruction with professional application in the sub discipline of business. The main curricular focus is to develop important business, personal, and professional skills that are valuable in business and other related professions. Thus, business programs at Hilbert College reflect the institution's commitment to academic and professional development of business students.

The following are broad learning outcomes of the Business Unit:

- Acquire knowledge of contemporary business theory and practice.
- Communicate effectively in functional areas of business.
- Develop professional and ethical competencies in management and leadership.
- Demonstrate problem solving and decision making skills related to course material.

## ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT (60 Credits)

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

### REQUIRED COURSES IN MAJOR (10) CREDIT HOURS (30)

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
BUS 200 Introduction to Business Management	3
BUS 304 Ethics, Leadership & Management	3
BUS 334 Small Business Mgt. & Entrepreneurship	3
BUS 335 Information Technology & Management	3
BUS 344 Introduction to International Business	3
ECO 203 Principles of Contemporary Macroeconomics	3
ECO 204 Principles of Contemporary Microeconomics	3
MIS 205 Spreadsheet Software: Microsoft Excel	3

### GENERAL REQUIREMENTS IN MAJOR (2) COURSES (6) CREDITS

BUS 203 Business Statistics	3
MA 145 College Mathematics	3

### GENERAL EDUCATION REQUIREMENTS (4) COURSES (12) CREDIT HOURS

BLU 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
BLU 101 Foundations Seminar	3

### SPECIFIC GENERAL EDUCATION CORE MODULES (2) COURSE (6) CREDITS

Humanities Elective	3
American History/Western Civilization Elective	3

### GENERAL ELECTIVES (2) COURSES (6) CREDIT HOURS

Liberal Arts Elective	3
All College Elective	3

## BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT (120 Credits)

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

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

### REQUIRED COURSES IN MAJOR (19) CREDIT HOURS (57)

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
BUS 200 Introduction to Business Management	3
BUS 217 Business Law I	3
BUS 304 Ethics, Leadership and Management	3
BUS 334 Small Business Mgt. & Entrepreneurship	3
BUS 335 Information Technology & Management	3
BUS 344 Introduction to International Business	3
BUS 345 Marketing Management	3
BUS 346 Managerial Finance	3
BUS/ACC Elective Upper Level	3

BUS/ACC Elective Upper Level	3
ECO 203 Principles of Contemporary Macroeconomics	3
ECO 204 Principles of Contemporary Microeconomics	3
MGT 355 Operations and Supply Chain Management	3
MGT 401 Human Resources Management	3
MGT 404 Fieldwork/Internship	3
MGT 430 Organizational Behavior & Change Management	3
MGT 490 Strategic Planning	3

**GENERAL REQUIREMENTS IN MAJOR**  
(3) COURSES (9) CREDITS

MA 145 College Mathematics	3
MA 200 Topics in Statistics	3
MIS 205 Spreadsheet Software Microsoft Excel	3

**GENERAL EDUCATION REQUIREMENTS**  
(7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

**SPECIFIC GENERAL EDUCATION CORE MODULES**  
(5) COURSE (15) CREDITS

American History/Western Civilization Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3

**GENERAL ELECTIVES**  
(6) COURSES (18) CREDIT HOURS

Liberal Arts Elective	3
Liberal Arts Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

## SPORTS INDUSTRY MANAGEMENT

**BACHELOR OF SCIENCE IN SPORTS  
INDUSTRY MANAGEMENT (120 Credits)**

The Bachelor of Science (B.S.) degree in Sports Industry Management (SIM) at Hilbert is designed to provide students with a practical foundation in business disciplines coupled with the real world experience of internships. In

addition to the practical application of business courses, students will complete a core liberal art curriculum that ensures that Hilbert graduates of the sports industry management program are confident writers, strong public speakers and have the ability to organize, plan and lead in a host of sport related industries.

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

**REQUIRED COURSES IN MAJOR**  
(19) CREDIT HOURS (57)

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
BUS 200 Introduction to Business Management	3
BUS 217 Business Law I	3
BUS 304 Ethics, Leadership and Management	3
BUS 334 Small Business Mgt. & Entrepreneurship	3
BUS 335 Information Technology & Management	3
BUS 344 Introduction to International Business	3
BUS 345 Marketing Management	3
BUS 346 Managerial Finance	3
ECO 203 Principles of Contemporary Macroeconomics	3
ECO 204 Principles of Contemporary Microeconomics	3
SIM 338 Sports Economics	3
SIM 398 Sales & Retail Management	3
SIM 404 Fieldwork/Internship	3
SIM 410 Sports Events Management	3
SIM 490 Strategic Management	3
SIM Elective Upper Level	3
SIM Elective Upper Level	3

**GENERAL REQUIREMENTS IN MAJOR**  
(3) COURSES (9) CREDITS

MA 145 College Mathematics	3
MA 200 Topics in Statistics	3
MIS 205 Spreadsheet Software Microsoft Excel	3

**GENERAL EDUCATION REQUIREMENTS**  
(7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3

Religious Studies 3

**SPECIFIC GENERAL EDUCATION CORE MODULES  
(5) COURSE (15) CREDITS**

American History/Western Civilization Elective 3  
 Humanities Elective 3  
 Art Elective 3  
 Foreign Culture and Language Elective 3  
 Natural Science Elective 3

**GENERAL ELECTIVES  
(6) COURSES (18) CREDIT HOURS**

Liberal Arts Elective 3  
 Liberal Arts Elective 3  
 All College Elective 3  
 All College Elective 3  
 All College Elective 3  
 All College Elective 3

## BEHAVIORAL SCIENCES DEPARTMENT

Degree programs within Behavioral Sciences:

- Human Services: AA, BS
- Psychology: BA
- Psychology Online: BA
- Alcohol and Substance Abuse: AA

The Department of Behavioral Sciences is home to an array of courses in Human Services, Alcohol and Substance Abuse and Psychology. These courses form the basis of a solid liberal arts education, support Hilbert College’s Liberal Learning Goals, and General Education Curriculum.

The Department of Social Sciences comprises a variety of disciplines, offering an opportunity for students to engage in the study of various aspects of human behavior, the human condition, and the dynamics of social change and interaction. Courses in the area of social and behavioral sciences enhance student preparedness in the areas of clinical communication, intervention planning, experiential learning, service in the community, leadership skills, qualitative and quantitative reasoning, and the foundations of ethical practice. Additionally, these courses introduce students to an array of complex and diverse perspectives that prepare students to live in a global society, live reflectively, and pursue lifelong learning with the goal of service in the community.

Students within the Behavioral Sciences Department may pursue degrees in Human Services, Psychology, and Alcohol and Substance Abuse.

## ALCOHOL AND SUBSTANCE ABUSE

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

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

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

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

### CURRICULUM

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

as meeting general education requirements.

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

## ASSOCIATE OF ART IN ALCOHOL AND SUBSTANCE ABUSE ONLINE (60 credits)

### REQUIRED COURSES IN MAJOR (14) COURSES (42) CREDITS

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

### MAJOR ELECTIVES (2) COURSES (6) CREDITS

CHOOSE TWO:	
HS 203 Introduction to Counseling	3
HS 204 Basic Interviewing Skills	3

CHOOSE TWO:	
HS 205 Interpersonal Communication and Effectiveness	3
HS 215 Social Issues in Addictions	3

### GENERAL EDUCATION REQUIREMENTS (3) COURSES (9) CREDIT HOURS

EN 101 College Writing	3
BLU 101 Foundations Seminar	3
BLU 201 Service Learning and Civic Engagement	3

### SPECIFIC GENERAL EDUCATION CORE MODULES (1) COURSES (3) CREDIT HOURS

General Education Elective

3

## HUMAN SERVICES

According to the U.S. Department of Labor, employment of social and human service assistants is expected to grow by nearly 16 percent through 2026. Job prospects are expected to be excellent, particularly for those with appropriate postsecondary education. A degree in Human Services affords graduates an array of career and graduate school options, making the baccalaureate degree a versatile choice among the helping professions. Hilbert College offers both the Associate of Arts in Human Services for those seeking entry level positions as well as the Bachelor of Science in Human Services.

The Human Service degree program is designed for someone who seeks to make a difference in the lives of those who may experience a variety of social, physical, emotional, developmental or economic difficulties at any point across the lifespan. This may include work with young children, teenagers, families, or older adults. The Human Service professional is one who promotes improved service delivery systems by addressing not only the quality of direct services, but by seeking to improve accessibility, accountability, and coordination among professionals and agencies.

Students are made aware of the importance of community environments and how to assist individuals, families, neighborhoods and communities in developing strong, empowered networks. Through their coursework and internships, students grow personally and professionally to become self-aware, clear thinkers and effective problem solvers. Students are encouraged to experience what it is like to help others through agency based internships and various community volunteer activities through the Human Services Association.

### MISSION AND VISION STATEMENT

The Department of Human Services at Hilbert College prepares students to become ethical, competent, and self-reflective practitioners in the field of human services. Central to the curriculum is an appreciation of human beings in all of their diversity. The program emphasizes experiential learning in the classroom and through extensive field experience. The program provides the skills, attitudes, and knowledge for students to make meaningful changes in the lives of individuals and their communities. The Human Services program plays a central role in student learning by:

- Providing a combination of academic course work and field/clinical experiences to develop skills in critical thinking, interpersonal

communication, and ethical practices.

- Preparing students for employment in the public and private community-based human services fields.
- Preparing students for lifelong learning, personal growth and self-awareness.

## PROGRAM LEARNING OBJECTIVES

A course of study within the Human Services program will provide students the opportunity to develop skills and knowledge through a core set of program objectives through which students will:

- Understand the historical, legal and theoretical underpinnings of the discipline.
- Learn the skills, knowledge, values, and attitudes required of entry-level professionals.
- Appreciate all aspects of diversity and how they apply to the human condition.
- Instill the importance of moral and ethical behavior in personal and professional practice.
- Explore the continuing process of growth and self-awareness and its impact on professional development.

## BACHELOR OF SCIENCE IN HUMAN SERVICES (120 credits)

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

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

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

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

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

HS 101 Introduction to Human Services	3
HS 203 Introduction to Counseling	3
HS/SO 205 Interpersonal Communication & Effectiveness	3
HS 210 Human Service	3
HS 308 Group Work in Human Services	3
HS 310 Human Service Ethics	3
HS 311 Organization, Policy, & Practice in Human Services	3
HS 360 Internship I	3
HS 430 Senior Seminar	3
HS 460 Senior Internship I	3
HS 461 Senior Internship II	3

## CONCENTRATIONS (4) COURSES(12) CREDIT HOURS

### OPTION 1: GENERALIST

CJ 102, CJ 204, CJ 302, HS 315, HS 320, HS 405, CJ 316, HS 317, HS 330, CJ 307, HS/LW 410, HS 215, HS 314, HS/PSY 332, PSY 304, PSY 307, PSY 311, PSY 312, PSY 322, PSY 314, PSY 351, PSY 410, PSY 424, SO 306

### OPTION 2: SUBSTANCE ABUSE/CHEMICAL DEPENDENCY

HS 102, HS 103, HS 201, HS 202, HS 207, HS 208, HS 209, HS 215, HS 314

### OPTION 3: LAW AND HUMAN SERVICES

CJ 101, CJ 102, CJ 202, CJ 204, CJ 302, HS 314, HS/LW 410, LW 201, LW 355 PH/PS 340, PS 336, PSY 410

### OPTION 4: CHILD AND FAMILY PRACTICE

HS 302, HS 314, HS 315, HS 330, HS/PSY/SO 332, HS/LW 410, LW 355, PSY 203

### OPTION 5: FAMILY VIOLENCE

CJ 101, CJ 202, CJ 204, LW 206, HS 314, HS 315, CJ 316, HS 317, HS 330, HS/LW 410



## GENERAL REQUIREMENTS IN MAJOR (6) COURSES (18) CREDITS, RESEARCH CENTERED

MA 200 Topics in Statistics	3
PSY 101 Introduction to Psychology	3
SO 101 Introduction to Sociology	3
Developmental Psychology Elective	3
Writing Centered Course: Upper Level (EN 340, EN 341, EN 333, or EN 463)	3
Research Centered Course (HS/CJ 305)	3

## GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSES (18) CREDIT HOURS

Natural Science Elective	3
American History/Western Civilization Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

## GENERAL ELECTIVES (5) COURSES (15) CREDITS

Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
All College Elective	3
All College Elective	3

## ASSOCIATE IN ARTS IN HUMAN SERVICES (60 credits)

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

Human Services graduates can also easily transfer into Hilbert's baccalaureate program in Human Services, as well as other such degree programs as

Psychology, Sociology, Education, Special Education, Recreation, Criminal Justice, and Nursing.

## REQUIRED COURSES IN MAJOR (15)

HS 101 Introduction to Human Services	3
HS 203 Introduction to Counseling	3
HS/SO 205 Interpersonal Communication & Effectiveness	3
HS 210 Human Service	3
HS 360 Internship I	3

## GENERAL REQUIREMENTS FOR MAJOR (5) COURSES (15) CREDITS

PSY 101 Introduction to Psychology	3
SO 101 Introduction to Sociology	3
Developmental Psychology Elective	3
Human Services Elective 3	
Human Services Elective 3	

## GENERAL EDUCATION REQUIREMENTS (5) COURSES (15) CREDIT HOURS

BLU 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
BLU 101 Foundations Seminar	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (2) COURSES (6) CREDITS (6)

### SELECT TWO:

Natural Science Elective	3
American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Mathematics Elective	3

## GENERAL ELECTIVES (2) COURSES (6) CREDITS

All College Elective	3
All College Elective	3
All College Elective	3

## PSYCHOLOGY

Psychology is the degree for individuals interested in understanding the complexity and intriguing qualities of human behavior. While strengthening fundamental academic skills, students are encouraged to pursue individual interests

through faculty-guided research projects, coursework in specialized areas of Psychology and participation in workshops, conferences and the Psychology Student Club. The goal is to develop the knowledge, skills and breadth of understanding needed for a professional career in fields such as mental health, social science research, teaching, or for admission to a graduate program.

## MISSION AND VISION STATEMENT

The Behavioral Sciences Department provides opportunities for baccalaureate students to obtain the essential skills, ethics and knowledge which are central to the study of psychology and sociology. Specific modes of thought, professional behaviors, and appreciation of the scientific method in the gathering and use of data are demonstrated and practiced through classroom experiences, conference attendance, academic advisement, individual research, extra-curricular activities and informal interactions with faculty. For the Minor in Psychology, the Behavioral Sciences Department ensures students will acquire knowledge in key elements of the discipline. For students completing required Social Sciences courses as part of their major, an introduction to fundamental theories and issues are provided.

The Vision of the Psychology program is to develop students who:

- Are keen and analytic observers of human behavior
- Value and seek diverse perspectives
- Use empirical and analytic approaches to data within professional and everyday contexts
- Use communication skills which enable them to clearly present their thoughts
- Are intelligent and compassionate persons capable of critically discerning issues that affect their personal, professional, and civic lives
- Are prepared for graduate studies and the world of employment

## PROGRAM LEARNING OBJECTIVES

Via a core set of program objectives, the Psychology program will provide learning opportunities for students in the major, minors and courses. These objectives are consistent with the goals of the American Psychological Association and the American Sociological Association.

### Psychology

- Learn the concepts, language, and major theories of the discipline.
- Understand the appropriate application of psychological practices and theories in professional contexts such as research, teaching, counseling, testing and assessment.

### Minor in Psychology

- Recognize Psychology as an applied science
- Understand the connections between multiple disciplines
- Appreciate the applicability of Psychology to create change
- Emphasize: ethics and values, research and critical thinking

### Minor in Sociology

- Recognize Sociology as an applied science
- Understand the connections between multiple disciplines
- Appreciate the applicability of Sociology to create change
- Emphasize: ethics and values, research and critical thinking

## BACHELOR OF ARTS IN PSYCHOLOGY (120 credits)

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

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

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

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

at the Master's and Doctoral level in specialized areas of Psychology such as Rehabilitation Counseling, Educational Psychology, and Social/ Organizational Psychology.

## REQUIRED COURSES IN MAJOR (13) CREDIT HOURS (39) COURSES

EN 341 Advanced Writing	3
PSY 101 Introduction to Psychology	3
PSY 102 Topics in Psychology	3
PSY 240 Biopsychology: The Biological Basic of Human Behavior	3
PSY 297 Research Design and Analysis I	3
PSY 298 Research Design and Analysis II	3
PSY 397 Junior Seminar	3
PSY 412 Psychological Tests and Measurement	3
PSY 430 History of Psychology	3
Clinical Psychology Elective	3
Cognitive Psychology Elective	3
Developmental Psychology Elective	3
Social Psychology Elective	3

## MAJOR ELECTIVES (3) COURSES (9) CREDITS

Psychology Elective	3
Psychology Elective	3
Psychology Elective	3

## SENIOR CAPSTONE (2) COURSES (6) CREDITS

PSY 497 Senior Honors Project	3
PSY 498 Senior Honors Project -OR-	3
PSY 496 Senior Project	3
Psychology Upper Level Elective	3

## GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (7) COURSES (21) CREDIT HOURS

Mathematics Elective	3
Natural Science Elective	3
American History/Western Civilization Elective	3
Humanities Elective	3

Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

## GENERAL ELECTIVES (8) COURSES (24) CREDITS

Liberal Arts Elective	3
Liberal Arts Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

## COMMUNICATIONS DEPARTMENT

Degree programs within Communications:

- Digital Media and Communication: BA
- Digital Media and Communication Online: BA

The mission of the Communications Department is to provide students with a critical, theoretical, and practical basis for interpreting and evaluating human culture in its visual, performative, and aesthetic forms. The Department also prepares students to use the technologies that are necessary for success in their chosen fields. We prepare students in all areas of communications: film analysis, production and all convergent technologies; and integrative research skills, instilling a lifelong commitment in using language and image to confer meaning on experience and to promote the common good.

The Communications Department is committed to student learning with a focus on media arts, cultural studies, language, and communication processes within the liberal arts tradition by:

- Promoting intellectual curiosity, creativity, active learning, and independent thought;
- Treating students as participants in the construction of knowledge;
- Engaging students in the creation and critical analysis of texts and modes of discourse in their diverse historical, aesthetic, cultural, social, and theoretical contexts;
- Developing life-long, transferable skills in critical thinking, reading, writing, speaking, listening, and modes of inquiry;
- Fostering respect for intellectual and human diversity;
- Encouraging interdisciplinary approaches to content and style;
- Facilitating pre-professional, career development,

- and graduate school preparation;
- Serving as a community resource for the arts by hosting artistic events featuring regional, national and international artists working in various media.

- western culture to other culture by understanding the politics of communication and understand how modern technology can be used to empower people;
- Demonstrate an understanding of how cultures place meaning in various communication systems.

## DIGITAL MEDIA AND COMMUNICATION

### LEARNING OBJECTIVES

The mission is met by the following objectives.

Digital Media and Communication students will be able to work in an information rich society at a proficient level as demonstrated by the following competencies:

- Determine the extent of information needed;
- Identify the necessary information effectively and efficiently;
- Evaluate information and its sources critically;
- Use information effectively to accomplish a specific project;
- Identify and appraise the economic, legal, ethical, and social issues surrounding the use and access of information.
- Use information ethically

Digital Media and Communication students will demonstrate proficiency in technological literacy in the following ways:

- Use computers to communicate information via print, the Internet, and multimedia technologies;
- Identify the major digital communication theory and able to apply it practically;
- Interpret the uses of technology and their effects on a community
- Choose appropriate technology for a project;
- Employ the processes of acquisition, manipulation, distribution and archiving of technological communication.

Digital Media and Communication students will demonstrate creative literacy proficiently in the following ways:

- Identify, argue and assess major visual theories and be able to apply them;
- Use sound effectively in communication;
- Demonstrate effective written communication skills.

Digital Media and Communication students will demonstrate cultural literacy in the following ways:

- Apply work in their own communities to explore and communicate culture “close to their own doorstep”;
- Interpret the major movement in western culture;
- Interpret, compare and contrast the relationship of

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

- Film and Visual Effects
- Graphic Design
- Integrated Marketing Communication
- Multimedia Journalism

Students with a DMAC Degree have entered the following fields and careers:

- Marketing management
- Video and film production
- Media writing
- Public relations
- Advertising Business
- Law

## BACHELOR OF ARTS IN DIGITAL MEDIA AND COMMUNICATION (120 credits)

### REQUIRED COURSES IN MAJOR (9) COURSES (27) CREDIT HOURS

COM 110 Introduction to Mass Media	3
COM 170 Multimedia Production I	3
COM 180 Multimedia Production II	3
COM 210 Media Analysis	3
COM 211 Mass Communication Theory	3
COM 320 Law and Ethics II	3
COM 491 Internship	3
EN 240 The Art of Persuasion	3
MA 200 Topics in Statistics	3

### COURSES IN CONCENTRATION (4) COURSES (12) CREDITS

#### FILM AND VISUAL EFFECTS CONCENTRATION

COM 365 Digital Filmmaking	3
COM 375 Digital Film Editing	3
COM 385 2D/3D Graphics	3
COM 455 2D/3D Advanced Graphics	3
-OR-	
COM 478 Documentary Filmmaking	

#### GRAPHIC DESIGN CONCENTRATION

COM 270 Digital Photography	3
COM 273 Graphic Design	3
COM 281 Web Design	3

COM 305 Visual Communication 3

## INTEGRATED MARKETING CONCENTRATION

COM 261 Concepts of Integrated Marketing 3  
 COM 344 Public Relations Writing 3  
 COM 348 Advertising Copywriting 3  
 COM 362 Integrated Marketing Research 3

## MULTIMEDIA JOURNALISM CONCENTRATION

COM 243 Journalism 3  
 COM 360 Press Relations 3  
 COM 442 Multimedia Journalism 3  
 COM 443 Journalism Practicum 3

## COMMUNICATIONS ELECTIVES (4) COURSES (12) CREDITS

Immersive Learning Course 3  
 Upper Level Communications Course 3  
 Upper Level Communications Course 3  
 Lower Level Communications Course 3

## GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar 3  
 BLU 151 Public Speaking 3  
 BLU 201 Service Learning and Civic Engagement 3  
 BLU 301 Junior Symposium 3  
 EN 101 College Writing 3  
 EN 102 Writing in the Humanities 3  
 Religious Studies 3

## SPECIFIC GENERAL EDUCATION CORE MODULES (5) COURSES (15) CREDIT HOURS

Natural Science Elective 3  
 Social Science Elective 3  
 American History/Western Civilization Elective 3  
 Foreign Culture and Language Elective 3  
 General Education Elective 3

## UPPER LEVEL ELECTIVES (6) COURSES (18) CREDITS

Liberal Arts Elective 300/400 3  
 Liberal Arts Elective 300/400 3  
 Liberal Arts Elective 300/400 3  
 Liberal Arts Elective 300/400 3  
 All College Elective 300/400 3  
 All College Elective 300/400 3

## GENERAL ELECTIVES (5) COURSES (15) CREDITS

All College Elective 3  
 All College Elective 3  
 All College Elective 3  
 All College Elective 3  
 All College Elective 3

## NON-DEGREE PROGRAMS WITHIN THE COMMUNICATIONS DEPARTMENT

The following are subject areas within the Communications Department:

- Art
- Art History
- Film Studies
- Theater

## CRIMINAL JUSTICE DEPARTMENT

Degree programs within Criminal Justice Department

Criminal Justice: AA, BS  
 Criminal Justice Online: AA, BS  
 Intelligence and Data Analysis: BS  
 Security Management: Certificate

### UPPER LEVEL REQUIREMENTS

All bachelor's programs in the Criminal Justice Department require students to complete 45 credits of 300/400 level courses.

### MISSION

The mission of the Hilbert College Criminal Justice Department is to provide students with a challenging and relevant curriculum through a balance of liberal arts, career preparation and the integration of multiple disciplines. In addition to discipline-specific knowledge, the Criminal Justice Program cultivates student skills in critical thinking, oral and written communication, research, analysis, technology and problem solving. The program develops student commitment in the areas of community service, personal accountability, global responsibility, and cultural diversity. It stresses ethical decision-making, principled behavior and the importance of life-long learning and facilitates professional and career development in specialized fields. With the skill set developed through our interdisciplinary program, a student can look for employment in law enforcement, corrections, juvenile justice, social services, security or private police, courts, law or law making, or even pursue graduate studies. Within most of these areas there are employment opportunities to be found



at the federal, state, or local-level government entities, or students can pursue employment within the private sector.

## CRIMINAL JUSTICE

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

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

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

- Enhancing oral and written communication skills.
- Developing abilities in critical thinking, logical assessment and analytical problem solving and encouraging intellectual growth.
- Instilling an awareness and appreciation for the social and cultural diversity of society.
- Improving proficiency in multi-media research methods and technological fluency.
- Advocating service to the community.
- Infusing ethical decision-making and principled behavior.

### ASSOCIATE OF ARTS IN CRIMINAL JUSTICE (60 Credits)

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

The criminal justice requirements include the

following distribution of credit hours:

#### REQUIRED COURSES

(5) COURSES (15) CREDITS

CJ 101 Introduction to Criminal Justice	3
CJ 202 Introduction to Law & Justice	3
CJ 204 Crime and Society	3
CJ Elective	3
CJ Elective	3

#### GENERAL REQUIREMENTS IN MAJOR

(2) CLASSES (6) CREDITS

MA 200 Topics in Statistics	3
SO 101 Introduction to Sociology	3

#### GENERAL EDUCATION REQUIREMENTS

(6) COURSES (18) CREDITS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

#### SPECIFIC GENERAL EDUCATION CORE MODULES

(6) COURSES (18) CREDIT HOURS

Natural Science Elective	3
American History/Western Civilization Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

#### GENERAL ELECTIVES

(1) COURSE (3) CREDITS

All College Elective	3
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### BACHELOR OF SCIENCE IN CRIMINAL JUSTICE (120 credits)

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

#### REQUIRED COURSES (11) COURSES (33) CREDITS

CJ 101 Introduction to Criminal Justice	3
CJ 200 Introduction to Corrections	3
CJ 202 Introduction to Criminal Law & Procedure	3

CJ 204 Crime and Society	3	All College Elective	3
CJ 305 Research Methods in Social Sciences	3	All College Elective	3
CJ 330 Ethics in the Criminal Justice System	3	All College Elective	3
CJ 335/SO 306 Diversity Issues in Criminal Justice	3	All College Elective	3
CJ 402 Advanced Criminological Theory	3		
CJ 404 Criminal Investigations/Criminalistics	3	CONCENTRATIONS IN CRIMINAL JUSTICE	
CJ 405 Seminar in Criminal Justice	3		
FS 320 Interview and Interrogation Techniques	3	Effective Fall 2018, all criminal justice majors declare a concentration in criminal justice by adhering to the following policy:	
<b>MAJOR ELECTIVES</b>			
<b>(3) COURSES (9) CREDITS</b>			
Upper Level Criminal Justice Elective	3	• Apply by completing a concentration form in Self-Service after completion of 45 credits	
Upper Level Criminal Justice Elective	3	• Take eighteen hours of course work in one of the following concentration areas	
Any Level Criminal Justice Elective	3		
<b>GENERAL REQUIREMENTS IN MAJOR</b>			
<b>(3) COURSES (9) CREDITS</b>		<b>CORRECTIONS</b>	
MA 200 Topics in Statistics	3	Required Courses: 3 courses/9 credits	
SO 101 Introduction to Sociology	3	CJ 101 Introduction to Criminal Justice	
SO 201 Social Problems	3	CJ 200 Introduction to Corrections	
		CJ 204 Crime & Society	
<b>GENERAL EDUCATION REQUIREMENTS</b>		CJ 205 Drugs, Crime and the Criminal Justice System	
<b>(7) COURSES (21) CREDIT HOURS</b>		Elective Courses: Choose 3 courses/9 credits	
BLU 101 Foundations Seminar	3	CJ 300 Parole, Probation, & Community-Based Corrections	
BLU 151 Public Speaking	3	CJ 302 The Juvenile Justice System	
BLU 201 Service Learning and Civic Engagement	3	CJ 334 Analysis of Sexual Offenses & the Sex Offender	
BLU 301 Junior Symposium	3	CJ 400 Advanced Seminar in Corrections	
EN 101 College Writing	3	HS 300 Introduction to Chemical Dependency	
EN 102 Writing in the Humanities	3	LW 370 Rights, Liberty & Justice: US Constitution	
Religious Studies	3	PSY 410 Forensic Psychology	
<b>SPECIFIC GENERAL EDUCATION CORE MODULES</b>		<b>CRIMINOLOGY</b>	
<b>(5) COURSES (15) CREDIT HOURS</b>		Required Courses: 3 courses/9 credits	
Natural Science Elective	3	CJ 101 Introduction to Criminal Justice	
American History/Western Civilization Elective	3	CJ 105 Introduction to Criminology	
Humanities Elective	3	CJ 204 Crime & Society	
Art Elective	3	Elective Courses: Choose 3 courses/9 credits:	
Foreign Culture and Language Elective	3	CJ 205 Drugs, Crime & the CJ System	
<b>UPPER LEVEL ELECTIVES</b>		CJ 302 The Juvenile Justice System	
<b>(5) COURSES (15) CREDITS</b>		CJ 304 Organized Crime & the Career Criminal	
Upper Level Liberal Arts Elective	3	CJ 307/HS 307 Gender & the Criminal Justice System	
Upper Level Liberal Arts Elective	3	CJ 320 Transnational Crime & Comparative CJ Systems	
Upper Level Liberal Arts Elective	3	CJ 334 Analysis of Sexual Offenses & the Sex Offender	
Upper Level Elective	3	CJ 417 Violent Phenomena	
Upper Level Elective	3	<b>FAMILY VIOLENCE</b>	
<b>GENERAL ELECTIVES</b>		Required Courses: 3 courses/9 credits	
<b>(6) COURSES (18) CREDITS</b>		CJ 101 Introduction to Criminal Justice	
Liberal Arts Elective	3	CJ 204 Crime & Society	
All College Elective	3	HS 203 Introduction to Counseling	

Elective Courses: Choose 3 courses/9 credits

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

## INVESTIGATIONS

Not available to CSI Majors

Required Courses: 3 courses/9 credits

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

Elective Courses: Choose 3 courses/9 credits

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

## JUVENILE JUSTICE

Required Courses: 3 courses/9 credits

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

Elective Courses: Choose 3 courses/9 credits

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

## POLICE MANAGEMENT

Required Courses: 3 courses/9 credits

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

Elective Courses: Choose 3 courses/9 credits

CJ 307/HS 307 Gender & the Criminal Justice System

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

## SECURITY

Required Courses: 3 courses/9 credits

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

Elective Courses: Choose 3 courses/9 credits

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

## GENERALIST

Required Courses: 3 courses/9 credits

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

Elective Courses: Choose 3 courses/9 credits

Choose any three upper-level CJ courses

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

## 4+1 CRIMINAL JUSTICE/CRIMINAL JUSTICE ADMINISTRATION

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

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

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

Upper Level CJ Elective = CJ 499  
Upper Level CJ Elective = CC 500

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

## SECURITY MANAGEMENT CERTIFICATE

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

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

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

## THE INSTITUTE FOR LAW AND JUSTICE

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

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

## INTELLIGENCE AND DATA ANALYSIS

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

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

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

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

## BACHELOR OF SCIENCE IN INTELLIGENCE & DATA ANALYSIS (120 credits)

REQUIRED COURSES  
(13) COURSES (39) CREDITS

CIS 230 Database Management

CS 131 Computer Science I	3
CS 132 Computer Science II	3
ECI 340 Intelligence Research Methods	3
EN 340 Professional & Technical Writing	3
IDA 177 Introduction to Intelligence	3
IDA 178 Intelligence Methods & Analysis	3
IDA 213 National Security & Intelligence	3
IDA 240 Intelligence for Business	3
IDA 275 Intelligence Writing & Presentation	3
IDA 276 Law Enforcement Intelligence	3
IDA 300 Competitive Intelligence	3
IDA 405 Strategic Intelligence: Capstone	3

**MAJOR ELECTIVES**  
(4) COURSES (12) CREDITS

Upper Level IDA Elective	3
Upper Level IDA Elective	3
Upper Level IDA Elective	3
Upper Level IDA Elective	3

**GENERAL REQUIREMENTS IN MAJOR**  
(3) COURSES (9) CREDITS

HI 104 Twentieth Century America	3
MA 200 Topics in Statistics	3
SO 101 Introduction to Sociology	3

**GENERAL EDUCATION REQUIREMENTS**  
(7) COURSES (21) CREDIT HOURS

BLU 151 Public Speaking	3
BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

**SPECIFIC GENERAL EDUCATION CORE MODULES**  
(5) COURSES (15) CREDIT HOURS

Natural Science Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

**UPPER LEVEL ELECTIVES (6) COURSES (18) CREDITS**

Upper Level Liberal Arts Elective	3
Upper Level Liberal Arts Elective	3
Upper Level Liberal Arts Elective	3
Upper Level Liberal Arts Elective	3
Upper Level Elective	3

Upper Level Elective	3
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**GENERAL ELECTIVES**  
(2) COURSES (6) CREDITS

All College Elective	3
All College Elective	3

## CYBERSECURITY DEPARTMENT

Degree programs within the Cybersecurity Department:

Cybersecurity: BS  
Cybersecurity Online: BS

**UPPER LEVEL REQUIREMENTS**

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

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

Cybersecurity graduates will have the knowledge and skills to:

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



## CYBERSECURITY ONLINE

The online Cybersecurity program is designed as a flexible and engaging asynchronous option for those currently working or not able to come to campus. The curriculum is the same as the on-campus program, however courses are accelerated, and sequencing varies. Courses are built into two 7.5-week half-semester in each of fall, spring and summer, with 2 courses being taken at a time in each half semester.

\*Note: Due to pricing differences and sequencing of courses, students may not move fluidly back and forth between on-campus and online programming.

## CYBERSECURITY

### BACHELOR OF SCIENCE IN CYBERSECURITY (120 Credits)

#### REQUIRED COURSES IN MAJOR (10) CREDIT HOURS (30)

CS 131 Computer Science I	3
CS 132 Computer Science II	3
CS 231 Computer Organization	3
CS 254 Computer Networks	3
CS 354 Introduction To Network Security	3
CSIA 101 Introduction To Information Security	3
ECI 333 Information Security	3
ECI 355 Computer Crime	3
ECI 450 Senior Seminar	3
ECI 498 Internship	3

#### GENERAL REQUIREMENTS IN MAJOR (8) COURSES (24) CREDITS

Cybersecurity Upper Level Elective	3
Cybersecurity Upper Level Elective	3
MA 145 College Mathematics	3
MA 200 Topics in Statistics	3
MA 235 Discrete Mathematics	3
EN 340 Professional and Technical Writing	3
ECL/LW/CJ Elective Upper Level	3
ECL/LW/CJ Elective Upper Level	3

#### GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 151 Public Speaking	3
BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3

EN 102 Writing in the Humanities	3
Religious Studies	3

#### SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSE (18) CREDITS

American History/Western Civilization Elective	3
Humanities Elective	3
Arts Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3
Social Sciences Elective	3

#### GENERAL ELECTIVES UPPER LEVEL (4) COURSES (12) CREDIT HOURS

Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3

#### GENERAL ELECTIVES (5) COURSES (15) CREDIT HOURS

All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

## ENGLISH DEPARTMENT

Degree programs within English:

English: BA

#### UPPER LEVEL REQUIREMENTS

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

#### MISSION

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

The English Department is committed to student

learning with a focus on cultural studies, language, and communication processes within the liberal arts tradition by:

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

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

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

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

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

## LEARNING OBJECTIVES

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

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

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

- Understand the attributes and characteristics of various literary genres

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

- Write with grace and precision while avoiding distracting mechanical errors
- Synthesize ideas in order to effectively support one's point of view
- Identify different modes of writing and use the appropriate mode of writing to achieve an intended purpose for a specific audience

English students will demonstrate research skills through the ability to:

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

English students will demonstrate interpretive skills through the ability to:

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

## ENGLISH

### BACHELOR OF ARTS IN ENGLISH (120 credits)

#### REQUIRED COURSES IN MAJOR (14) CREDIT HOURS (42) COURSES

EN 200 Level Elective	3
EN 200 Level Elective	3
EN 200 Level Elective	3
EN 200 Level Elective	3
(Three must be survey courses –two in sequence)	
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
EN 300/400 Level Electives	3
Senior Seminar	3

## GENERAL EDUCATION REQUIREMENTS

(7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES

(8) COURSES (24) CREDIT HOURS

Natural Science Elective	3
Social Science Elective	3
American History/Western Civilization Elective	3
Mathematics Elective	3
Humanities Elective	3
Foreign Culture and Language Elective	3
Arts Elective	3
General Education Elective	3

## UPPER LEVEL ELECTIVES

(8) COURSES (24) CREDITS

Liberal Arts Elective (300/400)	3
Liberal Arts Elective (300/400)	3
Liberal Arts Elective (300/400)	3
Liberal Arts Elective (300/400)	3
Liberal Arts Elective (300/400)	3
Liberal Arts Elective (300/400)	3
All College Elective (300/400)	3
All College Elective (300/400)	3

## GENERAL ELECTIVES

(3) COURSES (9) CREDITS

All College Any Level Elective	3
All College Any Level Elective	3
All College Any Level Elective	3

## Specific Requirements in Literature

1. One Shakespeare (EN 303/304)
2. One course emphasizing poetry
3. One genre/period course (not poetry)
4. One British Literature before 1800
5. Two American Literature courses
6. One capstone course (EN 495)

# FORENSIC SCIENCE DEPARTMENT

Degree programs within the Forensic Science Department:

Forensic Science-Crime Scene Investigation: BS

## UPPER LEVEL REQUIREMENTS

The Forensic Science-Crime Scene Investigation program requires students to complete 45 credits of 300/400 level courses.

## MISSION

The mission of the Hilbert College Forensic Science Department is to provide students with a venue for the realistic application of contemporary investigative, laboratory and computer science techniques used in these fields. These programs balance liberal arts, physical/computer and social sciences along with practical training and experimentation to develop students' oral and communication skills, analytical problem-solving abilities, aptitude for collaborative work, experiential learning and multimedia research competencies. It promotes service to community, ethical behavior, professionalism, personal accountability, and respect for diversity and fosters commitment to life-long learning and intellectual growth.

## VISION STATEMENT

The Forensic Science Department is committed to the enrichment of student learning and affords a realistic venue integrated with a liberal arts curriculum by:

- Developing skills in oral and written communications and technical writing.
- Improving analytical and critical thinking abilities and problem-solving strategies.
- Cultivating an understanding, appreciation and respect for the diversity of contemporary society.
- Advocating community service, accountability and global responsibility.
- Encouraging life-long learning and continued intellectual development and promoting professionalism and ethical behavior.
- Increasing competence in multi-media research methods and technology.

# FORENSIC SCIENCE/CRIME SCENE INVESTIGATION

## BACHELOR OF SCIENCE IN FORENSIC SCIENCE/CRIME SCENE INVESTIGATION (120 Credits)

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

degrees in criminal justice or forensic science.

Typical forensic science degrees focus on natural sciences in laboratory settings where evidence is analyzed.

However, crime scene investigation, involves the proper identification, collection, and chain of custody of evidence to the forensic lab for analysis. Hilbert will provide a blend of the two areas with a strong emphasis on crime scene investigation and how it relates to the forensic lab.

The FS/CSI baccalaureate degree includes coursework in crime scene photography, laws and rules of evidence, bloodstain pattern analysis and fingerprint evidence.

This background will promote a stronger more precise relationship between the crime scene unit and the forensic lab responsible for crime analysis. Such coursework will be embedded within a well-balanced social science bachelor's degree. The FS/CSI program is intended to provide both college students and law enforcement personnel with the most current technological knowledge and practical applications in crime scene investigation.

These skills will enable students to obtain entry-level positions in a wide array of positions, including:

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

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

## REQUIRED COURSES IN MAJOR (19) COURSES (57) CREDIT HOURS

CJ 101 Introduction to Criminal Justice	3
CJ 202 Introduction to Law & Justice	3
CJ 204 Crime and Society	3
CJ 305 Research Methods in Social Sciences	3
CJ 315 Laws and Rules of Evidence	3
CJ 330 Ethics in the Criminal Justice System	3
CJ 404 Criminal Investigations/Criminalistics	3
FS 101 Introduction to Forensic Sciences	3
FS 201 Introduction to Photography/Imagery	3
FS 302 Computer Crime Investigation	3

FS 318 Special Topics in Forensic Science I	3
FS 319 Special Topics in Forensic Science II	3
FS 320 Interview and Interrogation Techniques	3
FS 400 Photography/Imagery	3
FS 401 Fingerprint Evidence	3
FS 402 Trace Evidence/Arson-Firearms/Impression Evidence	3
FS 403 Bloodstain Pattern Analysis/Crash Management/Report Writing	3
FS 405 Advanced Seminar in Forensic Science	3
PSY 410 Forensic Psychology	3

## GENERAL REQUIREMENTS IN MAJOR (3) COURSES (9) CREDITS

BI 114 Human Body	3
MA 200 Topics in Statistics	3
PSY 101 Introduction to Psychology	3

## GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES COURSE (5) CREDITS (15)

American History/Western Civilization Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

## UPPER LEVEL ELECTIVES (1) COURSES (3) CREDITS

Upper Level Liberal Arts Elective	3
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## GENERAL ELECTIVES (5) COURSES (15) CREDITS

All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

## SUGGESTED ELECTIVES

Classes in Biology, Chemistry, or Physics, and/

or FS 499 Forensic Science Internship

## GENERAL STUDIES DEPARTMENT

The aim of the General Studies electives is to develop (1) college reading and study skills; (2) leadership, organizational skills, and healthy lifestyle habits through course work variously focusing on theory and practice in leadership studies; (3) cultural awareness through experiential learning; and (4) health and wellness knowledge and initiatives associated with career success. Through classroom lectures and discussion, group work, and experiential opportunities, students will improve their reading and study skills; will learn different leadership styles in historical perspective, while emphasizing skill development; will consider ways to fulfill Hilbert's mission to be informed citizens committed to serving and strengthening their communities; and will consider and apply to their lives health-related topics like nutrition, stress management, and physical fitness.

### VISION STATEMENT

The vision of the General Studies electives is to develop students who:

- Can apply reading and study skills at the college level;
- Understand theories of leadership, student development, and health and wellness approaches;
- Can identify, evaluate, and practice effective leadership styles and healthy lifestyles;
- Develop greater cultural awareness and an appreciation for diverse perspectives;
- Exhibit communication skills appropriate to leadership, student programming, and health and wellness activities.

### LEARNING OBJECTIVES

Students will:

- Understand the historical and theoretical underpinnings of the discipline;
- Use critical thinking to identify, analyze, and evaluate discipline-specific information
- Understand, implement, and evaluate good discipline-specific practices;
- Demonstrate writing, speaking, listening, reading, and study skills;
- Demonstrate cultural fluency;
- Evaluate personal behaviors, skills, and attributes.

Courses Offered:

GS 110: Civic Learning Through Reading and Writing

GS 111: College Reading and Study Skills

GS 160: Introduction to Leadership

GS 260: Lessons of Leadership in Movies

GS 180: Health and Physical Fitness

GS 300: Service Learning Abroad—Dominican Republic

GS 301 Service Learning Abroad—Kenya

GS 302 Service Learning Abroad—Italy

GS 460: Leadership Applications

Note: GS leadership courses contribute to a Leadership Minor administered by the General Studies Department.

## LIBERAL STUDIES DEPARTMENT

Degree programs within Liberal Studies:

Liberal Arts: AA

Liberal Studies: BS

Political Science: BS

### UPPER LEVEL REQUIREMENTS

All bachelor's programs in the Liberal Studies Department require students to complete 45 credits of 300/400 level courses.

A liberal studies education is designed for students who are interested in what ancient educators called the "exercise of the mind." This approach to learning uses critical inquiry to examine the breadth of human experiences across cultures and throughout history to foster human well-being and to create healthy societies. Students have the opportunity to explore a range of questions about human nature, aesthetics, the natural world, social organization, and justice by taking courses in foreign languages, history, music, philosophy, religious studies, political science, and sociology. Students are encouraged to make connections between these fields to formulate an integrative and comprehensive understanding of humanity and the world, to clarify personal values, and to lead lives dedicated to service and lifelong learning.

### MISSION AND VISION STATEMENT

The Liberal Studies Department offers a variety of interdisciplinary and integrative learning experiences to provide students with a comprehensive understanding of human cultures. We prioritize the development of intellectual and practical skills that enable students to become critical interpreters of human societies, to articulate a coherent, values-based world view, and to become advocates for justice through civic engagement.

### PROGRAM LEARNING OBJECTIVES:

The Liberal Studies program offers broad-based academic training designed to prepare students



to lead informed, thoughtful, and engaged lives. Participants in this course of study will:

- Develop and refine core skills in critical thinking, reading, writing, speaking, and listening
- Demonstrate historical and cultural awareness of global communities through interdisciplinary inquiry
- Apply the research methods of various disciplines to analyze and synthesize information both orally and in writing
- Evaluate complex topics and problems that encourage sensitivity to diversity and self-awareness
- Exhibit a commitment to lifelong learning governed by reason, integrity, compassion, and service

## LIBERAL ARTS

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

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

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

### ASSOCIATE OF ARTS IN LIBERAL ARTS (60 credits)

#### GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

#### SPECIFIC GENERAL EDUCATION CORE MODULES (8) COURSES (24) CREDIT HOURS

Natural Science Elective	3
Social Science Elective	3
American History/Western Civilization Elective	3
Mathematics	3
Humanities	3
Arts	3
Foreign Culture and Language Elective	3
General Education Elective	3

#### GENERAL ELECTIVES (6) COURSES (18) CREDITS

Humanities Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

## LIBERAL STUDIES

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

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

### BACHELOR OF SCIENCE IN LIBERAL STUDIES (120 credits)

#### REQUIRED COURSES IN MAJOR (5) COURSES (15) CREDITS

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

## MAJOR ELECTIVES UPPER LEVEL (5) COURSES (15) CREDITS

Liberal Studies Elective Upper	3
Liberal Studies Elective Upper	3
Liberal Studies Elective Upper	3
Liberal Studies Elective Upper	3
Liberal Studies Elective Upper	3

## MAJOR ELECTIVES ANY LEVEL (4) COURSES (12) CREDITS

Liberal Studies Elective	3
Liberal Studies Elective	3
Liberal Studies Elective	3
Liberal Studies Elective	3

## GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (8) COURSES (24) CREDIT HOURS

Social Science Elective	3
Natural Science Elective	3
American History/Western Civilization Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Mathematics Elective	3
General Education Elective	3

## GENERAL ELECTIVES UPPER LEVEL (7) COURSES (21) CREDITS

Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3

## GENERAL ELECTIVES LOWER LEVEL (4) COURSES (12) CREDITS

All College Elective	3
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All College Elective	3
All College Elective	3
All College Elective	3

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

## POLITICAL SCIENCE

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

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

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

### PROGRAM LEARNING OBJECTIVES

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

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

## BACHELOR OF SCIENCE IN POLITICAL SCIENCE (120 credits)

### REQUIRED COURSES IN MAJOR (5) CREDIT HOURS (15) COURSES

HI/PS 288 World History and Geography I	3
HI/PS 289 World History and Geography II	3
PS 101 Introduction to Political Science	3
PS 102 American Government	3
PS 224 State and Local Government	3

### MAJOR ELECTIVES UPPER LEVEL (5) COURSES (15) CREDITS

Political Science Elective Upper	3
Political Science Elective Upper	3
Political Science Elective Upper	3
Political Science Elective Upper	3
Political Science Elective Upper	3

### MAJOR ELECTIVES ANY LEVEL (4) COURSES (12) CREDITS

Political Science Elective	3
Political Science Elective	3
Political Science Elective	3
Political Science Elective	3

### GENERAL REQUIREMENTS IN MAJOR (1) CLASSES (3) CREDITS

EN 341 Advanced Writing	3
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### GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

### SPECIFIC GENERAL EDUCATION CORE MODULES (7) COURSES (21) CREDIT HOURS

Natural Science Elective	3
American History/Western Civilization Elective	3
Humanities Elective	3
Art Elective	3

Foreign Culture and Language Elective	3
Mathematics Elective	3
General Education Elective	3

### GENERAL ELECTIVES UPPER LEVEL (8) COURSES (24) CREDITS

Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3

### GENERAL ELECTIVES LOWER LEVEL (3) COURSES (9) CREDITS

All College Elective	3
All College Elective	3
All College Elective	3

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

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

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

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

## NON-DEGREE PROGRAMS WITHIN THE LIBERAL STUDIES DEPARTMENT

The following are subject areas within the Liberal Studies Department:

- Foreign Languages
- History
- Music
- Philosophy
- Religious Studies
- Sociology

## NATURAL SCIENCES AND MATH DEPARTMENT

Degree programs within Natural Sciences:

Biology: BA  
Forensic Science: BS

### UPPER LEVEL REQUIREMENTS

All bachelor's programs in the Natural Sciences and Math Department require students to complete 44 credits of 300/400 level courses.

## BIOLOGY

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

### MISSION AND VISION STATEMENT

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

### LEARNING OBJECTIVES

A Biology student will be able to:

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

the appropriate scientific method.

- Analyze and interpret scientific data and literature.
- Demonstrate effective oral and written scientific communication.

### CAREER OUTLOOK

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

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

### BACHELOR OF ARTS IN BIOLOGY (120 credits)

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

### REQUIRED BIOLOGY COURSES (10) COURSES (39) CREDITS

BI 140 College Biology I	3
BI 140L College Biology I Lab	1
BI 141 College Biology II	3
BI 141L College Biology II Lab	1
BI 220 Microbiology I	3
BI 220L Microbiology I Lab	1
BI 300 Genetics	3
BI 300L Genetics Lab	1
BI 310 Cell Biology	3
BI 310L Cell Biology Lab	1
BI 320 Biochemistry	3
BI 320L Biochemistry Lab	1
BI 340 Molecular Biology	3
BI 340L Molecular Biology Lab	1
BI 420 Human Anatomy and Physiology I	3
BI 420L Human Anatomy and Physiology I Lab	1

BI 421 Human Anatomy and Physiology II  
 BI 421L Human Anatomy and Physiology II Lab  
 BI 450 Biology Seminar

**GENERAL REQUIREMENTS IN MAJOR**  
 (9) COURSES (33) CREDITS

CH 140 College Chemistry I  
 CH 140L College Chemistry I Lab  
 CH 141 College Chemistry II  
 CH 141L College Chemistry II Lab  
 CH 311 Organic Chemistry I  
 CH 311L Organic Chemistry I Lab  
 CH 313 Organic Chemistry II  
 CH 313L Organic Chemistry II Lab  
 PY 140 College Physics I  
 PY 140L College Physics I Lab  
 PY 141 College Physics II  
 PY 141L College Physics II Lab  
 MA 145 College Mathematics  
 MA 200 Topics in Statistics  
 MA 205 Survey of Calculus

**GENERAL EDUCATION REQUIREMENTS**  
 (7) COURSES (21) CREDIT HOURS

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

**SPECIFIC GENERAL EDUCATION CORE MODULES**  
 (5) COURSES (15) CREDIT HOURS

American History/Western Civilization Elective  
 Art Elective  
 Foreign Culture and Language Elective  
 Humanities Elective  
 Social Science Elective

**GENERAL ELECTIVES**  
 (4) COURSES (12) CREDITS

Liberal Arts Elective Upper Level  
 Liberal Arts Elective Upper Level  
 Liberal Arts Elective  
 Liberal Arts Elective

## FORENSIC SCIENCE

Forensic Science is the area of natural sciences that relies on applying scientific methods and various

3 laboratory techniques to investigate a crime. Forensic  
 1 science professionals process and analyze various  
 3 types of biological and chemical specimens in the lab to  
 solve crimes by providing relevant scientific information  
 on the evidence recovered from a crime scene.

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

**MISSION AND VISION STATEMENT**

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

**LEARNING OBJECTIVES**

- 3 A Forensic Science student will be able to:
- 3 • Define and explain major concepts in  
 3 Biology and Forensic Sciences.
  - 3 • Use scientific instrumentation, proper analytical  
 3 techniques, and procedures appropriately.
  - 3 • Demonstrate competency in the collection  
 3 and evaluation of biological evidence.
  - 3 • Communicate knowledge in oral and written form,  
 3 including interpreting data generated for legal  
 3 proceedings.
  - 3 • Demonstrate an understanding of ethical  
 3 standards in scientific activities, specifically  
 3 in the forensic science profession.
  - 3 • Conduct scientific experiments following  
 3 the appropriate scientific method.
  - 3 • Analyze and interpret scientific data and literature.



## CAREER OUTLOOK

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

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

## BACHELOR OF SCIENCE IN FORENSIC SCIENCE (123 Credits)

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

### REQUIRED COURSES IN MAJOR (21) COURSES (78) CREDIT HOURS

BI 140 College Biology I	3
BI 140L College Biology I Lab	1
BI 141 College Biology II	3
BI 141L College Biology II Lab	1
BI 300 Genetics	3
BI 300L Genetics Lab	1
BI 310 Cell Biology	3
BI 310L Cell Biology Lab	1
BI 320 Biochemistry	3
BI 320L Biochemistry Lab	1
BI 340 Molecular Biology	3
BI 340L Molecular Biology Lab	1
CH 140 College Chemistry I	3
CH 140L College Chemistry I Lab	1
CH 141 College Chemistry II	3
CH 141L College Chemistry II Lab	1
CH 311 Organic Chemistry I	3
CH 311L Organic Chemistry I Lab	1
CH 313 Organic Chemistry II	3
CH 313L Organic Chemistry II Lab	1
CJ 202 Introduction to Law & Justice	3
CJ 315 Laws & Rules of Evidence	3
CJ 330 Ethics in the Criminal Justice System	3
FS 101 Introduction to Forensic Science	3
FS 420 Forensic Biology I	3
FS 420L Forensic Biology I Lab	1
FS 421 Forensic Biology II	3

FS 421L Forensic Biology II Lab	1
FS 430 Forensic Biology Capstone	4
PY 140 College Physics I	3
PY 140L College Physics I Lab	1
PY 141 College Physics II	3
PY 141L College Physics II Lab	1

### GENERAL REQUIREMENTS IN MAJOR (2) COURSES (6) CREDITS

MA 145 College Mathematics	3
MA 200 Topics in Statistics	3
MA 205 Survey of Calculus	3
PSY 101 Introduction to Psychology	3

### GENERAL EDUCATION REQUIREMENTS (7) COURSES (21) CREDIT HOURS

BLU 101 Foundations Seminar	3
BLU 151 Public Speaking	3
BLU 201 Service Learning and Civic Engagement	3
BLU 301 Junior Symposium	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Religious Studies	3

### SPECIFIC GENERAL EDUCATION CORE MODULES (4) COURSES (12) CREDITS

American History/Western Civilization Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3

### GENERAL ELECTIVES (2) COURSES (6) CREDITS

All College Elective	3
All College Elective	3

## NON-DEGREE PROGRAMS WITHIN THE NATURAL SCIENCES DEPARTMENT

The following are subject areas within the Natural Sciences and Math Department:

- Chemistry
- Mathematics
- Physics

## ACADEMIC MINORS

### MINORS FOR NON-MAJORS

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

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

#### AVAILABLE MINORS

Biology  
Digital Media & Communication  
Criminal Justice  
English  
Family Violence  
Forensic Science/Crime Scene Investigation  
Human Services  
History  
Leadership  
Philosophy  
Political Science  
Psychology  
Sociology  
Spanish

#### ACCEPTANCE CRITERIA

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

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

#### MINOR REQUIREMENTS

##### BIOLOGY (20 credits)

A student must complete at least 20 credits of coursework, 12 of which must count only for the minor, to fulfill the requirements. The required courses are BI 140 College Biology I and BI 141 College Biology II with corresponding labs (total of 8 credits). The remaining 12 credits can

be fulfilled by one of the following track options.

Pre-health Track: BI 220 Microbiology, BI 420 Human Anatomy & Physiology I, and BI 421 Human Anatomy & Physiology II with corresponding labs (total 12 credits)

Biotechnology Track: BI 220 Microbiology, BI 300 Genetics, and BI 340 Molecular Biology with corresponding labs (total 12 credits)

Biochemistry Track: CH 140 College Chemistry I, CH 141 College Chemistry II, and BI 320 Biochemistry with corresponding labs (total 12 credits)

##### DIGITAL MEDIA & COMMUNICATION (18 Credits)

COM 110, COM 170, COM 210, and choose three electives (at least two at the upper division level) in communication courses

##### CRIMINAL JUSTICE (18 Credits)

CJ 101, CJ 204, one from the following: CJ 102, CJ 103, CJ 200, CH 202, CJ 205, and three upper division courses from the following areas: corrections, criminology, family violence, investigations, juvenile justice, police management, or security

##### ENGLISH (18 Credits)

A C or better must be achieved in one 200 level survey course and five upper-division English electives following this distribution: one American literature course, one British literature course, one genre, period or special topic course, and two upper division English electives

##### ENGLISH WRITING (18 Credits)

EN 240, EN 340, EN 250/350, COM 348, COM 344, LW 303

##### FAMILY VIOLENCE (18 Credits)

HS 203, HS 315, HS/PSY 330, CJ 316, HS/CJ 317, CJ 334, CJ 416

##### FORENSIC SCIENCE/CRIME SCENE INVESTIGATION (18 credits)

CJ 101, FS 101, FS 302, FS 318, FS 319; Choose one of the following: CJ 315, CJ 404, FS 320, PSY 410

##### FORENSIC BIOLOGY (20 CREDITS)

Prerequisites:

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

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

BI 140L, BI 141L, BI 300, BI 300L, FS 101, FS 318 or FS 319, FS 420, FS 420L, FS 421, FS 421L

## HUMAN SERVICES

Three of the following: HS 101, HS 203, HS 204, HS 205; HS 310 and 2 Human Services electives

## History (18 Credits)

HI 103, HI 104; Students should choose any 4 courses with an HI prefix, with at least 1 at the upper division level. If students prefer, they may replace one of the HI courses with one of the following: PH 301, PH 302, PH 330, PS 205, PS 252, PS 280, PS 333, PS 335, PS 367, RS 300

## LEADERSHIP (18 credits)

GS 160, GS 460, and four additional electives selected from a menu of choices designed to complement the various majors. Additional information may be obtained from the chair of the General Studies department

## PHILOSOPHY (18 Credits)

PH 101, PH 202, PH 208, PH, 330; Choose 2 from the following: PH 218, PH 301, PH 302

## POLITICAL SCIENCE (18 Credits)

PS 101, PS 102, PS 335; Choose 3 courses (1 upper level) from the following: PS 212, PS 220, PS 224, PS 252, PS 300, PS 333, PS 367

## PSYCHOLOGY (18 Credits)

PSY 101, plus 5 upper level Psychology electives, one may include an internship- HS 360 or HS 460 (at least one class from each of the following 4 groups):  
Group 1- PSY 201, 202, or 203;  
Group 2- PSY 312, 322, or 342;  
Group 3- PSY 304, 314, 407 or 424;  
Group 4- PSY 307, 310, 351, 406 or 408

## SOCIOLOGY (18 Credits)

SO 101, SO 102, SO 201; Choose 3 (2 upper level) from the following; CJ 204, CJ 205, HI 207, ECO 309, PS 337, SO 301, SO 306, SO 320, SO 332  
SPANISH

SP 101, SP 201, SP 202, SP 301; Choose 2 from the following: SP 102, SP 205, GS 300

## GRADUATE PROGRAMS

Hilbert College offers graduate programs in public health, public policy, and criminal justice.

Graduate degree programs:

Public Administration: MPA  
Public Administration: MPA - Online  
Public Administration: Health Administration: MPA  
Public Administration: Health Administration: MPA - Online  
Criminal Justice Administration: MS  
Criminal Justice Administration: MS - Online

## PUBLIC ADMINISTRATION

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

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

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

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 16 month period. Each course is delivered in a five week term in the on campus or online program. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

The MPA program is academically rigorous, theoretically sound, yet practically based and focuses on providing future leaders with the skills and credentials necessary

to succeed in any type of public agency. The optional Internship Experience, Managing Performance course and one-week study away experience will offer another unique perspective of public administration.

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

## PUBLIC ADMINISTRATION (36 CREDITS)

MPA COURSE  
(7) COURSES (21) CREDITS

MPA 625 Introduction to Public Administration	3
MPA 631 Values and Ethics in Public Administration	3
MPA 640 Research Methods in Public Administration	3
MPA 627 Human Resource Management	3
MPA 637 Marketing and Public Relations	3
MPA 643 Research Project/Independent Study	3
MPA 644 Capstone	3

CORE COURSES  
(5) COURSES (15) CREDITS

CC 500 Organizational Theory and Management	3
CC 510 Program Planning and Evaluation	3
CC 515 Finance and Budgeting	3
CC 520 Political and Policy Analysis	3
CC 505 Introduction to Graduate Statistics	3

## PUBLIC ADMINISTRATION: HEALTH ADMINISTRATION

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

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

Graduates can utilize their MPA: Health Administration degree for a wide range of careers in public or health services administration, policy, evaluation, planning, consulting and related careers. Both experienced

professionals and students in the first stages of their careers will benefit from the MPA: Health Administration at Hilbert. The world of health services organizations, hospitals, public health infrastructure and related agencies require individuals who are knowledgeable about public health and the structure, organization and financing of health care systems. In addition, individuals in this field require sharp analytical skills, budgetary acumen and excellent human relations ability. The courses are designed to prepare students beginning their careers to be competent and effective leaders, and mid-career students to enhance their capacities as managers and leaders. Within this program, students develop a research level necessary to set the foundation for clear data driven decision-making. The program balances research with an additional focus on the need for values and ethics in public policy. As a result, Hilbert's program is consistent with its mission. It is expected that Hilbert graduates will go on to lead with a level of competency and integrity second to none.

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 16 month period. Each course is delivered in a five week term in the on campus or online program. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

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

## PUBLIC ADMINISTRATION: HEALTH ADMINISTRATION (36 CREDITS)

MPA COURSE  
(8) COURSES (24) CREDITS

MPA 627 Human Resource Management	3
MPA 630 Health Care Administration	3
MPA 636 Culture of Health Care	3
MPA 637 Marketing and Public Relations	3
MPA 640 Research Methods for MPA	3
MPA 642 Health Care Law and Ethics	3
MPA 643 Research Project/Independent Study	3
MPA 644 Capstone Seminar	3

CORE COURSES  
(4) COURSES (12) CREDITS

CC 500	Organizational Theory & Management
CC 505	Introduction to Graduate Statistics
CC 510	Program Planning and Evaluation
CC 515	Finance and Budgeting

3	CRIMINAL JUSTICE ADMINISTRATION (36 CREDITS)
3	
3	CJA COURSES
3	(8) COURSES (24) CREDITS

## CRIMINAL JUSTICE ADMINISTRATION

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

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

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

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 16 month period. Each course is delivered in a five week term in the on campus or online program. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

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

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

CJA 601	Proseminar in Criminal Justice Administration	3
CJA 640	Research Methods in Criminal Justice	3
CJA 645	Nature and Causes of Crimes	3
CJA 650	Criminal Law and the Courts	3
CJA 660	Policing in Contemporary Society	3
CJA 670	Penology	3
CJA 679	Research Project/Independent Study	3
CJA 680	Capstone Seminar	3

### CORE COURSES (4) COURSES (12) CREDITS

CC 500	Organizational Theory and Management	3
CC 510	Program Planning and Evaluation	3
CC 515	Finance and Budgeting	3
CC 505	Introduction to Graduate Statistics	3



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Buffalo, NY

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Vice President of Strategic  
Initiatives and Integration  
BestSelf Behavioral Health  
Buffalo, NY

Richard C. Sucan  
Chief Operating Officer  
Roman Catholic Diocese of Buffalo  
Buffalo, NY

Michael Tepfenhart  
General Manager  
West Herr Ford Lincoln of Amherst

Boyd Wible  
Senior Vice President  
Merrill Lynch  
Buffalo, NY

Camille P. Wicher, Ph.D., Esq., MSN, RN  
Retired Vice President, Corporate  
Ethics, Research Subject  
Protections & Scientific Integrity  
Roswell Park Comprehensive  
Cancer Center  
Buffalo, NY

## TRUSTEES EMERITI

G. Gary Berner  
Banker, Retired

Sister M. Andrea Ciszewski,  
FSSJ Director of Curriculum  
Diocese of Springfield, MA

Robert Drago, Sr.  
President  
Goya Foods Great Lakes

Bradley H. Hafner  
Chairman of the Board  
West Herr Automotive Group

Carol V. Kociela  
Banker, Retired

Maureen Saab  
Director of Development, Retired

Karen Gaughan Scott  
Attorney at Law

Thomas Waring, Jr. President  
Waring Financial Group, LLC

Merle Whitehead  
President/CEO  
Realty USA

## PRESIDENT EMERITA

Sister Edmunette Paczesny

## MEMBERSHIPS

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

Academy of Criminal Justice  
Sciences Academy of Security  
Educators and Trainers  
Allegany Mountain  
Collegiate Conference  
American Academy of Forensic  
Sciences Institute  
American Association of  
Colleges or Universities  
American Association of Collegiate  
Registrars and Admissions  
Officers American Association  
for Higher Education  
American Association for  
Paralegal Education  
American Association of

University Women  
 American College Personnel  
 Association  
 American Correctional Association  
 American Library Association  
 American Probation and Parole  
 Association  
 American Society of Criminology  
 American Sociological Association  
 Association for Student Judicial  
 Affairs Association of American  
 Colleges and Universities  
 Association of Catholic  
 Colleges and Universities  
 Association of College  
 Administration Professionals  
 Association of College  
 Unions International  
 Association of Franciscan  
 Colleges and Universities  
 Association on Higher  
 Education and Disability  
 Buffalo Chamber of Commerce  
 Catholic Campus Ministry Association  
 Catholic Library Association  
 College Student Personnel Association  
 Commission on Independent  
 Colleges and Universities  
 Council for Advancement and  
 Support of Education  
 Criminal Justice Educators  
 Association of New York State  
 Council of Independent Colleges  
 Eastern Association of College  
 and University Business Officers  
 Eastern College Athletic Conference  
 Financial Management Association  
 Hamburg Chamber of Commerce  
 International Leadership Association  
 Middle States Association of  
 Colleges and Schools  
 National Association for  
 Campus Activities  
 National Association of College  
 Admissions Counselors  
 National Association of  
 College Auxiliary Services  
 National Association of School  
 Financial Aid Administrators  
 National Association of College  
 and University Business Officers  
 National Association of Social  
 Workers National Association of  
 Student Personnel Administrators  
 National Business  
 Educators' Association  
 National Collegiate Athletic

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

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

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

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

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

## CONTACT INFORMATION

5200 SOUTH PARK AVENUE  
 HAMBURG, NEW YORK 14075-1597  
[www.hilbert.edu](http://www.hilbert.edu)  
 1-800-649-8003  
 1-716-649-7900

Office of Admissions: ext: 211 Office  
 of Student Finance: ext: 314

HILBERT COLLEGE

All rules, regulations, policies,  
 procedures, programs, courses, and  
 staff are subject to change without  
 notice. Catalogs and Brochures  
 do not constitute a legal contract  
 between students and the College. For  
 further information on any material  
 contained in this catalog, contact the  
 Director of Admissions or the Vice  
 President for Academic Affairs.

CEEB College Code Number: 2334  
 ACT College Code Number: 2759

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

### LOCATION

Hilbert College is situated on a 40  
 acre suburban campus in the Town  
 of Hamburg, New York, approximately  
 ten miles south of Buffalo.

Metropolitan bus service provides  
 access to campus. The Buffalo Airport  
 and Amtrak Station are a 20 minute  
 drive to campus. In addition, Hilbert  
 College is two miles from Lake Erie or  
 New Era Field, home to the Buffalo  
 Bills. HSBC arena, home of the  
 Buffalo Sabres, is a 20 minute drive.

Students attending the College

benefit from the offerings of a suburban setting, the resort and country areas, and the cosmopolitan fare of a major Touring artists, major concerts, a philharmonic orchestra, a professional city. theatre, a nationally renowned art gallery are all within a short traveling distance from campus. Choice ski resorts are also located within a reasonable traveling radius.

## FACILITIES

The campus complex consists of twelve buildings situated in a park-like setting. Designed to accommodate an enrollment of more than 1000 students, the complex includes Franciscan Hall, Bogel Hall, Paczesny Hall, William E. Swan Auditorium, McGrath Library, the Campus Center, the Residence Halls and Apartments, the Hafner Recreation Center, and the Maintenance Facility. The campus has wireless internet access.

Franciscan Hall, completed July of 1997, houses the career development office, a student services office including student records and student finance, admissions, administration offices, conference rooms, and a large space for receptions to be held on campus.

Bogel Hall includes faculty offices, classrooms, one large lecture hall, computer laboratories, an academic support center, the chapel, campus ministry, the multicultural affairs office and a café.

Paczesny Hall is a two-story building housing classrooms with smartboard technology, the Hafner Veterans Center, the Communication Media Lab, the Honors Lounge, the Center for Graduate and Online Studies, and faculty offices.

William E. Swan Auditorium, is a 430 seat facility with the ability to host theatrical performances, academic presentations and films.

McGrath Library is a vital resource unit supporting Hilbert College's academic programs. Librarians staff the spacious two-story facility. Its book collection is in excess of forty-two thousand print volumes with nearly four thousand electronic books. The Library subscribes to 350 scholarly journals, professional and popular magazines, and newspapers. Adding great strength and breadth to these print holdings are over twelve thousand full-text periodicals, which are available electronically through subscription databases. Other non-print materials include an extensive video collection as well as audio, CD-ROM, and microform items.

Through membership in the Western New York Library Resources Council, McGrath Library participates in a variety of cooperative initiatives including interlibrary loan, the area's virtual union catalog, purchasing, and continuing professional education.

The Campus Center, located directly behind Franciscan Hall, is the hub of the social activities on the Hilbert Campus. The lower level of the Center houses the Campus Bookstore, the offices of Student Government Association and Director of Student Activities. The lower level also has a student lounge/recreation area where students can go to relax, play pool or table tennis, or watch TV. On the upper level of the Campus Center, the main Dining Hall can be found.

St. Joseph Hall is a co-educational residential facility. It is a two-story structure with a maximum capacity of 112 residents. Each of the four wings has its own laundry facility. A private bathroom adjoins every two-rooms. Each room is equipped with basic cable, internet access, two phone jacks (for easy phone installation), beds, desks and closets. Recreational lounges are located on each of the floors. The lounges provide various recreational equipment, a microwave, and on the first floor lounge there are

six computers with Internet capability and a printer. St. Joseph is also home to the Cappuccino Family Wellness Center which provides on-campus clinic support, including physicals, first aid and wellness programming. The center is being staffed and managed by a nurse practitioner and medical assistant from Catholic Health in Buffalo. The Counseling Office can also be found in St. Joseph Hall.

The Hilbert College Apartments (Ruffino House, Sister Katherine

House, St. Agnes House, Leo House) are state-of-the-art apartment buildings with a capacity of seventeen students per building. Each building contains four single-sex apartments which can house four or five students in single bedrooms. Each apartment also contains two bathrooms, a living room, kitchen, air conditioning, ample storage space, and is fully furnished. Rooms are equipped with basic cable, phone jacks, and internet access. Each building also contains laundry facilities.

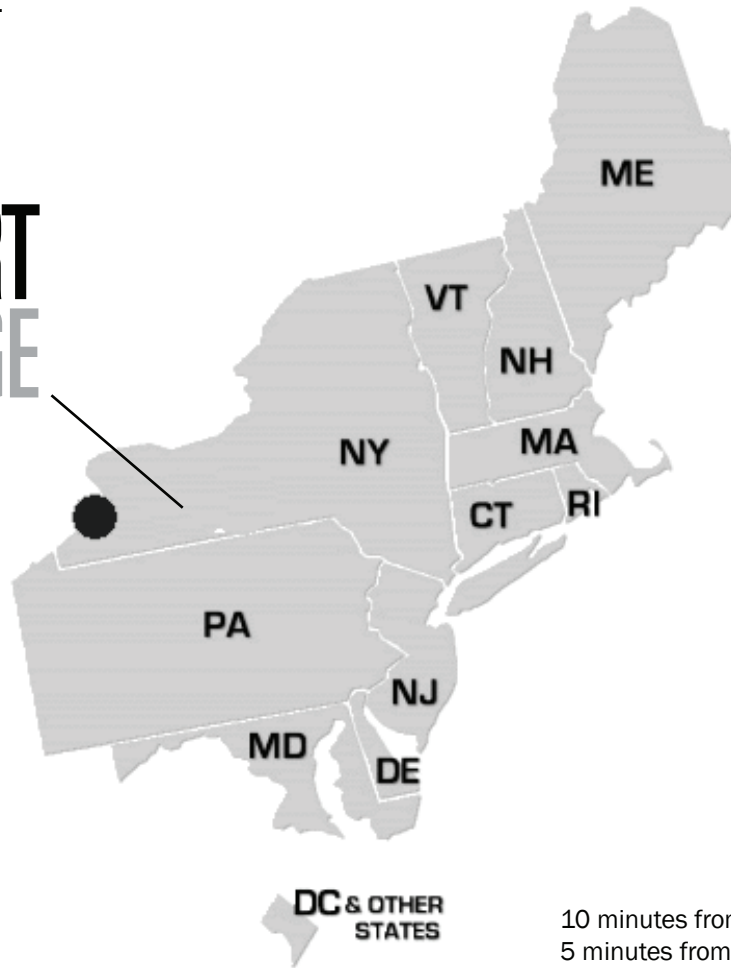
Trinity Hall. The 51,000-square-foot Trinity Hall is Hilbert's first new residence hall in nearly 40 years. Designed to foster a strong sense of campus community life, the building houses fully furnished six-person suites with common living areas and double rooms adjoined by private bathrooms, as well as a 5,100-square-foot recreation area, lounges, a computer lab and study rooms. Living area features include wired and wireless Internet access, air-conditioning, cable television, telephone lines, and access to free laundry facilities in the building. The building is heated and cooled using geothermal energy based on a green technology system. Trinity Hall also houses the Office of Residential Life and Judicial Affairs.

Hafner Recreation Center, completed in 1979 and expanded in 2005, corresponds with the architecture of the other campus buildings. The

# HILBERT COLLEGE

24,000 square foot structure consists principally of a recreation-convocation area which is the size of two regulation basketball courts. Locker rooms, fitness and training areas, showers, storage areas, a snack bar, and the athletic offices complete the interior. All services are on one floor. In addition to basketball, the gymnasium area accommodates volleyball, physical fitness oriented activities. Located behind the recreation center are two soccer fields.

## HILBERT COLLEGE



- 10 minutes from downtown Buffalo, NY
- 5 minutes from Lake Erie
- 17 miles from Fort Erie, Canada
- 30 miles from Niagara Falls, NY
- 80 miles from Rochester, NY
- 295 miles from Albany, NY
- 280 miles from Saratoga, NY
- 370 miles from New York City
- 85 miles from Erie, PA
- 110 miles from Toronto, Canada
- 205 miles from Pittsburgh, PA
- 180 miles from Cleveland, OH
- 360 miles from Rutland, VT
- 460 miles from Boston, MA
- 405 miles from Hartford, CT
- 440 miles from Concord, NH