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MISSION STATEMENT

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

HILBERT COLLEGE PHILOSOPHY STATEMENT

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

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

FRANCISCAN VALUES

Hope

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

Peace

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

Service

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

Joy

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

Integrity

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

Respect

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

and the environment

Compassion

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

Vision

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

DISCLAIMER

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

CEEB College Code Number: 2334

ACT College Code Number: 2759

DIRECTORY INFORMATION

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

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

AFFIRMATIVE ACTION CIVIL RIGHTS COMPLIANCE STATEMENT

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

No student will be expelled or be refused admission to Hilbert College because he or she is unable to participate in any examination, study or work requirements because of his or her religious obligations and practices. Campus Coordinator for Title IX and Section 504 is Dr. Christopher Holoman, Provost and Vice President for Academic Affairs.

FAMILY RIGHTS AND PRIVACY

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

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Director

of Student Records written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

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

Faculty Member	Office	Ext
Sandra Augustine, BS, CPA, Prof. saugustine@hilbert.edu	Bogel 124	Ext. 250
John Babi, MS, Ed, Assoc. Prof. jbabi@hilbert.edu	Bogel 142D	Ext. 267
Lisamarie Bensman, PhD, Asst. Prof. lbensman.hilbert.edu	Bogel 122	Ext. 127

Linda Bernstein, MBA, Prof. lbernstein@hilbert.edu	Bogel 127	Ext. 216
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Donna Zimpfer, MS, Asst. Prof. dzimpfer@hilbert.edu	Bogel 120D	Ext. 259

LISTING OF INFORMATION SOURCES

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

Ext: 325 - Email: choloman@hilbert.edu

Franciscan Hall - Administrative Suite in Franciscan Hall- Room 201

Academic Information - Academic Appeals

Academic Department Chairpersons

Academic Services - Director –Michele Sojda

Ext: 257 - Email: msojda@hilbert.edu

Bogel Hall – Room 107

Accidents and Medical Insurance – Student Life Office- Linda Potter

Ext: 230 - Email: lpotter@hilbert.edu

Franciscan Hall - Room 107

Alcohol/Drug Problems - Director of Counseling - Phyllis Dewey

Ext: 232 - Email: pdewey@hilbert.edu

St Joseph's Hall

Alumni Office - Director Alumni Relations –Deanna Messinger

Ext: 340 - Email: dmessinger@hilbert.edu

Franciscan Hall - Room 202

Billing Information - Director of Student Financial Services - Julie Lanski

Ext: 208 - Email: jlanski@hilbert.edu

Franciscan Hall - Room 102

Bookstore - Manager - Karen McKee

Ext: 234 - Email: kmckee@hilbert.edu

Lower Level - Campus Center

Campus Ministry and Mission Integration - Director – Barbara Bonanno

Ext: 407 - Email: bonanno@hilbert.edu

Bogel Hall 103C

Campus Newspaper - *The H-Files* - Dr. Charles Ernst

Ext: 315 - Email: cernst@hilbert.edu

Upper Level - Campus Center

Campus Safety - Director - Matthew Schamann

Ext: 224 - Email: mschamann@hilbert.edu

Maintenance Building

Career Development Center – Alaina Houseknecht

Ext: 291 - Email: ahouseknecht@hilbert.edu

Franciscan Hall - Room 105

Career Resource Laboratory - Franciscan Hall - Room 103

Counselor's Office - Director of Counseling - Phyllis Dewey

Ext: 232 - Email: pdewey@hilbert.edu

St. Joseph's Hall

Clubs and Organizations - Student Government Association

Ext: 392

Campus Center - Lower Level

Development Office - Vice President of Institutional Advancement – TBA

Ext: 302 - Email: TBA

Franciscan Hall - Room 202

Dining Services - Hallmark Management - Director of Dining Services – Jessica Live-ly

Ext: 235 - Email: jlively@hilbert.edu

Upper Level - Campus Center

Director for Center of Excellence and Learning- Dr. Charles Ernst

Ext: 315 -Email: cernst@hilbert.edu

Bogel Hall- 105B

Director of Residence Life- Jason Lanker

Ext: 362 - Email: jlanker@hilbert.edu

Trinity Hall

Drop or Add a Course - Office of Student Records – Registrar-TBD

Ext: 341 - Email: TBD

Franciscan Hall - Room 102

Admissions Office - Director of Admissions – Dr. Timothy Lee

Ext: 244 - Email: tlee@hilbert.edu

Franciscan Hall - Room 101

Athletic Recruiting Counselor – Rob deGrandpre

Ext 248 - Email: rdegrandpre@hilbert.edu

Hafner Recreation Center

Enrollment-Vice President for Enrollment Management- Peter Burns

Ext: 330 Email: pburns@hilbert.edu

Franciscan Hall- Administration Suite in Franciscan Hall-Room 201

Executive Director of Student Success and Retention- Kate Munroe

Ext: 395 Email: kmunroe@hilbert.edu

Bogel Hall- Room 103D

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

Ext: 207 - Email: bchudy@hilbert.edu

Franciscan Hall - Room 102

Grade Reports/Transcripts - Office of Student Records - TBD

Ext: 341 - Email: TBD

Franciscan Hall - Room 102

I.D. Cards - Student Life Office – Linda Potter

Ext: 230 - Email: lpotter@hilbert.edu

Franciscan Hall - Room 107

Intercollegiate Athletics - Director of Intercollegiate Athletics – Sue Viscomi

Ext: 233 - Email: sviscomi@hilbert.edu

Hafner Recreation Center- Room 114

Assistant Athletic Director - Kara Rehbaum

Ext: 333 - Email: krehbaum@hilbert.edu

Hafner Recreation Center- Room 116

Athletic Facilities Coordinator – Jeff Panik

Ext: 111 - Email: jpanik@hilbert.edu

Hafner Recreation Center

Sports Information Director- Kara Rehbaum

Ext: 333 -Email: krehbaum@hilbert.edu

Hafner Recreation Center

Lost and Found - Campus Safety Office - Maintenance Building

Switchboard - Bogel Hall

Franciscan Hall- Room 107

Multicultural Affairs Director- Dr. Tara Jabbaar-Gyambrah

Ext: 243 -Email: tjabbaargyambrah@hilbert.edu

Bogel Hall- Room 103B

Orientation – Vice Provost for Leadership Development/Dean of Students – Jim

Sturm

Ext: 231 - Email: jsturm@hilbert.edu

Franciscan Hall- Room 107

Parking Permits - Campus Safety Office - Matthew Schamann

Ext: 244 - Email: mschamann@hilbert.edu

Maintenance Building

McGrath Library-Information desk

Ext: 361 -Email: askus@hilbert.edu

Physical Plant Operations - Superintendent - Gary Dillsworth

Ext: 295 - Email: gdillsworth@hilbert.edu

Franciscan Hall - Room 203

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

Ext. 325 -Email: choloman@hilbert.edu

Franciscan Hall- Administration Suite in Franciscan Hall- Room 201

Public Relations - Paula Witherell

Ext: 255 - Email: witherell@hilbert.edu

Franciscan Hall – Administration Suite in Franciscan Hall-Room 201

Registration Information - Office of Student Records - TBD

Ext: 341 - Email: TBD

Franciscan Hall - Room 102

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

Ext: 325 - Email: choloman@hilbert.edu

Franciscan Hall - Administrative Suite in Franciscan Hall-Room 201

Residence Facilities Information - Director of Residence Life and Judicial Affairs- Jason

Lanker

Ext: 362 - Email: jlanker@hilbert.edu

Trinity Hall

Service Learning- Ellen Oman

Ext: 356 Email: eoman@hilbert.edu

Franciscan Hall – Room 105

Scholarships and Awards - Director of Financial Aid - Beverly Chudy

Ext: 207 - Email: bchudy@hilbert.edu

Franciscan Hall - Room 102

Social Events – Director of Student Activities – Jean Kornacki

Ext: 335 - Email: jkornacki@hilbert.edu

Campus Center Lower Level

Students with Disabilities - Debbie Dimitrovski

Ext: 260 - Email: ddimitrovski@hilbert.edu

Bogel Hall – Room 107

Traffic - Accidents, Parking Fine, Permits- Matthew Schamann

Ext: 244 - Email: mschamann@hilbert.edu

Campus Safety Office - Maintenance Building

Franciscan Hall - Room 105

Veterans’ Benefits -Office of Student Records - Peter Burns

Ext: 341 - Email: pburns@hilbert.edu

Franciscan Hall - Room 102

Vice Provost of Student Engagement- Denise Harris

Ext: 236 -Email: dharris@hilbert.edu

Franciscan Hall- Room 107

Volunteerism-Barbara Bonanno

Ext: 407 - Email: bonanno@hilbert.edu

Bogel Hall- Room 103C

Work-Study Program - Student Finance Office - Suna Combs

Ext: 249 - Email: scombs@hilbert.edu

Franciscan Hall - Room 102

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF HILBERT COLLEGE

PREAMBLE:

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

ARTICLE I. NAME AND PURPOSE

Section I. This organization shall be known as the Student Government Association of

Hilbert College, henceforth referred to in this document as the SGA.

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

ARTICLE II. MEMBERSHIP

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

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

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

ARTICLE III. ORGANIZATION OF THE ASSOCIATION

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

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

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

ARTICLE IV. THE SGA STUDENT SENATE

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

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

- a) To act for and on behalf of the student body in promoting and supporting all activities which enhance the purpose of the SGA.
- b) To be responsible for the administration and allocation of all funds accruing to the SGA.
- c) To represent the student body in relations with the faculty and administrative officers of the College.
- d) To keep a permanent record of its proceedings, copies which shall be made available to all members of the SGA and administrative officers of the College.
- e) To act with the officers of the College in setting policy for and maintaining administrative control over the organized activities of the student body.

ARTICLE V. QUALIFICATIONS, NOMINATIONS, AND ELECTIONS

Section I. Qualifications:

- Clause I. Executive Officers and Representatives shall be undergraduate students in good standing, as defined by the College.
- Clause II. Candidates for Executive Officer and Representative positions shall:
- Be full-time students at the college with 12 credit hours.
 - Hold a cumulative point average of at least 2.50.
 - Not be on academic or disciplinary probations.
 - Be a member of that respective class if running for a class representative position.
 - Be able to attend all weekly meetings.
 - Be allotted three (3) absences per semester from the senate and committee meetings, unless otherwise excused by the President. The President will be allotted three (3) absences per semester unless otherwise approved by the advisor. Anyone having more than three (3) unexcused absences will be considered for dismissal.
- Clause III. Candidates shall meet specific requirements as set by the Rules and Regulations Committee.
- Section II. Nominations:
- Clause I. Candidates for all the SGA positions shall present to the Rules and Regulations Committee a petition for Candidacy which has been signed by twenty-five (25) students. No current SGA member may sign this document.
- Clause II. The Petition for Candidacy shall be approved by the Director of Student Activities and Director of Judicial Affairs as to the student's scholastic eligibility and the absence of disciplinary or academic probation.
- Clause III. Each Candidate must complete a written platform, signed petition, and judicial form. In the written platform, the student will be required to describe any prospective plans, ideas, or goals he intends to accomplish by joining the SGA. A copy of this written platform should be given to all members of the SGA prior to formalizing the candidacy.
- Clause IV. Each Candidate will be questioned by the SGA in regards to their position. Upon questioning, the candidate will have a chance to enunciate his intended plans, ideas, or goals concerning his candidacy.
- Clause V. After reviewing an appointed candidate's platform and questioning him or her, if the SGA votes not to appoint the candidate, they must write a concise statement explaining why the candidate was rejected. The written statement must be hand delivered by the SGA Rules and Regulation Committee to the rejected candidate within forty-eight hours of the vote.
- Section III. Elections:
- Clause I. The Executive Officers and Representatives of the SGA shall be elected by secret ballot of the members of the student body on dates set by the Rules and Regulations Committee.
- Clause II. An election for the following SGA members will take place in the month of late March/April:
- Five Executive Officers
 - Two Senior Class Representatives

- c) Two Junior Class Representatives
- d) Two Sophomore Class Representatives

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

- a) Two Freshman Class Representatives
- b) One Commuter Representative
- c) One Resident Representative
- d) Two Representatives-at-Large
- e) One Transfer Representative

- Clause III. Freshman Representatives and Representatives-at-Large for the current academic year shall be elected no earlier than September 1, and no later than September 30.
- Clause IV. The Executive Officers shall hold office from June 1st to May 31st. The Representative Officers shall hold office from September 1st to May 31st.
- Clause V. All newly elected Representatives shall begin their term of office immediately upon their installation and hold office until their eligibility changes or until new elections are held.
- Clause VI. In the event of a vacancy in the Presidency, the Vice President shall assume the office. For any other vacancy, including one caused by the assumption of the Presidency by the Vice President, the remaining SGA Officers and the Senate shall meet as a single body, elect replacements who shall complete the unexpired term of the office. Candidates for such replacement positions shall follow procedures as stated for the nomination of those persons they are replacing and shall meet the same qualifications and requirements as stated for the original elections.
- Clause VII. If any of the positions are not filled at the time of elections or become vacant throughout the year, the SGA may appoint any student meeting the qualifications for general elections.
- Clause VIII. Class Standing: For purposes of election and holding office in any student organization, class status shall be defined by the College.

ARTICLE VI. STUDENT SENATE DUTIES

- Section I. **President:** It shall be the duty of the President to execute and enforce the provisions of the Constitution. The President shall call and preside over all the meetings of the SGA. He/she shall appoint all necessary committee chairpersons and shall receive written and verbal reports from all committees on a weekly basis in the SGA meeting. The President shall serve as the official representative of the SGA to the duly constituted authorities of the College and the community. The President shall also chair the Social Welfare Committee. It is the President's duty to attend all required activities and any other selected activities sponsored by the SGA. The President shall also perform other duties as required.
- Section II. **Vice President:** The Vice President shall perform all duties of the President in his/her absence. The Vice President shall develop a monthly calendar of club approved fundraisers and supervise the various SGA Clubs. The Vice

President shall create the Club Policies and Procedures binders to distribute to all clubs each Fall. The Vice President is responsible for reviewing the campus clubs' Activity Report Form on a monthly basis. The Vice President shall present club fundraising requests to the senate and then communicate the status to the respective club. In extenuating circumstances and time sensitive matters, the Vice President may exercise discretion and process fundraiser requests. The Vice President shall also be responsible for submitting monthly SGA articles to the H-Files. The Vice President shall assign and monitor club boards in Bogel Hall. The Vice President shall also chair the Rules and Regulations Committee. It is the Vice President's duty to attend all required activities and any other selected activities. The Vice-President shall also perform other duties as required.

Section III. **Secretary:** The Secretary shall record all the minutes of the meetings of the SGA and the Executive Board, and shall be responsible for the official correspondence of both. In addition, the secretary shall be responsible for all correspondence of the Student Government Association to the college and community. In May of each year, the Secretary shall deposit all SGA records with the Dean of Students. The Secretary will also be responsible for publishing a SGA brochure/newsletter annually. The Secretary shall also chair the Communications Committee. It is the Secretary's duty to attend all required activities and any other selected activities. The Secretary shall also perform other duties as required.

Section IV. **Treasurer:** The Treasurer shall maintain financial records of the SGA and shall receive and disburse funds as directed by the Student Senate. The Treasurer shall submit written and verbal financial reports to the Student Senate on a weekly basis. The Treasurer shall review campus clubs' Financial Report Form on a monthly basis. The Treasurer shall chair the Budget committee which will prepare an annual budget and derive club funding. In extenuating circumstances, time sensitive matters, or in the absence of the Vice President, the Treasurer may exercise discretion and process fundraiser requests. It is the Treasurer's duty to attend all required activities and any other selected activities. The Treasurer shall also perform other duties as required.

Section V. **Vice President of Programming:** The Vice President of Programming, henceforth to be referred to as VP of Programming, shall represent the SGA and serve as a representative on the Campus Activity Advisory Board, henceforth to be referred to as C.A.A.B., in the SGA Constitution. The VP of Programming shall attend all C.A.A.B. meetings. If the VP of Programming cannot be present for C.A.A.B. meetings then he or she must be excused by the C.A.A.B. As a member of the SGA, the VP of Programming must attend all SGA meetings. The VP of Programming must organize all SGA sponsored events. It is the VP of Programming's duty to attend all required activities and any other selected activities. The VP of Programming shall perform other duties as required.

Section VI. **All Representatives:** Each representative shall represent the interests of the student body by attending each Student Government Association meeting and present the needs and wants of the Hilbert College student body. If any

representative changes his or her student status during the academic year, he or she will be allowed to hold their respective representative position until the end of the academic year. Further, each representative shall be an active member on one (1) SGA committee and one (1) College committee. It is a representative's duty to attend activities sponsored by the SGA.

- **Class Representatives:** Class representatives can only represent the class they belong to. Class Representatives will hold meetings with their respective class at the beginning of each semester. There should be a written record of each Class Representative meeting that is communicated to the Senate during the following SGA meeting. Also, Class Representatives shall try their best to make sure their respective class is aware of their position.
- **Residential Representative:** The residential representative must be a student who lives on campus. The Residential Representative will serve as a liaison between the Student Residence Hall Council and the SGA.
- **Commuter Representative:** The Commuter Representative must be a commuter student. The Commuter Representative will be responsible for holding a commuter student meeting each semester. There should be a written record of each commuter meeting and this shall be communicated to the Senate during the following SGA meeting. The Commuter Representative must create and update a Commuter bulletin board in Bogel Hall. Also, the Commuter Representative shall try their best to make commuter students aware of their position.
- **Transfer Representative:** The Transfer Representative must be a transfer student. The Transfer Representative must create and update the Transfer bulletin board in Bogel Hall. The Transfer Representative shall also attend all transfer student orientations. Also, the Transfer Representative shall try their best to make sure transfer students are aware of their position.
- **Representatives at Large:** Representatives at Large should try their best to make sure all students are aware of their position. Representatives at Large shall also work with newly chartered clubs to ensure that they are up-to-date with the logistics of the SGA.

Section VII. SGA members are mandated to attend a minimum of five events per year. These events are as follows: the Children's Halloween Party, the Children's Christmas Party, the Children's Easter Party, the Student Awards Banquet, and Quad Party. Failure to attend these events will result in an absence. All other events required to attend are at the discretion of the board.

Section VIII. All members of both the Executive Board and the Student Senate will be required to sit on at least one SGA committee and one College Committee as a part of the general requirements of the SGA, pending available positions.

Section IX. **Removal from office:** An Executive Officer or Representative of the SGA may be impeached for serious neglect of duty by a majority of the entire Senate. An Executive Officer or Representative shall be tried by the Senate and subjected to a two thirds vote in the affirmative from the Senate to be removed from office.

ARTICLE VII. MEETING OF THE SENATE:

- Section I. Regular meetings of the Senate shall be Thursdays from 3:15 PM until all topics have been covered.
- Section II. Special meetings of the Senate may be called for designated purposes by the Dean of Students, the SGA Advisor, President of the SGA, or majority vote of the Student Senate. Notice of a special meeting shall be posted at least two days in advance in the SGA Office.
- Section III. All meetings of the Student Senate shall be open to the public, unless closed by a majority vote of the members of the Senate.
- Section IV. In the absence of the Student Government Association and formal meetings during the months of May, June, July, and August, and for the continuous advancement of the mission of the SGA and its objectives, the SGA Executive Board shall have full voting privileges on programs and expenditures.
- Section V. Quorum: A quorum for any meeting of the Senate shall consist of no less than fifty percent plus one, of the representatives. The quorum shall be comprised of the filled Senate seats.
- Section VI. All Representatives and Executive Board members are required to attend one SGA retreat and one Student Development Training Session per academic year.

ARTICLE VIII. RELATIONS WITH THE COLLEGE:

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

ARTICLE IX. COMMITTEES:

- Section I. There shall be five standing committees of the SGA: Budget and Appropriations, Rules and Regulations, Social Welfare, Communications Committee and Dining Hall Committee
- Section II. The President of the SGA shall delegate members of the Senate to serve on committees. Other members of the Senate may be appointed at the discretion of the SGA President.
- Section III. All committees shall present weekly verbal and written reports to the Senate as to their progress on the duties set forth in the Constitution during the SGA meeting.
- Section IV. The SGA President may form special committees as deemed necessary and appoint any member of the Senate to serve as chair. The special committees will follow the same reporting procedure as the standing committees.
- Section V. In an effort to better involve students in the college legal and regulatory affairs, Hilbert College's various college committees have agreed to allow a member of the SGA per committee to be a part of their meetings. These in-

clude, but are not limited to, committees involved with the areas of College Academia, College Athletics, Student Life, Financing, and Campus Safety Issues.

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

Clause I. The Budget and Appropriations Committee:

The Budget and Appropriations Committee shall:

- a) Assist the SGA Treasurer and the SGA Advisor in preparing the annual budget.
- b) Review, process and allocate all annual club budget requests.

Work with the SGA Treasurer to ensure that deposits and payments are made in a timely manner.

Clause II. The Rules and Regulations Committee:

The Rules and Regulations Committee shall:

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

Clause III. The Social Welfare Committee:

The Social Welfare Committee shall:

- a) Assess the needs of the student body and articulate those needs to the representative offices and/or committees.
- b) Conduct an annual campus safety walk in coordination with the Director of Student Activities, The Dean of Students and the Director of

Campus Safety and recommend changes accordingly.

- c) Plan, organize and direct the Student Awards Banquet in the Spring semester.
- d) Recognize the role of club advisors by planning an appreciation function on an annual basis.
- e) Conduct a student concern survey once per year and report the results to the Student Senate.

Clause IV. The Communications Committee:

The Communications Committee shall:

- a) Be responsible for all digital and other types of communication and media around the college in regards to advertising and promoting the Student Government Association as a whole.
- b) Monitor the SGA Hilbert College website.
- c) Create proposals for the advertisements on the digital advertisement screens located around campus.
- d) Maintain all the SGA boards in Bogel Hall and all other advertisement creations and promotions.

ARTICLE X. RECOGNIZED CLUBS AND ORGANIZATIONS

Section I. Any group of students desiring to function as an inclusive student organization of Hilbert College, which has as its purpose the fulfillment of social, recreational, or cultural interests of the student body, may apply for recognition by the SGA and the College through the submission of a Request for Charter at any time throughout the academic year. This applies to clubs funded and not funded by the SGA. The Charter Request Form must be completed and turned into the Vice President of the SGA. At that time, the Senate shall then vote for approval. A newly chartered club may apply to receive up to \$100 per month remaining in the academic year.

Section II. Clubs requesting to be re-chartered for the next academic year must fill out a charter form in the Spring semester along with a budget request form. Each club is required to have a President and five members, including the officers. Clubs are required to have a treasurer if it is planned to do any type of monetary transactions, including, but not limited to, fundraising, requesting of funds and check requests or deposits. All other officers are at the discretion of the club. In order to receive funding, the SGA must have a record of the officers before the Budget Hearing in the Spring. Any club who requests funding any time after the Budget Hearing in the Spring, and has been chartered the previous year (only), the club will only be eligible for \$125 per remaining month of the academic year.

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

Section IV. All student organizations shall be responsible to the SGA, Hilbert College and shall be held responsible for the official acts of their officers and mem-

bers.

Section V. The SGA requires that each club funded and not funded by SGA have one student member attend the All Clubs Meeting in September and in the Spring. Furthermore, the SGA requires that each club funded by the SGA attends the Budget Review Process at the start of the Spring Semester, and the Budget Allocation Process in April.

Section VI. Clubs are required to submit Activity Report Forms to the SGA Vice President on the first Monday of every month.

Clubs are required to submit Financial Report Forms to the SGA Treasurer on the first Monday of every month.

ARTICLE XI. RULES OF ORDER

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

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

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

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

STUDENT GOVERNMENT ASSOCIATION BY-LAWS FOR THE HILBERT COLLEGE STUDENT GOVERNMENT

I. Any member of the Hilbert College faculty, staff, or administration may become a club advisor.

II. Any member of the Hilbert College faculty, staff, or administration that becomes an advisor should note that they can only advise up to three clubs per academic year.

III. The Student Senate will follow the rules and procedures found in the most current issue of Robert's Rules of Order.

IV. The SGA funds may be used to fundraise for a charitable cause. The club may give up 10 % of their annual SGA budget for charitable donations.

V. The use of the funds in a club's Even Exchange Account can be used as a donation to charitable causes; there is no cap on this amount.

VI. Fundraiser Request Form and Facility Reservation Form Policy

- Each club funded or not funded by the SGA is allotted unlimited fundraisers,

but limited to hold their fundraisers at Bogel Hall Atrium each time. The fundraiser location will be regulated by the SGA to ensure that all clubs have an equal opportunity to use the Bogel Hall Atrium. The regulation will constitute each club to wait a minimum of two (2) weeks following the completion of their current fundraiser before they can request to have a fundraiser at the Bogel Hall Atrium.

- All clubs funded and not funded by the SGA must submit a completely filled out Fundraiser Request Form into the Student Government Office to be approved at least two (2) SGA meetings before the fundraiser is held.
- In the case that a club Fundraiser Request Form is not properly filled out, the request will not be approved and an e-mail will be sent to the club president and advisor.
- The Fundraiser Request Form should be attached with a copy of the completed Facility Reservation Form, which can be obtained from the Business Office.
- When a fundraiser request is approved, a notification e-mail will be sent out to the club president and advisor.
- If a club continues on with a fundraiser without approval, or violates any of the above criteria, the Student Government Association holds the right to review violation and determine a consequence dependent on the severity of violation. Any non-funded club who violates the above SGA criteria will receive three (3) warnings. If the non-funded club continues to violate the SGA criteria, the club will be suspended of its club duties for one (1) semester. If the club chooses to return to their duties after the suspension and hold a fundraiser, other clubs will have priority over this club.
- Out of all fundraisers permitted to a club, only three (3) of these fundraisers can be used for charitable purposes. Consequently, all of the funds raised for that particular fundraiser must be donated to the charity of the club's choice. Proof of this action must be provided to the Student Government Office.
- Each club is allowed to have one (1) fundraiser request approved of during the months of the SGA's absence from graduation to the beginning of September for the Fall semester, and one (1) during Winter break for the Spring semester. In this event, the Fundraiser Request Form must be completely filled out by the club president and advisor, then submitted and approved by the SGA's advisor.

Fundraiser Request Forms Penalizations

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

- A first offense will result in a reduction of 10% of the original SGA allocated funds for the current academic year.
- If a second offense occurs, an additional 25% reduction will be assessed.
- If a third offense occurs, an additional 50% reduction will be assessed.
- If a fourth offense occurs, ALL funds will be withheld for the remainder of the academic year. Please keep in mind that following the SGA policies are criterions for future budget allocations.

VII. Sign Out Policy for All SGA Equipment

Any club wishing to use any equipment owned by the Student Government Asso-

ciation will be allowed to sign the equipment out in the SGA Office with an Executive Board Member or the Advisor to the SGA. The person who signs out the equipment is assuming all responsibility for the equipment. Clubs are responsible for picking up the equipment, cleaning the equipment, and the purchase of any supplies needed.

VIII. Policy for Appeals

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

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

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

IX. New Clubs Chartering Policy

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

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

X. Attendance for Voluntary Events

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

XI. Alcohol Policy

Absolutely no alcohol may be consumed by any person while partaking in events or activities if the club is sponsored by the SGA. Alcohol may also not be purchased by a club with the SGA funded money, even if a person is of legal age. Failure to comply will result in disciplinary action decided by the SGA board and advisor.

XII. Travel Policy

The SGA requires that clubs that decide to travel outside of a fifty (50) mile radius or overnight at any location must have a Hilbert College affiliated chaperone (such as a club advisor) attend if club members decide to use the SGA funded money. In addition, the club must fill out the travel form provided by the Student Life Office and return it after it has been filled out. Failure to comply will result in disciplinary actions decided by the SGA board and advisor.

SOCIAL ORGANIZATIONS ON CAMPUS INCLUDE:

	ADVISOR(S)
Adventure Club	Jim Sturm
Ambassador Program	Admissions
Art Club.....	Beth Dragone
Billards Association.....	Jason Lanker
Campus Activities Advisory Board	Jeannie Kornacki
Campus Ministry Club	Barbara Bonanno
Common Grounds Club.....	Tara Jabbaar-Gyambrah
Communication Club.....	Don Vincent
Cooking with Confidence	Bridget Hodges
Criminal Justice Association/Forensic Science Club.....	Kathy Pierino and John Culhane
Fitness Club.....	Katie Donahue and Kristi Kopp
Future Alumni Network.....	Deanna Messinger
Great Expectations.....	Amy Smith
Hilbert Starz	Denise Harris
Hockey Club.....	Don Suchan
Human Services Association	Colleen Kumiega
Library Advisory Club.....	Katie Donahue
Military Club	Jeannie Kornacki
Phi Beta Lambda	Dan Roland
Psychology Club.....	Carol Nowak
Ski Club/Snowboard Club.....	John D’Amico
Spectrum Club.....	Jeannie Kornacki
Students Against Destructive Decisions	Phyllis Dewey
Student Athlete Advisory Committee.....	Kelly Starchok and Curt Campbell
Student Government Association	Jeannie Kornacki
Students In Free Enterprise.....	Dan Roland

STUDENT PUBLICATIONS

The H-Files, the student newspaper, is published four times per semester in the fall and spring for a total of eight issues. A publication of the Office of Student Life/Office of Student Activities, the newspaper features news, stories, articles, and announcements of

students, administration, faculty, and staff. The newspaper encourages guest editorships to allow more students to participate in the journalistic process. The faculty editor/advisor is Dr. Charles Ernst. The newspaper office is located in a room accessed through Room 144 on the first floor of Paczesny Hall. All full-time or part-time students with an interest in writing, creative writing, photography, editing, and/or design are encouraged to become part of *The H-Files*' staff.

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

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

FACILITIES

BOGEL HALL

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

CAMPUS CENTER

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 office of the Director of Student Activities, the Student Government Office, as well as a student lounge/recreation area. Located on the upper level of the Center, the main Dining Hall and the Veterans Center.

FRANCISCAN HALL

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

HAFNER RECREATION CENTER

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

PACZESNY HALL

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

WILLIAM E. SWAN AUDITORIUM

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

SERVICES

ACADEMIC SERVICES CENTER

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

Tutoring

Tutoring in Academic Services includes an appointment format, along with drop-in tutoring. Drop-in tutoring continues during our most populated hours while individual appointments can be made around a student's schedule and tutor availability. During individual appointments tutors will be able to cover broader content, based upon their academic strengths.

A tutoring board is available in the Academic Services Center that displays the course with the appropriate tutor and the tutor's schedule. The student in need of tutoring will sign up for a convenient time with a suitable tutor for a one-on-one session.

Copies of drop-in tutor times are posted across campus, and available for students to take from the Center.

Writing Coordinator

Starting with the Fall semester of 2011, the Academic Services Center has added a professional resource, in addition to the existing student writing tutors, to help students strengthen their writing skills in all subject matter. The writing coordinator acts as a coach and mentor for all students during any stage of the writing process.

Testing

Make-up testing- All make-up tests are given on Fridays and must be scheduled at least 24 hours in advance. If a professor agrees to allow a student to make up a test, it is the student's responsibility to schedule an appointment in Academic Services. Once the appointment is scheduled, the student will be responsible for giving the test request form to the professor. The professor will then drop off the test before the appointment scheduled time. Please note, if the student is more than 15 minutes late for the appointment the test will be returned to the professor.

Study Skills

Students are encouraged to use the Center for assignments, to study, or review class notes. Study groups are welcome! Individual help is available to brush up on study skills, time management techniques, note taking styles and/or organizational skills. Thirteen computers and 2 scanners are dedicated to student use only, for writing papers, internet research, accessing the online catalog and electronic databases of McGrath Library, and utilizing the campus e-mail and course management systems.

Accommodations

The Center works with students who have disabilities to set up document supported accommodations, academic adjustments and auxiliary aids. Examples of accommodations include, but are not limited to: alternate location for testing, extended time on tests, use of word processor, e-texts and use of an in class note-taker. Students requesting services should contact the Assistant Director of Academic Services as early as possible to provide documentation and discuss their academic needs.

AUTOMATIC TELLER MACHINE

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

MCGRATH LIBRARY

Reference desk telephone: (716) 926-8913

McGrath Library hours for the academic year

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.
Saturday	11:00 a.m. – 4:00 p.m.
Sunday	11:00 a.m. – 4:00 p.m.

- Need research help? Meet with a librarian or call for assistance
- Computers available for research and writing
- Wireless access
- Laptops available for two (2) hour loan for in-house use (ask a librarian for details)
- Book circulation: three (3) weeks
- Library databases in the arts and humanities, business, criminal justice, forensics,

health and medicine, history, and more: <http://www.hilbert.edu/academics/mcgrath-library>

Off campus access to library databases with your student ID and password
(For example, Username: jsmith Password: *****)

Note: the @hilbert.edu extension is not needed

- Group study spaces
- Leisure reading and lounge areas
- Daily newspapers
- Games

CAMPUS MINISTRY

Embracing Hilbert College's Franciscan heritage and values, Campus Ministry brings together students of all faiths in a warm and welcoming spirit of inclusiveness. A variety of opportunities are offered that nurture their religious and spiritual development, recognition of the presence of God in all persons and creation, and potential for ethical leadership. Activities include liturgies, interfaith and ecumenical services, faith sharing, spiritual/pastoral counseling, and retreats. Many volunteer service projects with faith-based and non-profit organizations also exist. And, to provide a holistic experience, social events are planned as well. Campus Ministry programs support the mission of the College to educate students from diverse backgrounds to become informed citizens committed to serving and strengthening their communities.

In the Catholic tradition, Mass is celebrated on special occasions and Communion services are held. Sacramental classes are available to students free of charge, including the RCIA program (Rite of Christian Initiation of Adults).

Mother Colette's Cupboard, which provides emergency food assistance for Hilbert students, operates through Campus Ministry. Located in Bogel Hall 103C, Campus Ministry is part of the Office of Mission and Ministry. Everyone is welcome to stop by for either an informal visit or a scheduled appointment.

CAMPUS SAFETY

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

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

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

A more detailed directive on the services provided by the Campus Safety Department is available online at www.hilbert.edu. Copies of this booklet are also available upon requests. Included in this publication are the Crime Statistics for the College over the past three years.

CAMPUS BOOKSTORE

Located in the lower level of the Campus Center, the Bookstore stocks all required texts (students have the option of purchasing or renting new or used textbooks) for courses offered each semester, as well as a variety of school supplies, gift items, sundries and collegiate apparel. Bookstore hours are posted throughout campus at the beginning of each semester. The Bookstore buys back used books everyday including the end of the fall and spring semesters; dates and times will be posted. Please visit the bookstore's website which is www.hilbert.bkstr.com for store hours, policies and procedures, plus online ordering of textbooks and Hilbert College insignia products.

CAREER DEVELOPMENT CENTER

The Hilbert Career Development Center provides interrelated services to assist current students and alumni with the career planning process. Students are urged to make contact with the office early in their academic career to develop a strategy to enter the world of work or continue their education after graduation. The office is located on the first floor of Franciscan Hall and services are free to both students and alumni.

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

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

Workshops and Programs: The center offers workshops in the fall and spring semesters on career-related topics, like resume and cover letter writing, job search techniques and

graduate school preparation. At our Professional Success Program, you can learn about networking techniques, dressing for success, mealtime interviews, and more.

Computer Lab: The career lab has nine computers available for students to utilize to work on career related projects. The lab is open during regular office hours or by appointment.

Employment Announcements: Current listings in all academic areas and related professional fields are available online. The password to view the online job postings is hilbertjobs.

St. Clare's Closet: Professional attire is available for students to borrow for job interviews. Donations are accepted throughout the year.

CERTIFICATION OF IMMUNIZATION

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

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

THERE ARE TWO WAYS TO MEET THESE REQUIREMENTS:

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

MENINGOCOCCAL VACCINATION

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

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

THE ACHA RECOMMENDS THE FOLLOWING GROUPS CONSIDER VACCINATION:

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

FOR MORE INFORMATION

Health Records: (716) 649-7900, ext 230

COUNSELING MENTAL HEALTH

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

The counseling center is dedicated to serving our population with tools that will enhance a healthy lifestyle and offer a meaningful personal and educational experience here at Hilbert. Seminars and workshops will be available throughout the year and will be advertised in the school newspaper and posted around the campus. A wide range of resource materials concerning health and wellness issues are available to all students free of charge and can be located in the Resource Room adjacent to the Counseling office.

Students, faculty, and staff are invited and encouraged to visit the center for all their counseling and wellness needs. We are located in St. Joseph's Hall. For further information, please call 649-7900 Extension 232.

DINING SERVICE HOURS

		Meal Plan Hours
Monday-Friday	Breakfast	7:30 a.m.-11:00 a.m.
	Lunch	11:01 a.m.-4:30 p.m.
	Dinner	4:31 p.m.-8:30 p.m.

(Hot line until 7:30 p.m., made to order til 8:00 p.m., 8:01 p.m.-8:30 p.m.- cold sandwiches)

Saturday-Sunday	Brunch	10:30 a.m.-2:30 p.m.
	Dinner	2:31 p.m.-6:00 p.m.

(Hot line until 5:45 p.m.)(5:45 p.m. till 6:00 p.m. cold sandwiches)

Bogel Hall Snack Bar For Cash Customers

Mon.-Thurs.

9:00 a.m.-1:00 p.m.

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

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

DINING HALL RULES

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

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

Please feel free to direct questions to Jessica Lively, Director of Dining Services, or anyone on the Dining Service Team.

EMERGENCY FOOD ASSISTANCE

Mother Colette's Cupboard assists Hilbert students in need of short-term, emergency food assistance. Individuals in need should contact Hilbert's office of Campus Ministry located in Bogel Hall 103C.

FAX SERVICES

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

FINANCIAL AID PROGRAMS

Refer to the Hilbert College Catalog.

HEALTH SERVICES

Your physical well being is at all times the object of our careful attention. Students who develop an illness or sustain injury while on campus can be seen and treated in our Wellness Center located in St. Joseph Hall, staffed by a Nurse Practitioner and a Medical Assistant from 9 a.m.-2 p.m. Monday thru Friday. A physician consultant is available at all times. If more intense care is needed the student can be immediately referred to one of the nearby clinics or hospitals. First aid kits with standard medical supplies (adhesive bandages, ointment) are available at the following locations:

Bogel Hall - Switchboard Lobby

Franciscan Hall - Student Life Office and Student Lounge

McGrath Library - main entrance

Hafner Recreation Center - main lobby

Campus Center - Student Lounge

Residence Hall - R. A. Office

Maintenance - Director's Office - Campus Safety Office

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

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

students to take part in intercollegiate athletics.

IMMUNIZATIONS:

New York Public Health Law states that all students who are registered to take six or more credit hours and were born after January 1, 1957 must submit within 30 days of the first day of class verification of immunization or proof of immunization or proof of immunity for two measles, one mumps, and one rubella. If we have not received your form we are mandated to prohibit your class attendance. Transfer students may request and submit health records from a prior college.

I.D. CARDS

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

INTERCOLLEGIATE ATHLETICS

Hilbert welcomes the interest of any full-time student meeting NCAA, AMCC, ECAC, and institutional eligibility requirements to try out for any of the thirteen intercollegiate sports. Hilbert College is a full fledged member in the Allegheny Mountain Collegiate Conference (AMCC), the United Volleyball Conference (UVC), and competes at the NCAA Division III level. Hilbert offers the following intercollegiate sports: Men's Baseball (Spring), Men's and Women's Basketball (October through March), Men's and Women's Cross Country (Fall), Men's Golf (Fall), Men's and Women's Lacrosse (Spring), Men's and Women's Soccer (Fall), Women's Softball (Spring), Women's Volleyball (Fall), and Men's Volleyball (Spring).

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

Student-athlete academic and athletic eligibility is monitored by the Director of Intercollegiate Athletics.

INTERCOLLEGIATE ATHLETICS DEPARTMENT

Director of Intercollegiate Athletics	Susan Viscomi
Athletic Facilities Coordinator	Jeff Panik
Compliance Coordinator	Kelly Starchok
Sports Information Director	Kara Rehbaum
Athletic Trainer /A.T.C. Sports Medicine	Curt Campbell

Baseball Coach	Jim Pernick
Basketball Coach, men's	Rob deGrandpre
Basketball Coach, women's	Rob Peterson
Cross Country Coach, men's	Geoff Brunger
Cross Country Coach, women's	Geoff Brunger
Golf Coach	Andrew Dvornski
Lacrosse Coach men's	Rick Schunke
Lacrosse Coach women's	Julia Decker
Soccer Coach, men's	Jeff Panik
Soccer Coach, women's	Kelly Starchok
Softball Coach	Lisa Baker
Volleyball Coach, men's	Bill Schultz
Volleyball Coach, women's	Amanda Logue

FITNESS CENTER

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

GYMNASIUM

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

INTRAMURAL ATHLETICS

Hilbert College encourages participation in intramural activity. Programs will be announced based on the current student body's interest and excitement level. For more information please contact Jean Kornacki in the Student Activities Office located in the Campus Center.

MAIL

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

MULTICULTURAL AFFAIRS

The mission of the Office of Multicultural Affairs at Hilbert College is to build an inclusive campus environment that promotes diversity awareness, academic excellence, multi-cultural education, and student learning and development. Moreover, the Office of Multicultural Affairs is committed to building an environment that values and respects every person regardless of gender, age, race, sexual preference, socioeconomic level, physical ability, cultural background, religion, nationality, or beliefs. The office offers guidance on issues related to diversity and strives to enhance the dignity and integrity of each unique individual based on these core values. Furthermore, the office envisions the campus community as a teaching and service community that, creates holistic and diverse learning experiences for students, faculty, and staff through programming, collaboration, and community outreach.

Specifically, the Office of Multicultural Affairs seeks to connect learning with social justice issues, and diversity, by providing programming that consists of lectures, professional guest speakers, entertainers, cultural plays, student activities and interactions that nurture acceptance and promote awareness.

Programs sponsored and co-sponsored by the office are designed to welcome diversity and encourage the campus to appreciate and respect different experiences, perspectives, identities, and expression. The Office of Multicultural Affairs is located at 103B Bogel Hall. Faculty, staff, and students are welcome to stop by for either an informal visit or scheduled appointment.

RESIDENCE LIFE

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

RESIDENTIAL APARTMENT INFORMATION

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

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

RESIDENCE HALLS INFORMATION

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

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

Trinity Hall opened in September of 2009. This residence hall has two types of rooms, doubles and triple room suites. The suites consist of 3 double rooms, 2 bathrooms and a small living room. Students are responsible for cleaning their own room and bathroom throughout the academic year. Trinity Hall is air conditioned, and has wireless internet and cable TV. Mail is delivered to the residence hall daily, and each room has its own

mailbox. Vacuum cleaners, toilet paper, and light bulbs are available from the hall office. The Office of Residence Life is located in the lobby of Trinity Hall.

BREAK CLOSURE

For all breaks, Trinity and St. Joseph Halls close. These breaks include Thanksgiving, Christmas, and Spring Break. Except for the period between Christmas and right after the January 1st, the residential apartments remain open through all breaks.

AUTHORIZED SEARCH OF RESIDENTIAL FACILITIES

The Office of Residence Life and/or Officers of Campus Safety have the right to search any and all residential facilities with just cause. If a suspected violation of the Student Code of Conduct is taking place, Campus Safety and Residence Life Staff have the right to enter the room immediately without warning. Additional Health and Safety inspections will be done two to three times a semester to check for policy violations and fire safety. These inspections will be posted twenty-four hours before the inspection is done.

PROHIBITED ITEMS

Hilbert College does not allow the following items in student rooms: Halogen lamps, candles, incense burners, hot plates, heaters, microwaves, space heaters, electric grills, refrigerators larger than 2.5 cubic feet in size, toasters, anything with an exposed heating element, large appliances, and window air conditioners.

Furthermore, Hilbert College will not allow any type of weapons to be carried or stored anywhere on campus. Please see policy below:

All Hilbert students and personnel are prohibited from possessing any firearms, ammunition or other similar dangerous instruments, that can threaten and/or cause bodily harm to themselves or others. Any weapon found would be confiscated by campus safety personnel and the owner is subject to disciplinary and possible legal action. This includes paint ball guns, pellet guns, and air soft guns. This policy also applies to any non-cutlery knife blade (hunting knife, for example) in excess of 2 inches in length.

PET POLICY

The Office of Residence Life does not allow any pets in the student rooms at any time. This includes all animals except fish. A student can have one ten gallon fish tank per room.

MAIL DELIVERY

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

CHECK IN/OUT POLICY AND KEYS

It is the responsibility of the student to check in and out at the proscribed times during the year. In general check-in will be conducted in Trinity Hall at the Office of Residence Life. Students must contact their Resident Assistants to fill out a Room Condition Report (CRC) which documents the condition of the room upon entering and leaving the room

space. If a student loses keys or their fob, they will be charged a replacement fee for that item. Upon exiting their residential space, students must check out with their Resident Assistant and fill out their RCR and return keys. Failure to do so will result in charges being applied to a student's account.

NEW CAMPUS NOTIFICATION SYSTEM!

We are pleased to announce our new campus-wide notification service! In addition to the current notification systems in place, this additional service will **allow you to receive critical messages and school closing information as a text message to your cell phone and/or a preferred e-mail account.** This service is free, and offered to you through Hilbert College's Student Life Department as another enhancement to our services. (The service through e2campus is at no cost to you, however, your text messaging service provider may charge you for text messages you receive from this system. Hilbert College is not responsible for these charges.) We hope this service will keep you abreast of the latest safety and campus information, and save you time, money, and gas. This service will only be used for campus-wide critical messages, or topics you select to be notified about such as athletic news (Hawks News) or Student Activities. You will not receive advertisements, solicitations, SPAM, etc. You can sign up at any time, and cancel at any time. To sign up, the instructions are incredibly simple. Please do the following: Determine if you want your messages to come to your cell phone, preferred e-mail, or both. For an account name, use your first initial and last name (Ex. jsmith) and put in whatever password you like. Go to www.e2campus.com/my/hilbert and click on **I need to create an account.**

If you want to be notified via e-mail only, click on the **Click Here to Sign Up Using Email Only** link. Follow the directions completely. You will be sent a confirmation message to your cell phone or e-mail address which you need to respond to complete the sign up process. To change any of your account settings at any time in the future, just go to www.e2campus.com/my/hilbert. We will also look to incorporate links from our website and hconline

SERVICE LEARNING

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

Whenever possible, courses that include service-learning will be listed in the course catalog and the Service Learning webpage on Hilbert's website. The use of service-learning, the types of agencies and projects that students will be working with, and the requirements of students will be at the discretion of the course's professor. When taking a course that offers service-learning, students should be proactive in contacting the service sites and in completing their service. Students are expected to behave professionally and serve as positive representatives of Hilbert College when serving at their community sites. Students should bring any concerns about the service placement to their professor or the Service Learning Coordinator as they arise. The Service-Learning Office is located in Franciscan Hall 104.

STUDENT LIFE EMERGENCY LOAN FUND

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

SMOKING POLICY

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

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

STUDENT ACTIVITIES

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

TRANSFER ADVISEMENT

The Career Development Center provides transfer information to students who plan to transfer to another college. Responsibility for planning while at Hilbert rests entirely with the student. Students may use catalogs to acquaint themselves with transfer colleges, basic requirements for the major field of concentration, and the requirements of that college.

POLICY

ABSENCE - RELIGIOUS OBLIGATION

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

ACADEMIC STANDING, POLICIES, AND WITHDRAWAL

Refer to the Hilbert College Catalog.

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

ANTI-HARASSMENT

Hilbert College is committed to providing an environment for work and study free from harassment. Accordingly, harassment of faculty, staff or students of the College, or retaliation against individuals who exercise their rights under this policy, will not be tolerated. The College recognizes and responds to its obligation to educate its faculty, staff, and students with regard to respect for the rights of individuals. As an educational institution with a long standing Franciscan tradition, the College neither condones nor tolerates any verbal or physical conduct which would constitute harassment of any member of the College community including guests or other third parties.

Prohibited Forms of Harassment

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

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

Harassing conduct includes, but is not limited to:

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

cause of race, color, religion, creed, age, gender, disability (or perceived disability), sexual orientation, marital status, veteran status, national origin, or ancestry

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

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

SEXUAL HARASSMENT

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

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

Sexual harassing behavior includes, but is not limited to:

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

Retaliation

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

Reporting

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

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

Due to the private nature of most complaints, the College encourages individuals who feel they have been harassed to clearly and promptly notify the offender that their behav-

ior is unwelcome. If the individual is not comfortable with that approach, he/she may choose to seek resolution through the informal or formal procedure.

Informal Procedure

In appropriate circumstances, and with the approval of both the complainant and the alleged harasser, the Anti-Harassment Officer may attempt informal methods in an effort to resolve the alleged complaint without the need for additional proceedings. These methods would be handled in a non-threatening manner. Pursuing informal resolution is voluntary and access to a formal investigation is available at all times to the complainant.

Formal Procedure

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

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

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

AREAS OFF LIMITS

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

HILBERT COLLEGE BIAS-RELATED CRIME POLICY

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

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

Applicable Laws, Ordinances, and Regulations:

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

According to the Hate Crimes Act of 2000 (article 485), a person commits a hate crime when he or she commits a specified offense and either: (a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. Proof of race, color, national origin, ancestry, gender,

religion, religious practice, age, disability or sexual orientation of the defendant, the victim or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence.

Criminal Penalties:

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

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

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

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

Hilbert College Sanctions:

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

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

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

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

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

College Procedures:

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

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

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

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

Counseling and Support Services:

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

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

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

College Programming:

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

Reporting A Bias-Related Crime:

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

Upon receiving a complaint, the Student Life Office will assume responsibility for the reported incident. The Student Life Office will collaborate with Campus Safety in de-

termining whom to call and identifying what additional procedures, if any, are needed. The Student Life Office will notify other College constituencies, such as Public Relations, when appropriate.

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

Information on Security Procedures:

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

Notification is also made to the campus community, as appropriate, on specific threats to campus safety through campus media, E2 Campus, publications, posters, and other methods.

Responding to Bias-Related Incidents

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

Campus Safety- 479-1233

James Sturm- Dean of Students, ext. 231

Phyllis Dewey- Director of Counseling, ext. 232

BULLETIN BOARDS

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

CAMPUS SEX CRIMES PREVENTION ACT

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

CAMPUS-WIDE EVENTS

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

- c. Only a designated vendor may sell beer, wine, or wine coolers at campus-wide events. The permission of the President and/or Board of Trustees is required for any other type of liquor to be sold.
- d. Students and guests must be appropriately identified by age.
- e. Open containers may not leave designated areas.

COMPUTER USE

Hilbert College Computer Use Policy

I. Guiding Principles

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

II. Conditions

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

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

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

- Hilbert College computer users shall not send electronic mail messages, print files on shared printers, or access off-campus computing facilities without being properly “logged in” with an authorized username assigned by the Hilbert College Information Services Department.
- Computer users should protect their passwords and not share their usernames and passwords with others.
- Computer users should also make sure that they are properly “logged out” of the

computer when finished.

- Forgery, attempted forgery, spamming, or spoofing of electronic mail is prohibited.
- Computer users shall not falsify their network identity.

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

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

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

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

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

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

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

- Unauthorized distribution of copyrighted material, such as through peer-to-peer networks, may subject students and/or employees to civil and criminal penalties.
- Copyright law protects the owners and creators of intellectual property from having their works stolen, copied, or distributed without permission. File sharing software that copies and distributes songs, movies, videos, games, and software applications without the permission of the owner can create both a criminal and civil liability for the user of the computer performing those actions. Content owners, such as the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) use technological means to track the file sharing of their intellectual property on the Internet.

- The college encourages the legal and authorized sharing of information and the free expression of ideas. Hilbert College also recognizes and respects intellectual property rights. Willfully taking, copying, or distributing other people's property without their permission or authorization is stealing and violates the college's standards for conduct. There is an obligation on the part of all those who use these campus facilities to respect the intellectual and access-rights of others who own or use the resources.
- All campus computer users (on any of Hilbert's networks) are warned to refrain from using peer-to-peer software applications to infringe on the distribution of copyrighted material. Note that many of these applications may scan your computer for other "legal copies" of music or movies and distribute those files automatically and without notice. Whether or not you have legally downloaded data, you are still responsible for the activities of your computer when connected to the campus network. Under federal rules and regulations, the college is obligated to educate, notify and inform all campus constituents of our policies regarding copyright infringement, P2P files sharing abuses, and the ramifications for violations.

6.1 Definitions

- A. Copyright Act – the United States copyright law is written to protect the intellectual works of content creators. The law grants exclusive rights to creators of original works for a set period of time. There are volume's written on the role and formulation of copyright law, but for the purposes of this policy, if a piece of content (a song, a recording, a book, a movie, etc.) is copyrighted, it falls under the protection of this law. There are several exclusions for the use of copyright works in teaching, learning, research, fair use, library materials, etc. but for the most part this policy deals with the willful duplication and distribution of copyright materials without the owner's permission, in violation of copyright law.
- B. Digital Millennium Copyright Act (DMCA) - the DMCA criminalizes certain actions used to violate copyright in the creation, distribution, dissemination, of protected materials. Most of the copyright enforcement over the past several years has been established under the provisions of the DMCA.
- C. Recording Industry Association of America (RIAA) and Motion Picture Association of America (MPAA) – the RIAA and MPAA are trade groups that serve as agents for the content owned by their members. Many of the largest recording and movie companies are members of these associations. More recently these trade groups have taken on the duties to monitor and enforce the distribution, licensing, and royalties of the content owned by their members.
- D. Peer-to-Peer (P2P) applications – software that is created to distribute and share digital material is generally referred to as P2P tools. While often used to bypass and circumvent copyright law, there are legitimate uses of P2P software as well. Over time, many of these software products have come under the attention of the various content owners and have either been removed from the marketplace, or in some cases the subject of lawsuits.
- E. Take-down-notices, settlement letters, preservation letters, subpoenas – the courts and various content owners have taken numerous methods to reduce the illegal copying and distribution of copyright materials. A "take-down-notice" is the first communication that a content owner believes that their materials are being used in an illegal manner. The violator is notified to remove the offending content. Settlement letters

have been used by the various trade groups to provide an opportunity to resolve a DMCA violation by the infringer paying a set amount to settle the complaint. Often a settlement letter to an individual is accompanied by a preservation letter to the college to collect evidence in network logs that would substantiate a legal claim of violation. The content owners may also pursue a violation through the courts and issue a subpoena to collect evidence of a violation.

6.2 Violation Notification

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

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

6.3 Violation Response

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

- A. Student - if a student computer is identified, the Office of Student Life is notified and the student disciplinary process is initiated.
- B. Staff - if a staff member is identified, the Office of Human Resources is notified.
- C. Faculty - if a faculty member is identified, the Office of Academic Affairs is notified.
- D. Legal Counsel – there are many complex laws involved in the infringement of copyright, the actions on behalf of the content owners, the roles and responsibilities of network providers (such as the college), and the rights and responsibilities of individuals accused of violation. The college's legal counsel may become involved in these issues.
- E. Forwarding Notices and Settlement Letters – conforming to all legal elements, the college will forward DMCA notices, take-down notices, and settlement letters to the individual as identified. How that individual responds to the complaint will be their responsibility.
- F. Ramifications of policy violation – disciplinary actions for policy violations are intended to be redemptive and educational in the context of the college's mission. These actions can range from informing the person of their violation and letters that document the incident; to fines, penalties, loss of network privileges, suspension, expulsion.

sion, and termination of employment.

6.4 Alternative Services

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

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

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

III. Additional conditions for resident computer users

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

Hilbert College provides two computing environments within the Residence Facilities.

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

RESNET Users:

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

IV. Privacy Not Guaranteed on College Network

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

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

RESNET/WIRELESS USER INFORMATION

Resident Students:

Hilbert College provides Internet access via Wireless & Wired connections. To be connected, resident students are required to:

- Have a Hard Line or Wireless Adapter Card. For Hard Line/Wired a 10/100/1000 NIC Card, and for Wireless, a 802.11B/G/N compliant card.
- Only **Window XP, Windows Vista, and Macintosh OSX 10.4+** are supported.
- Hilbert Information Services will contact you with your access information.

Commuter Students:

Hilbert College provides commute students Internet access via Wireless ResNet. To be connected, commuter students are required to:

- Have a Laptop running **Window XP, Windows Vista, and Macintosh OSX 10.4+** with a 802.11B/G/N compliant card, and be registered with the Information Services department.

CONSENSUAL RELATIONSHIPS

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

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

CRIME STATISTICS

Campus Crime statistics are available at the following web address:

<http://www.hilbert.edu/about-hilbert/campus-safety>

The Hilbert College Campus Safety Committee will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information is available to all students annually, and is available online at

www.hilbert.edu. You may request this information by calling (716) 649-7900, extension 230.

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

DISRUPTIVE STUDENT BEHAVIOR IN THE CLASSROOM

Preamble

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

Definition

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

Procedure For Dealing With Incidents Of Disruptive Behavior

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

DRUG FREE SCHOOL PROGRAM

A. College Drug and Alcohol Policy

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

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

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

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

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

1. The unlawful manufacture, distribution, selling, intending to sell, dispensing, possession or use of a controlled substance or illegal drug on College property or as part of any College activity is prohibited.
2. Possession or consumption of beer, wine, liquor or any other form of alcohol on College property unless in accordance with policies pertaining to parties, campus wide events, and residence facilities as stated below. (The rule applies to all students and includes any bottle, can, mug, or any other container used to transport alcohol).
3. Unlawful possession or use of controlled substance or illegal drug.
4. Providing a controlled substance or illegal drug to another person.

5. Possession of paraphernalia for illegal drug production or use.
6. The unlawful or unauthorized consumption of alcoholic beverages on College property or as part of any College activity is prohibited.
7. Public intoxication or drunk and disorderly conduct are prohibited.
8. Giving or selling alcoholic beverages to anyone under the age of 21
9. Giving or selling alcoholic beverages to anyone who is intoxicated.
10. Driving under the influence of any substance while on campus.
11. Violation of federal, state, and local ordinances with respect to possession, purchase, transport, and use of alcohol, controlled substances or illegal drugs.
12. Regulations specifically concerning consumption of alcoholic beverages in residence facilities:
 - a. The consumption of alcohol in residence facilities will be subject to all state and federal laws governing the consumption of alcohol as well as any and all regulations mandated by Hilbert College regarding the use of alcohol.
 - b. No student or guest under the age of 21 should have full or empty beer, wine, or any other alcohol bottles or cans in his/her possession. Residents of legal drinking age will be permitted to consume alcohol ONLY in 21+ student bedrooms or apartments. Alcohol is not permitted to be served while underage people are present in 21+ rooms or apartments. It is considered a violation of our policy if alcohol is consumed by any student or guest, no matter their age, outside of these designated 21+ areas unless at a sanctioned event compliant with the Policy Regarding Alcohol at Campus Events. A designated 21+ area is any room or apartment where all the residents who live there are 21+ years or older. This includes singles, apartments, and double rooms in suites. However, alcohol consumption is still forbidden in common areas of suites, lounges, or any other public area. Alcohol, under no circumstances will be consumed in the proximity of any student or guest under the age of 21 years. If alcohol is found to be consumed in violation of the above rules, all alcohol and empties will be taken and a thorough search for more alcohol will commence immediately by Campus Safety and/or Residence Life Staff.
 - c. **Alcohol will not be permitted in any common area including lobbies, lounges, laundry rooms, or hallways.**
 - d. The amount of alcohol allowed for residents 21 years of age or older for personal consumption will be determined to be a reasonable amount of alcohol as determined by the Campus Safety Officer on Duty, Director of Residence Life, and or their designee. Empty containers must be properly disposed of daily.
 - e. No hard alcohol, beer kegs, and/or beer balls are allowed in any of the residence facilities. Liquor bottles, full or empty, are not allowed in residence facilities. **Open containers are not allowed outside student rooms.**
 - f. Resident students are permitted to have a maximum of 6 people in a room or 10 in an apartment at any given time, including themselves.
 - g. Resident students are responsible for the behavior of their guests and the rules and regulations of the Alcohol and Drug Policy. Resident students are responsible for any damage caused by their guests to their rooms and/or residence

facilities. Such guests must follow the rules and regulations of the Alcohol and Drug Policy.

- h. Students assume responsibility for their behavior regarding use of alcohol in residence facilities. Students, who are in an intoxicated state and if it is deemed necessary to have an ambulance called, will be responsible to pay the full cost associated with the EMS services provided.

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

C. Disciplinary Sanctions and Legal Penalties for Alcohol & Drugs

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

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

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

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

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

<p>1st Offense consumption/possession:</p> <ul style="list-style-type: none"> • Educational Sanction • Alcohol Education • Community Service • Advisor/Coach Notification 	<p>1st Offense possession/use:</p> <ul style="list-style-type: none"> • Educational Sanction • Community Service • 1 year (calendar) disciplinary probation • Academic Assignment on the Dangers of drug use • Advisor/Coach Notification

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

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

D. Rules of Conduct and Discipline - Employees

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

E. Physical Effects Of Drugs and Alcohol

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

F. Assistance to Students

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

G. Policy Regarding Alcohol at Campus Events

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

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

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

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

1. The individual or organization representative registering the party must complete the Party Registration form and have it approved by the appropriate official in the Student Life Office by the end of office hours one week prior to the event.
2. A \$50.00 damage/clean-up deposit payable to the Student Life Office will be required. This deposit is fully refundable provided there are no problems in connection with the party and the area is restored to normal condition.
3. Publicity and advertising for approved events shall avoid any reference (either written or illustrated) to alcoholic beverages or alcohol consumption.
4. The individual(s) or organization(s) registering the party may not sell alcoholic bev-

erages.

5. The individual(s) or organization(s) registering the party is responsible for enforcing all College policies and applicable laws.
6. Adequate amounts of non-alcoholic beverages and food must be prominently available and equally accessible throughout the duration of the event.
7. Visibly intoxicated persons may not be served.
8. Hilbert College Food Service and/or their agents will serve as monitors of identification and servers of alcoholic beverages. No persons other than Hilbert College Food Services and/or their agents will serve in these capacities.
9. Open containers may not leave the designated party area.
10. Visitors to Hilbert College are obligated to follow the rules and regulations of the Alcohol and Drug Policy. Violators may be expelled from Hilbert College property.
11. The number of persons at an event shall not exceed the capacity of the designated area.
12. All parties must have an established ending time to be determined by the Office of Student Life or the applicable state or local law.
13. All trash must be removed from the designated area and adjoining areas, and the area must be restored to its normal condition.
14. In the event damage is done by a guest of those responsible for the party in the designated area or any other area of the campus including the grounds, the responsible party agrees to accept complete financial responsibility.
15. All guests must be properly identified as to age and alcoholic beverages will only be served to those persons appropriately identified and of legal age.
16. In the event that Hilbert College personnel deem that it is necessary to provide additional Hilbert College Campus Safety officers to assist with the event, the individual(s) or organization sponsoring the event will be responsible for this cost.

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

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

EMERGENCY ANNOUNCEMENTS

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

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

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

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

EMERGENCY RESPONSE PLAN

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

The College has installed a siren and will utilize a text message notification system in the event of an emergency. Students are encouraged to sign up for this service on the web at www.e2campus.co/my/hilbert. Emergency procedures are also posted in each classroom on campus as well as in the residence hall and other areas.

FIRE ALARM

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

FIRE FIGHTING EQUIPMENT

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

HEALTH INSURANCE

All students are encouraged to carry medical/health insurance; student athletes and resident students are required to show proof of personal medical/health insurance. Hilbert does provide a health insurance plan for students to purchase, which is renewed annually. Information on obtaining such insurance at a group rate is available online at www.hilbert.edu. The College also carries a secondary insurance policy that supplements the full-time student's coverage for medical expenses due to accidental injury. An accident report must be filed in the Student Life Office within 48 hours of the occurrence or no benefits are available under this policy.

LEAVES OF ABSENCE

College Policies Regarding Leaves of Absence for Personal/Psychological or Medical

Reasons, Withdrawal from and Readmission to the College

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

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

NEW YORK STATE CONSUMER COMPLAINT PROCESS

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

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

HOW TO FILE A COMPLAINT

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

tor may contact the complainant for additional information.

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

Complaint Resolution:

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

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

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

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

Student complaints

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

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

145-8.6-Student complaints

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

145-8.9-Consumer Complaints.

- (a) Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994 may file a written complaint with the department within three years of the alleged incidents, pursuant to this section.
- (b) Complaints shall be received in a form prescribed by the Department.
- (c) In response to a written complaint, the Department shall:
 - (1) send to the complainant a notice acknowledging such written complaint and requesting further information if necessary;
 - (2) when appropriate, advise the institution involved that a written complaint has been received and, when appropriate, the nature of the complaint; and
 - (3) either:
 - (i) conduct a complaint review to respond to the complaint pursuant to the authority in Education Law or the Regulations of the Commissioner of Education, or
 - (ii) dispose of the complaint by referring it to an appropriate entity for resolution.
- (d) Upon conclusion of the Department's complaint review or upon disposition of the complaint by referral to another entity for resolution, the Department shall issue a written notice to the complainant and, when appropriate, to the institution involved, describing the disposition of the complaint.
- (e) All institutions shall adequately publicize this consumer complaint process.
- (f) The Department shall maintain written records of all complaints for a period of six years after final disposition of the complaint.
- (g) The Department shall determine when complaints justify a request to the U.S. Secre-

tary of Education to commence a Title IV review, pursuant to the criteria established in 20 USC 1099a-3 (a) and (b) (United States Code, 1988 edition, Volume 8; Supplement IV Volume 3 to the 1988 edition; Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; 1989, 1993—available at the Office of Higher and Professional Education, Cultural Education Center, Room 5B28, Albany, NY 12230).

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

PROXIMAL COMPLICITY

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

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

PUBLICITY

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

RAPE AND SEXUAL ASSAULT POLICY

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

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

Applicable Laws, Ordinances, and Regulations:

All federal, state, and municipal laws apply on campus and are considered part of the Hilbert College Student Code of Rights and Responsibilities. This includes the New York State Penal Law, which details the criminal statutes dealing with sex offenses. According

to New York State statutes, there are varying degrees of sexual assault. **Sexual Assault of any kind is a crime.** In compliance with the Student Code, any student who is found to have committed physical violence or abuse (including acquaintance rape, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person) is subject to disciplinary action.

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

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

Sexual assault is a broader term than rape. Sexual assault is any actual or attempted non-consensual sexual activity including, but not limited to, forcible anal or oral sex, attempted intercourse, rape by a foreign object, sexual battery, or sexual touching, by a person(s) known or unknown to the victim.

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

Penalties and Sanctions:

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

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

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

Rape and Sexual Assault Programs:

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

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

1. Providing information during student orientation about rape and sexual assault.
2. Distributing educational information on definitions of sexual assault and possible penalties for assailants, including guidelines on how to avoid sexual assault.

3. Providing educational programs as part of curricular and co-curricular activities.
4. Providing information for on-campus and off-campus support services.

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

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

Sexual Assaults on College Campuses:

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

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

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

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

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

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

- Walk with confidence and be alert. Assailants are less likely to target a person who appears assertive and difficult to intimidate.
- Be aware of your surroundings and the people around you.
- Avoid shrubbery, dark doorways, and other places of concealment while walking. Shun shortcuts through poorly lit areas.
- Avoid areas where there are few people.
- Leave your car in places that will be lighted when you return at night.
- Walk or run with a friend.
- Before entering a room or car, check to ensure it is safe to proceed.
- Change directions if you sense you are being followed or someone suspicious is near.

Don't be afraid to run or call for help. Go to a store, police or fire station, or a nearby house.

- Wear clothes and shoes that provide for freedom of movement.
- Contact Campus Safety for escort service.
- Have first dates in public places. Separate transportation should be considered.
- Sexual desires and limits should be clearly communicated. Be careful to avoid giving or receiving mixed messages. Remember that leaving a party or other social event with someone you have just met can be dangerous.
- Be aware that use of force, pressure, or coercion is unacceptable and can lead to sexual assault charges.
- Don't take silence as consent. Respect the word "NO." Don't have sex with anyone who is drunk or passed out. Intercourse with someone who is unable to give consent or is physically helpless is rape, as defined by state criminal statutes.
- Seek education on rape prevention.
- Many acquaintance rapes involve alcohol or drugs. Avoid drugs and excessive alcohol in a dating situation. Judgment should not be allowed to become impaired.

Reporting Options:

Victims of campus sexual assaults are advised to:

1. Report the assault. Call Campus Safety or, if the assault occurs off campus, the Police at 911. Hilbert College strongly encourages assault reporting, but reporting does not mean that you must prosecute.
2. Contact a close friend or relative for support.
3. Seek medical attention immediately. Whether or not you report the assault, you should have a medical examination immediately. The exam is confidential. Medical personnel will test for sexually transmitted diseases, look for physical injuries, and collect physical evidence. If you report the assault, Campus Safety or the police can provide transportation to the hospital and arrange for a Crisis Services sexual assault advocate to meet you there. If you choose to go to the hospital without notifying Campus Safety or the police, the hospital can still collect physical evidence, while protecting your anonymity, in case you later decide to prosecute.

Several options exist for reporting a sexual assault:

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

When you report an assault, you have the right:

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

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

If You Are Raped or Sexually Assaulted:

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

- Crisis Services (24 Hour Hotline)..... 834-3131
- Director of Counseling 649-7900 Ext. 232
- Campus Safety..... 479-1233
- Hamburg Police Department 911
- Dean of Students..... 649-7900 Ext. 231
- Director of Residence Life..... 649-7900 Ext. 362

You have the right and the opportunity to bring charges under the Student Code of Rights and Responsibilities by contacting the Dean of Students. Judicial proceedings will follow

the format explained in the Student Handbook.

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

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

Counseling and Support Services:

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

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

Information on Security Procedures:

The campus community is advised and updated on safety and security through the publication of the Annual Security report, which focuses on crime awareness and personal safety. The report is available online at www.hilbert.edu to all students. Notification is also made to the campus community, as appropriate, on specific threats to campus safety through campus media, publications, posters, and other methods.

Campus Sex Crimes Prevention Act:

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

Staff Protocol:

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

Note: Campus personnel, other than those with significant counseling responsibilities (such as licensed professionals or certified counselors), must file a report when informed by a student of a sexual assault, to maintain compliance with the federal Crime Awareness Act. For further information on reporting requirements, contact Campus Safety.

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

1. Ascertain whether the victim needs immediate medical assistance. Ask victims directly how they are physically and if medical treatment is needed. Explore this issue beyond initial questioning and observation if you feel it is necessary.
2. Make sure the victim has as much privacy as desired when speaking with you. Having anyone else in the room should be the victim's decision. Ask victims if they want someone with them at the time of your conversation. If a third party is present, assure that this person will hold information in strict confidence.

3. Find out the victim's most critical concern and respond in a non-judgmental, informed way.
4. Advise the victim of options regarding further steps in the process. Some of the options relate to personal, medical matters, and some to legal, practical matters. If the assault has just occurred, some of the medical options need to be addressed quickly, while other decisions may be deferred temporarily, depending on the particular circumstances and concerns of the student victim. The victim may choose to do one or more of the following:
 - a. Call Campus Safety. The victim may wish to report the incident. After providing victim support, an investigation will be conducted to determine crime and suspect.
 - b. Call the Police. The victim may wish to report the incident directly to local police. The police, however, are not required to notify Hilbert College and may be willing to consider the victim's wishes when determining whether, and how, Hilbert should be informed.
 - c. Students should also be advised that they cannot control the extent of an investigation, or the outcome, once local police become involved. Although police will give the victim's wishes serious consideration, there may be circumstances (multiple assaults, for example) where local authorities determine evidence is sufficient and justice requires that one or more assailants be charged, despite victim objection.

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

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

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

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

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

Call-Counseling. All contacts with the counselor are confidential. The counselor will provide counseling support or crisis intervention services. Immediate contact with a

counselor can be arranged through Campus Safety.

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

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

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

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

Victims may elect to consult with a personal attorney.

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

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

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

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

Confidentiality

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

Victim Assistance

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

- Many victims/survivors of acquaintance rape do not immediately identify their experience as rape. They may feel that something is wrong, i.e., emotional upheaval, depression, but may not connect their feelings with the assault.

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

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

Support the victim:

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

SAFE GUARDING CUSTOMER INFORMATION NOTICE

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

Information Collected by Hilbert College

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

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

Information Disclosed by Hilbert College

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

Hilbert College discloses customer information to its affiliates that are service providers to the school. Service providers include companies such as banks and other lending institutions, collection agencies, loan processing agencies and credit card processing companies. The customer information accessed by service providers includes name, address, date of birth, phone number, social security number, driver’s license number and state,

loan amount, loan number, loan period, tuition cost, tuition payments, balance owed, financial aid awarded, cost of attendance, expected family contribution, enrollment status and graduation date.

Keeping Customer Information Secure

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

<http://www.ftc.gov/privacy/privacyinitiatives/elbact.html>

SPEAKERS

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

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

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

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

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

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

Article I: Definitions

- A. The term "College" means (Hilbert College).
- B. The term "student" includes all persons taking courses at the college, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than the College and who reside in College residence halls. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but have a continuing relationship with the College or who have been notified of their acceptance for ad-

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

demic materials.

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

Article II: Judicial Authority

A. Charges and Hearings

- 1. Any member of the Hilbert College community may file charges against any student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 21 days. In addition to charges being filed, the Student Conduct Administrator will also enclose an explanation of the Judicial Process, Student’s rights in the process, and the formal process for appeal. In addition to charges being filed, the Student Conduct Administrator will also enclose an explanation of the Judicial Process, Student’s rights in the process, and the formal process for appeal.
- B. The Student Conduct Administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings which are not inconsistent with provisions of the Student Code.
- C. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.
- D. A Student Conduct Board or Student Conduct Administrator may be designated as mediator within the student community in cases which do not involve a violation of the Student Code. All parties must agree to mediation, and to be bound by the decision with no right of appeal.
- E. An Accused Student shall have the choice of a Student Conduct Board Hearing or an Administrative Hearing which shall be run by the Student Conduct Administrator. The Accused Student must notify the Student Conduct Administrator of his/her choice of hearing and plea.

Article III: Proscribed Conduct

A. Jurisdiction of Hilbert College Student Code

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

tion.

B. Conduct Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any Hilbert College official, faculty member or office.
 - c. Forgery, alteration, or misuse of any Hilbert College document, record, or instrument of identification.
 - d. Tampering with the election of any Hilbert College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Hilbert College activities, including its public-service functions on or off campus, or other authorized non-Hilbert College activities, when the act occurs on Hilbert College premises.
3. Physical abuse, verbal abuse, assault, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of Hilbert College or property of a member of the Hilbert College community or other personal or public property.
5. Stalking [is] defined as repeatedly contacting another person when (a) the contacting person knows or should know that the contact is unwanted by another person, and (b) the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this subsection, "contacting" includes but is not limited to communicating with (in any format including electronic) or remaining in the physical presence of the other person.
6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
7. Failure to comply with directions of Hilbert College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Insubordination towards a college official. This will include showing disrespect towards a Campus Safety, Residence Life Official or any other Hilbert College Employee. This will also include acts of hostility or any actions that make it difficult for the attending employee or official to do their job. Violation of this article may result in the student being removed from residential facilities for at least

one week and could result in a one week suspension from athletic teams or club activities.

9. Violation of published Hilbert College policies, rules or regulations published in hard copy or available electronically.
10. Violation of federal, state or local law on Hilbert College premises or at Hilbert College sponsored or supervised activities. Violations of civil statutes committed on College-owned or operated -properties are considered violations of this code, whether or not such violations are referred to and/or prosecuted by public officials. Many such violations, including all violations classified as felonies under the New York State Penal Law, will be referred to the appropriate civil authorities and will also be addressed through the Hilbert College judicial system.
11. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
12. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by the law and Hilbert College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
13. Use Alcoholic beverages may only be used by person(s) 21 years or older at any time. Please refer to page 135 for additional information on what is acceptable use of alcohol beverages. The following are additional violations of Hilbert College Alcohol Policies:
 - a. Presence: If a student is found to be in the presence of underage drinking, and refuses to leave, it is considered a violation of Hilbert College policy regardless of whether the student was drinking or the age of the accused student.
 - b. Consumption and Possession: No student under the age of 21 years of age will be allowed to possess or consume alcoholic beverages.
 - c. Illegal Distribution/Transportation: If a student illegally purchases alcohol for an underage student, it will be considered a violation of our policies. This also includes students who are transporting said alcohol.
 - d. Public Intoxication: If a student is found to be intoxicated on Hilbert College Property, it will be considered a violation of Hilbert College policies. If a student is of age and found to be heavily intoxicated, it will also be considered public intoxication.
 - e. Illegal Party: If alcohol is found to be served in the presence of alcohol, or if hard liquor is served, the party is deemed illegal by College policies. Drinking games are not allowed on or at sanctioned events, these include Beer Pong and other games that facilitate large consumption of large amounts of alcohol.
 - f. Possession of Empty Alcohol Containers: It shall be considered a violation of Hilbert College policies for underage students to have in their possession any empty alcoholic containers. This article also applies to empty bottles of hard liquor which may include but are not limited to Tequila, Vodka, or Rum or any other forms of hard liquor.
14. Participation in an on-campus or off-campus demonstration, riot or activity which disrupts the normal operations of Hilbert College and infringes on the rights of other

members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

15. Obstruction of the free flow of pedestrian or vehicular traffic on Hilbert College premises or at Hilbert College sponsored or supervised functions.
16. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Hilbert College premises or at functions sponsored by, or participated in by, Hilbert College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person or their intimate body parts any place where there is a reasonable expectation of privacy such as, but not limited to in a gym, locker room, or restroom or residence room.
17. Use of personal portable sound amplification equipment (e.g. radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program from the college.
18. Extortion or blackmail.
19. Gambling.
20. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computer facilities and resource to send obscene or abuse messages. Use of computer facilities and resources to interfere with normal operation of the College computing system.
 - f. Use of computing facilities and resources in violation of copyright laws.
 - g. Hilbert College Acceptable Computer Use Policy.
21. Smoking in unauthorized areas on campus.
 - a. Hilbert Colleges is committed to a healthful environment for all members of the community at all locations.
 - b. Smoking of any material is prohibited in all College facilities, including residence hall rooms, and College owned vehicles.
 - c. Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

d. As a matter of courtesy, if you must smoke, please move away from building entrances, and properly dispose of all butts.

22. Abuse of the Student Conduct System, including but not limited to:

- a. Failure to obey the notice of a Student Conduct Board or Hilbert College official to appear for a meeting or hearing as part of the Student Conduct System.
- b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
- c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
- d. Institution of a student conduct proceeding in bad faith.
- e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the student conduct proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

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

C. Violation of Law and Hilbert College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the Hilbert College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. Hilbert College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, of both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determination made or sanction imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of Hilbert College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
3. When a student is charged by federal, state or local authorities with a violation of law, Hilbert College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the

subject of a proceeding before a Student Conduct Board under the Student Code, however, Hilbert College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally with the Hilbert College community. Hilbert College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the Hilbert College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the Hilbert College community may file charges against any student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 21 days.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of through an Administrative Hearing by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition is subject to the same rules as the Student Conduct Board Hearing; the same formal rules for an appeal apply. If the charges cannot be disposed of by mutual consent, the Student Conduct Administrator may serve as a non-voting member of the Student Conduct Board. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing or Administrative Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator. In addition to charges being filed, the Student Conduct Administrator will also enclose an explanation of the Judicial Process, Student's rights in the process, and the formal process for appeal.
4. When a complaint of alleged Student Code violation is presented to the Student Conduct Administrator and the Administrator determines that there may be sufficient cause to believe the alleged violation may have occurred, the student will be contacted to schedule a hearing before the Student Conduct Board or through an Administrative Hearing. The Student Conduct Board typically includes, at least two students appointed by the Hilbert College Student Government Association, two faculty members, and one administrative staff member selected by the Dean of Students. The Student Conduct Administrator will serve as a nonvoting member of the Student Conduct Board.

During a hearing, the student has the following rights:

- a. To give answer to the charge or accusation and to offer any additional infor-

- mation that might be helpful in resolving the case.
- b. Not to answer any question that may be asked during the hearing.
 - c. To present witnesses on his or her behalf.
 - d. To be informed fully of the appropriate procedures for requesting an appeal.
5. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV (A) (8) below:
- a. Student Conduct Board Hearings normally shall be conducted in private.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Accused Student have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the Hilbert College community and may not be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. Limited right to have counsel present only if case is presented on behalf of the College by counsel. Counsel does not have the right to cross examine witnesses or even participate in the process of the hearing.
 - e. The Complainant, the Accused Student and the Student Conduct Board may arrange witnesses to present pertinent information to the Student Conduct Board. Hilbert College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
 - f. Pertinent records, exhibits and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student

Conduct Board at the discretion of the chairperson.

- g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
 - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code. The charges against an accused student need only be proven by "substantial information." Substantial information is defined as, such information that a reasonable mind might accept as adequate to support a conclusion.
 - j. Formal rules of process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court, are not used in Student Code proceedings.
6. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of Hilbert College.
 7. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing or before an Administrative Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 8. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit televisions, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - d. Fines - Previously established and published fines may be imposed.

- e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions - Work assignments, essays, Community Service, service to Hilbert College or other related discretionary assignments (such as assignments must have the prior approval of the Student Code Administrator).
 - g. Residence Hall/Apartment Suspension - Separation of the student from the residence halls and/or apartments for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. Residence Hall/Apartment Expulsion - Permanent separation of the student from the residence halls/apartments.
 - i. Hilbert College Suspension - Separation of the student from Hilbert College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - j. Hilbert College Expulsion - Permanent separation of the student from Hilbert College.
 - k. Revocation of Admission and/or Degree - Admission to or a degree awarded from Hilbert College may be revoke for fraud, misrepresentation, or other violation of Hilbert College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
1. Withholding Degree-Hilbert College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
 2. More than one of the sanctions listed above may be imposed for any single violation.
 3. (a) Other than Hilbert College expulsion or revocation or withhold of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall/apartment expulsion, Hilbert College suspension or Hilbert College expulsion or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involved the imposition of sanctions other than residence hall/apartment expulsion, Hilbert College suspension, Hilbert College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record 10 years after final disposition of the case.
 (b) In situations involved both an Accused Student(s) or group or organization and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV(B)(1)(a)-(l).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including Hilbert College recognition, for

a specified period of time.

5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of all members of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.
6. Disciplinary Probation: If a student is placed on disciplinary probation and then violates the terms of that probation by further violating any additional article of the Student Code of Conduct, that student will be contacted by the Office of Judicial Affairs to set up a hearing to determine if the student did violate policy. If the student does not reply within 48 hours, said student will be asked to leave housing immediately within 24 hours. This process can be appealed to the Dean of Students Office. Ignoring the letter communication will result in the process carrying forward and will not delay the outcome.

C. Interim Suspension

In certain circumstances, the Dean of Students, or a designee, may impose a Hilbert College or residence hall/apartment suspension prior to the Student Conduct Board Hearing or Administrative Hearing.

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

D. Appeals

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

Article V: Interpretation and Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Students or his or her designee for final determination.

B. The Student Code shall be reviewed every three years under the direction of the Student Conduct Administrator.

HILBERT COLLEGE STUDENT CODE OF ACADEMIC ETHICS

Introduction:

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 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 1: During orientation, students will sign an Academic Integrity Promise, which includes a description of the college's policy and procedures for academic dishonesty (see addendum #1). Students will be provided with information about the nature of plagiarism and the damage to their lives and careers which will occur if they are found to have engaged in cheating.
- Step 2: If a student is accused by faculty of academic dishonesty, the student may either accept or challenge the accusation. If the student acknowledges the dishonesty, the faculty member penalizes him or her according to whatever penalties that are described in the syllabus. The faculty member should then file an incident report (see addendum # 2) within one business week to his/her department chair, who will forward a copy to the Provost/VPAA's office. Moreover, the faculty member will notify the student in writing within one business week (as a reminder of orientation instruction) that if the student is accused and proven

of a second charge of academic dishonesty, he/she will be dismissed from the College.

- Step 3: If the student challenges the faculty member's accusation, the matter will be presented to the faculty member's department chair. The chair will render a decision based on separate written reports submitted by both parties. If the chair's decision supports the faculty member and the student accepts the decision, a report will be filed in the Provost/VPAA's office. If the chair's decision supports the student's position and the faculty member accepts it, any report filed with the Provost/VPAA will be rescinded.
- Step 4: If either the faculty member or student do not accept the decision of the chair and wish to appeal, the matter will be presented to the Curriculum, Academic Policies, and Procedures Committee (CAPP) within one business week of said accusation. Both parties and the department chair will then send written reports within one business week to the chair of that committee to render a final decision. If the committee's decision supports the faculty member, the report of dishonesty already filed in the office of the Provost/VPAA will remain in force. If the CAPP Committee instead supports the student, such a report will be removed. If either the faculty member or student does not accept the decision of the CAPP Committee, a report will be sent within one business week to the Provost/VPAA for a final decision.
- Step 5: If a second report of academic dishonesty for the same student is filed in the Provost/VPAA's office and is sustained through the foregoing process, the student is automatically expelled from the college by the Provost/VPAA.

SUICIDE PREVENTION POLICY

Procedures

When the Suicide Prevention Team is in receipt of a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, the student will be required to attend four one hour sessions of professional assessment with a licensed mental health professional who agrees to participate in the program's requirement of a comprehensive and in-depth assessment of the precipitation incident, prior attempts and threats, and current suicidal intent. In addition, the professional must be willing and available to engage in counseling and/or therapy, if the student so consents.

The first assessment will occur within a week of the incident or release from the hospital.

The remaining assessments will ideally occur at weekly intervals.

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

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

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

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

The Suicide Prevention Team will advise the Dean of Students in the event that a student does not comply with the policy.

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

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

Confidentiality

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

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

Appeals

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

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

If a student disagrees with other aspects of the program, such as whether the events in question cross the threshold of what constitutes a suicide threat or attempt or whether the professional he or she has retained meets the requirements of the program, he or she can appeal the Suicide Prevention Team's decision to the Dean of Students or designee. The Dean of Students decision is final.

SUSPENSION AND MANDATORY LEAVE POLICY AND PROCEDURES

General Definition and Purpose

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

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

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

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

RIGHTS AND RESPONSIBILITIES IN ACADEMIC AREAS

See College Catalog

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER

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

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

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

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

Section I

1. In compliance with Article 129-A of the State Education Law, Hilbert College recognizes the following as violations of rules of public order.
 - a. The use of force or violence against any member or guest of the College.
 - b. Deliberate interference with academic freedom and freedom of speech (including disruption of a class and interference with the freedom of any speaker invited by members of the College community to express his/her views).
 - c. Forcible interference with the freedom of movement of any member or guest of the College.
 - d. Theft, willful destruction, or interference with College property or of the property of members of the College community.
 - e. Obstruction of the normal function essential to the purposes of the College community. Specific regulations relevant to obstruction are as follows:

- (1.) No group may enter a private office unless invited, and they are not in excess of the number designated or invited by the occupant. Passage through reception areas leading to private offices must not be obstructed.
- (2.) Corridors, stairways, doorways and building entrances of college facilities must not be blocked or obstructed. Clear and unimpeded passageways must be maintained at all times.
- (3.) Rooms or facilities which are used for instruction, research or study may be used only when assigned through established procedures as set by the College.
- (4.) Any noise or disturbance which interferes with the work or study of persons in a building will not be permitted.
- (5.) Buildings must be cleared at the normal closing time for each building unless other arrangements are approved in advance.
- (6.) Any action or situation which recklessly or intentionally endangers mental or physical health, causes bodily or physical harm, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

Section II

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

Section III

Disciplinary Proceedings

1. Students - Penalties for student violators of campus rules and regulations will range from a letter of warning and/or reprimand to irrevocable expulsion. Penalties will be imposed after a hearing before the Judicial Hearing Board on Conduct and the final determination of the degree of guilt, if any. In more serious cases, to wit, flagrant violations of Section I, a hearing will be set by the joint Administrative Council and the Judicial Hearing Board.

2. Faculty - Penalties for faculty members in violation of the rules and regulations of Section I, may include censure, suspension, or expulsion. A hearing with provisions for due process will be held before the Administrative Council and a Faculty Committee which has been called especially for such an occasion.
3. Staff - and other members of the College community, maintenance personnel, gardeners, etc., will be asked to accept the rules and regulations of the College as a condition to employment. Violations of these rules and regulations may be cause for immediate dismissal.
4. Non-Members - of the College community including visitors, licensees, and invitees, are granted access to the campus at the invitation of the President or his/her agent of the College and may be considered persona non grata for any attempted violation of Section I.

TRAFFIC AND PARKING

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

Appeal Process

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

Collection of Violations

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

General Information

- Hilbert College assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus. All employees and students of Hilbert College holding a valid operator permit issued by the Division of License in their state are privileged to use properly registered motor vehicles on the

campus. All persons who drive a vehicle on campus are expected to comply with all traffic and parking regulations.

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

Parking Regulations

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

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

Registration Regulations

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

Regulations Regarding Bicycles, Motor Bikes and Motorcycles

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

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

Sanctions

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

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

Student Parking

- All residential students are permitted to park in Lot B. If both Lot B's are filled, residential students are permitted to park in Lots A, C or D.
- Guests of Residence Hall students must register their vehicle with the Residence Hall Office, located in the Residence Hall. Parking for guests is limited to Lot C & D.
- Only resident students have overnight parking privileges all others must contact campus safety.
- All commuter students are permitted to park in Lots A,C,D & G
- Administrators are permitted to park in Lot F
- Staff are permitted in Lot C, D & G
- Faculty are permitted to park in Lot H.

Towing

- Vehicles are subject to being towed at the owner's expense for the following reasons:
 - Parking in a reserved space.

- Parking in a handicap space without a handicap-parking permit.
 - Obstructing vehicular or pedestrian traffic, handicapped spaces or wheelchair ramps.
 - Interfering with College operations, or creating a hazard to persons or equipment.
 - Blocking a fire lane or hydrant.
 - Parking in maintenance, cafeteria, delivery, Campus Safety, or resident staff spaces.
 - Parking on the campus after driving and parking privileges have been revoked.
 - Accumulation of three or more parking or moving violations.
 - Disabled or abandoned vehicles.
- Vehicles towed from the campus become the custody of the towing service until the owner/operator pays the required fee.

Traffic Regulations

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

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

Special Events/Maintenance

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

Student Grievance Policy

Preamble

Hilbert College wishes to provide a means of both informal and formal dispute resolution for any student who has a complaint against a Hilbert College employee, coach, or volunteer. Disputes involving grade, academic issues, or sexual harassment are covered by separate policies. The College assures that no retaliatory action will be tolerated against a student who files a complaint.

A. Definition of Terms

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

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

- a. The Committee will consist of one representative from each of the following groups:
 1. Faculty - member chosen by the Faculty Senate

2. Administration – to serve as chair selected by the President
 3. Student - member chosen by S.G.A.
 4. Staff - selected by the Staff Senate
- b. The term of service in the Committee will be for duration of the complaint process.
- c. The Committee will operate as follows:
1. This is a four (4) person committee.
 2. The representative of the Administration will serve as Chairperson.
 3. A quorum shall consist of four (4) members.

B. Process

Step One

Informal Complaint

Should any student believe that he/she has been unfairly treated by college personnel, informal contact between the student and faculty or staff member is encouraged to attempt to clarify or rectify the situation.

Formal Complaint

Continued dissatisfaction following informal attempts to rectify complaints would require that the matter be referred to the next stage of the process described below. Formal complaints must be submitted in writing.

Step Two

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

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

Step Three

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

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

Step Four

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

C. Operation of the Complaint Committee

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

Procedure of the Meeting

a. Rules of Operation

1. **First Meeting** - The Chairperson is to call a meeting of the Complaint Committee within ten (10) calendar days of receiving a complaint and to set the time and place for the meeting. The Complainant and the Respondent are to be informed in writing of the time and place of the meeting and be supplied with a copy of the procedures to be followed by the Committee.
2. **Process** - Any questions regarding process or procedure are to be settled by a majority vote of the Complaint Committee.

b. Documentary Material

Documentary material may be submitted that is relevant to the complaint. The person supplying this should submit one original to the office of the Chairperson of the Committee, at least seventy-two (72) hours prior to the meeting of the Committee. It is the duty of the Chairperson to disseminate this material with the other members of the Committee.

c. Participants and Observers

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

d. Length of Meeting

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

e. Role of Advisors

Each principal (Complainant or Respondent) is entitled to bring an advisor to the meeting. The advisor is not a legal representative. The function of the advisor is to give counsel to the principal whom they accompany. However, the advisor may not enter into any discussion with the Committee or question the other principal, or challenge the documentary material. The Committee may also appoint an advisor who may interact with the Committee at any time. The term "advisor" in this context does not necessarily mean the

student's academic advisor.

f. Questioning by the Committee

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

g. Record of Meeting

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

h. Decision of Committee

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

i. Publication of Decision

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

D. Record of Resolution

All written grievances, responses and documentation of resolution will be kept in the office of the President for a period of at least six years after the final disposition of the grievance.

TRAVEL POLICY (STUDENT)

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

1. I voluntarily participate in this activity.
2. I accept full responsibility for my actions and conduct while traveling and realize that I am expected to positively represent Hilbert College by my conduct.
3. I will conduct myself in accordance with the applicable laws and with the Hilbert College Student Code of Rights and Responsibilities.
4. I agree that I will not transport alcohol, illegal drugs, or weapons during this activity. Neither will I use illegal drugs, or alcohol (if under the legal drinking age) throughout the duration of this activity.
5. I will comply with all rules established by the trip leader, and will treat the trip leader with respect.
6. Should I believe the trip leader is behaving in an inappropriate manner, I will report such behavior to the appropriate Vice President immediately upon my return to campus.
7. I certify that I am in good health and have no physical, mental, or emotional impair-

ments, conditions, or concerns that might jeopardize my safety or the safety of others involved in the activity.

8. I understand that there are certain risks inherent in participation in this activity, including (but not limited to) illness, accidents and injuries. I voluntarily accept this risk associated with participating in this activity.
9. I understand that if I am found in violation of any of the above conditions I will be removed from the trip. I understand that I will be responsible for reimbursement of all costs incurred for such a removal.
10. Violation of this policy can also result in judicial action in accordance with the policies stated in the Hilbert College Student Handbook, including sanctions, suspension, or expulsion from Hilbert College.
11. In the event of an emergency, the trip leader has my permission to contact the individual(s) I have designated as emergency contacts.
12. I certify that I am at least eighteen (18) years of age and am competent to sign this policy. If I am under age 18, a parent or legal guardian must also sign.

UNACCEPTABLE OFF-CAMPUS BEHAVIOR

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

WEAPONS POLICY

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

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

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

Weapon is defined as:

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

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

Violation of this policy by employees constitutes misconduct and may subject the offend-

er to discipline including immediate termination.

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

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

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

Exceptions to this policy include:

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